

Annamalai  **University**

(Accredited with 'A' Grade by NAAC)

M.Phil. Degree Programmes – 2015

PROSPECTUS: 2015 – 16

(Information & Instructions to Candidates)

University website: www.annamalaiuniversity.ac.in

Annamalai University

Annamalai University, one of the largest unitary, teaching, and residential Universities in Southern Asia, was established and incorporated 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 Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013).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.

Established in 1929, Annamalai University, accredited with 'A' Grade by NAAC in 2014, is one of India's largest public residential universities with 10 Faculties and 49 departments of study. Annamalai University is one of the first institutions in the country to offer courses in Engineering and Technology. The University has initiated several innovative teaching programmes over the years and has been a pioneer in distance education. Annamalai University has a commendable track record in projects and publications and has been awarded the PURSE Programme by the Department of Science and Technology. Nineteen departments are supported by UGC-SAP, Sixteen by DST-FIST and two departments have attained the status of Centre of Advanced Study. The University has been rated Seventeenth in the country among the Top 100 institutions of Higher Education and second in the State by SCImago Institutional Ratings. Annamalai University has joint research and innovation partnerships with 24 institutions across the USA, Europe, Australia, Japan, and the UK. The list of partners includes prestigious institutes like Karolinska Institute, John Hopkins University, and University of Michigan amongst others. Two of the most notable international collaborations in which Annamalai University is the Co-ordinating Institute include the Indo-EU FUNCFOOD Project and the 21st Century Indo-US Knowledge Initiative. There are several ongoing research projects with international foundations and industrial players like Bayer, CavinKare, Dow Agrosiences, Bill & Melinda Gates Foundation, HCL, L&T, Accenture, and Huawei.

The University Library, named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, serves as knowledge hub for the students and the staff. Quite a good number of journals can be accessed through the Infonet facility. ScienceDirect is subscribed through which 340 journals can be accessed.

The sports complex of the University spreads over several acres, houses facilities for sports and games. Tennis court complex with synthetic surface, basketball complex, volleyball complex, athletic standard track, cricket field & nets, football field, hockey field and a wooden floored indoor stadium are a few worth mentioning.

CONTENTS

I.	Master of Philosophy (M.Phil.)	04
II.	Fee & Scholarship	07
III.	Eligibility Criteria	10
IV.	Important Points and Procedure for Filling Up Application	16
V.	Mode of Selection	17
VI.	Code of Conduct	18
VII.	General Instruction	19
	Annexure – I	23
	Annexure – II	24

I. Master of Philosophy (M.Phil.)

Provisions of the Annamalai University Act 2013

1.1 Preamble

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.

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.

1.2 Governing Guidelines

The guidelines governing the award of Master of Philosophy Degree Programmes by the University are based on the UGC (Minimum Standards and Procedures for the Award of M.Phil./Ph.D. Degree) Regulation 2009.

1.3 Master of Philosophy Degree Programmes Offered

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

1.4 Duration of the Programme

- i. The M.Phil. Degree Programme is for a period of one year spreading 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.

- ii. 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.

1.5 Course Work

- i. The syllabus for the course work of M.Phil. Degree Programmes shall be approved by the Board of Studies of each department.
- ii. 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.

Semester	Course	Credit	Total Marks
First	Course-I : Research Methodology	6	100
	Course-II : Area of Specialization	6	100
Second	Course-III : Background Paper	6	100
	Dissertation	8	100
	Viva Voce	4	100
Total		30	500

- iii. 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.
- iv. Students of M.Phil. Degree Programmes 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.

- v. **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.**

1.6 Dissertation

- i. 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.
- ii. A candidate shall specify the broad area of his/her research at the time of submission of application for M.Phil. Registration.
- iii. 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.
- iv. 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.
- v. 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.
- vi. (a) 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, Associate ship, Fellowship or similar title.
(b) 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.
- vii. 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.
- viii. 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.

1.7 Marks and Grading

- i. A student is deemed to have cleared the M.Phil. Degree Programme only if he/she has more than 75% attendance, appeared in the each semester examination, and secured a weighted grade higher than 'F'.
- ii. 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).
- iii. The successful candidates are classified as follows:
 - First Class with Distinction : OGPA 8.00 and above (if passed in first appearance)
 - First Class : OGPA 6.50 and above but below 8.00
 - Second Class : OGPA below 6.50
- iv. A candidate who has scored a minimum of 50% in a course is deemed to have passed the course.

II. Fee & Scholarship

2.1 Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows:

Sl. No.	Faculty / Department / Discipline	Tuition fee (Rs.)
1.	Arts, Indian Languages, Music and Yoga	21,100/-
2.	Mathematics	21,500/-
3.	Statistics, Education, Psychology, Physical Education, and Lifelong Education	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/-

2.2 Hostel Fee

Annamalai University is a residential University. Adequate Hostel accommodation is available. Candidates are advised to stay in the Hostel. The room rent and establishment charges are as given below:

Programme	Name of the Hostel	Fee per Annum (Rs.)
M.Phil. (Boys)	Pothigai Illam	45,000/- (for Others) 19,000/- * (for SC/ST students)
M.Phil. (Girls)	Thamarai Illam	45,000/- (for Others) 19,000/- (for SC/ST students)

* This fee has to be paid by the students at the time of joining the hostel and would exclusively cover the room rent and establishment charges. The mess charges which are in addition could be adjusted through the scholarship amount.

2.3 Scholarship

The students of Annamalai University can avail the Government Scholarships subject to eligibility.

- i. **UGC: Rajiv Gandhi National Fellowship (RGNF)** for SC/ST students doing Research work to the award of M.Phil.
- 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. **Fellowship / Scholarship sanctioned by various Funding Agencies.**
 1. UGC Scheme for award of Post Graduate Scholarship for professional courses for SC/ST candidates.
 2. Post Graduate Indira Gandhi Scholarship for single girl Child: This is only for the Candidate who happens to be single Girl child of the family (having no brother or sister) and who has taken admission in regular full time Master Degree course in recognised University or a Post Graduate College in conventional basic subject.

Note: This advertisement of the above Research Schemes will be published in all leading news papers and also the Guidelines available on the respective Website of the funding agencies.

- vii. Post Matric Scholarship** will be awarded to the students studying M.Phil. Degree Programmes including self-supporting programmes who belong to SC/ST community and also converted students whose parents/ guardians annual income from all sources does not exceed from Rs. 2,00,000/- for the converted students and Rs. 2,50,000/- for SC/ST students.
- viii.** Research Incentive will be granted to SC/ST students doing full time Ph.D. Programme at a rate of Rs. 50,000/- p.a. for 4 years only by Adi Dravidar and Tribal Welfare Department, Chennai.

Scholarships Sanctioned By the Government of Tamil Nadu

- 1) **Application Fee Concession to SC/ST and Converted Christian Students:** Entrance/ Course Application fees concession is granted to students belonging to SC/ST Community and Converted Christian by the Government Tamil Nadu (G.O. No. 111. 22.09.1998).
- 2) **Tuition Fee Concession to SC/ST and Converted Christian Students:** Full Tuition fee concession is granted to students belonging to SC/ST community and converted Christian under the rule 92 of Tamil Nadu Education Rules by the Government of Tamil Nadu [92-TNER].
- 3) **SC/ST Communities** whose Parent's/Guardian's income from all sources should **not exceed Rs. 2,50,000/- per annum, and Converted Christian (converted from SC/ST) Rs. 2,00,000/- per annum.**
- 4) **Other State Scholarship:**
 - i. **Other State Scholarships** for SC/ST/BC/OBC/EBC students.
 - ii. **"ISHAN UDAY" Scholarship for Northern Eastern Region Students.**
- 5) **Minority Scholarship:** Minority Scholarship award on the basis of merit cum means for minority community students.
- 6) **Higher Education Special Scholarship:** In addition to the Post Metric Scholarship, Higher Education Special Scholarship is awarded to the hostel students belonging to SC/ST and Converted Christian community and the number of scholarship is limited by the Government. The Annual income from all sources should not **exceed Rs. 2,00,000/- per annum.**
- 7) **BC/MBC/DNC Scholarship:** The Scholarship will be awarded to the Students belonging to **BC/MBC/DNC** communities whose Parent's/ Guardian's income from all sources should not **exceed Rs.2,00,000/- per annum.**
- 8) **Fee Concession to Blind Students:** Under rule 92 (TNER), Full Tuition fees concession is granted to blind Students belonging to all communities whose parents/Guardians annual Income should not exceeds **Rs.24,000/-**.

<p>Note: For all Scholarship, Income Certificate taken after April 2015 should be produced.</p>
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III. ELIGIBILITY CRITERIA

General

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

- 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.
- For SC/ST and differently abled candidates, there will be a relaxation of 5% marks for the minimum eligibility for admission.
- 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 the M.Phil. Degree Programmes, the rules and regulations of the Government of Tamil Nadu will be followed.

3.1 Admission to Foreign Students

- i. Students who have obtained their Master's Degree or equivalent outside the Indian Universities system are eligible for admission to M.Phil. Degree Programmes provided the Departmental Research Committee certifies equivalence.
- ii. 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.
- iii. Self-supporting foreign students seeking admission should possess a **Student VISA** issued by the Indian Embassies abroad.

3.2 Qualifying Examinations and Eligibility

i. Faculty of Arts

a. English

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

b. History

A pass in Master's Degree in History, M.A History & Heritage Management, M.A Ancient History & Archaeology, M.A History & Tourism Management and any other Master's Degree relevant to the field of History with a minimum 55% aggregate marks or in an examination recognized as equivalent thereto.

c. Political Science

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

d. Public Administration

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

e. 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 55% of aggregate marks or in an examination recognised as equivalent thereto.

f. Sociology

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

g. 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.

h. Population Studies

A pass in Master's Degree 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, Adult Education, Mathematics, Actuarial Science, Population & Development and Master of Health Social Sciences (MHSS) with a minimum of 55% aggregate marks or in an examination recognized as equivalent thereto.

i. Business Administration

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

j. Rural Management

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

k. Library & Information Science

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

l. 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 55% aggregate marks or in an examination recognised as equivalent thereto.

ii. Faculty of Science**a. Mathematics**

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

b. Statistics

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

c. Physics

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

d. Chemistry

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

e. 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 55% aggregate marks or in an examination recognized as equivalent thereto.

f. Herbal Science

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

g. Zoology

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

h. Environmental Biotechnology

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

i. Bioinformatics

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

j. Geology / Applied Geology

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

k. Geoinformatics

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

l. Biochemistry

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

m. Biotechnology

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

n. Microbiology

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

iii. Faculty of Marine Sciences**a. 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 55% of the aggregate marks or in an examination recognized as equivalent thereto.

b. 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 55% of the aggregate marks or in an examination recognized as equivalent thereto.

c. 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 55% of the aggregate marks or in an examination recognized as equivalent thereto.

d. 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 55% aggregate marks or in an examination recognized as equivalent thereto.

e. 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 55% aggregate marks or in an examination recognized as equivalent thereto.

f. Ocean Science & Technology

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

iv. Faculty of Indian Languages**a. Tamil**

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

b. Hindi

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

c. Linguistics

A pass in Master's Degree in any language with a minimum of Second Class securing at least 55% aggregate marks or in an examination recognised as equivalent thereto can be admitted in the M.Phil. Degree 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.

v. Faculty of Education**a. Education**

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

b. Psychology

A pass in Master's Degree in M.A./M.Sc. Psychology with a minimum of 55% aggregate marks or in an examination recognized as equivalent thereto.

c. Physical Education

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

d. Lifelong Education

A pass in Master's Degree in Adult Education or Lifelong Education or other interdisciplinary programmes viz., M.A. (sociology / Economics / Social Works / Education / Work Education / Philosophy / History / Political Science / Rural Development / Anthropology / Population Studies or M.Sc. (Psychology / Geology / Statistics) or M.P.Ed. (Master of Physical Education) with a minimum of 55% aggregate marks or in an examination recognized as equivalent thereto.

e. Yoga

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

vi. Faculty of Fine Arts**a. 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 55% of the aggregate marks or in an examination recognised as equivalent thereto.

IV. Important Points and Procedure for Filling Up Application

A copy of the following Documents to be enclosed along with the application.

- 1) Mark list/Grade Certificates of the qualifying examination ((11 + 1) / (10 + 2) +3 +2, and (10 + 2 + 5 pattern)
 - 2) Provisional/Degree Certificate of the qualifying examination
 - 3) Passport size photograph should be affixed in the application at the appropriate space
 - 4) Community Certificate for BC/BCM/MBC/DNC/SC/SCA/ST
 - 5) Proof of Date of Birth
 - 6) Transfer and Conduct/Migration Certificate
 - 7) Certificate of extracurricular activities
- i.** Application with incomplete or insufficient particulars or without enclosures or those received after the last date mentioned will be summarily rejected without intimation to the candidate.
 - ii.** Filled in application without the signature of the candidate will be rejected..
 - iii.** No document enclosed with the application will be returned. Candidates are required to **enclose only self attested photocopies** of the above certificates along with the application.

All originals are to be produced at the time of interview/admission.

Application filled for one programme cannot be transferred to another programme.**Note:**

- Candidates belonging to Scheduled Tribe should produce Community Certificate obtained from a competent authority not below the rank of a Revenue Divisional Officer. A self attested photocopy or certified copy of the permanent community certificate card should be produced.
- Producing a false community, nativity or any other certificate, if detected later at any point of time during the course of study, will result in expulsion of the candidate and also criminal proceedings will be initiated against the candidate as well as the parents as per law.
- As number of fake community certificates are being encountered off late and in order to curb such practices, the authentication of the above certificate has to be verified and confirmed by the concerned authority, before the individual completes the course.
- Community Certificate obtained from other states will not be considered and such candidate will be treated as to the **Open Category**.

V. Mode of Selection

5.1 Departmental Research Committee (DRC)

Departmental Research Committees shall be constituted for effective coordination of the research activities of the departments. Eligible candidates will be selected for the admission to the M.Phil. Programme based on the recommendation of the DRC.

5.2 Admission Procedure

- i. The Departmental Research Committee (DRC) will be responsible for selection of candidates for the M.Phil. Degree Programmes.
- ii. The selection of candidates for admission to the M.Phil. Degree Programmes 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.
- iii. The candidates shall indicate their chosen area of research at the time of interview.
- iv. Only a **predetermined number of students may be admitted to the M.Phil. Degree Programme.**

- v. 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.**
- vi. A candidate provisionally selected for admission for the M.Phil. Degree 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.
- vii. A student registered for the M.Phil. Degree Programme 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.
- viii. A full time scholar shall not undertake any employment either part-time or full time.

VI. Code of Conduct

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

- i. The students should conduct themselves in an exemplary manner so as to be model for other students.
- ii. All students will have to strictly adhere to the rules and regulations of the University.
- iii. **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.
- iv. **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.**
- v. The students should be present during all working days and sincerely apply themselves to studies.
- vi. 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.

- vii. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the programme.
- viii. Use of mobile phones and other electronic gadgets are not permitted in the class rooms, examination halls, faculty premises, university organized functions/programmes/extracurricular and co-curricular activities.
- ix. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- x. **Dress Code:** Students need to wear formal dress like Sarees/ Churidhar with dupatta for ladies and Trousers, Pant, Dhoti & Shirt for men.

VII. General Instructions

7.1 Application

i) Procedure for registration of application

(a) In Person

Candidates can obtain the application forms in person from Cash Counter, Administrative Office, Annamalai University by paying an application fee of Rs. 1000/-.

(b) By Post

Candidates can also obtain the application forms by post from the Registrar, Annamalai University, by sending a requisition letter along with a DD for **Rs. 1050/-** drawn in favour of "**The Registrar, Annamalai University**" payable at Chennai

(c) Through Internet

The application can also be downloaded from the University website. Candidates applying online must enclose a DD drawn in favour of "**The Registrar, Annamalai University**" payable at Chennai for **Rs. 1000/-**. Candidates must write his/her name and course in the back side of the Demand Draft.

www.annamalaiuniversity.ac.in/adm

PAYMENT BY ANY OTHER MODE WILL NOT BE ACCEPTED

- (ii) Candidates seeking admission into M.Phil. Degree Programmes should submit the **application form** with necessary enclosures to

**THE REGISTRAR,
ANNAMALAI UNIVERSITY
ANNAMALAINAGAR
CHIDAMBARAM
CUDDALORE DISTRICT
TAMIL NADU
PIN – 608 002.**

on or before **14.08.2015 by 5.00 p.m.**

- (iii) The candidates shall ensure that the completed application form with all particulars and enclosures reaches the Annamalai University within the date and time specified. Applications received by Speed post/courier or any other means, after the last date & time will not be accepted irrespective of the date of booking.
- (iv) The University shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.,
- (v) Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.
- (vi) Any supporting documents received after the due date or application without required documents/particulars will not be entertained.
- (vii) Photocopy/ Fax copy of the application will not be accepted.

7.2 General Instructions for Applicants

- i. 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.
- ii. The tuition fee and the caution deposit will be refunded after deducting the service charge of **Rs. 1,000/-**, if the candidate discontinues the programme before commencement of classes.
- iii. However, in case a candidate discontinues the programme on or after the date of commencement of classes, **tuition fee will not be refunded.**
- iv. The candidates who have joined a programme and wish to discontinue, should **pay the tuition fee in full.**
- v. Tuition fee should be paid by the candidate as prescribed by the University from time to time.

- vi. Tuition fee for the entire programme together with arrears, if any, shall be payable by the student before Transfer Certificate is issued
- vii. No certificate will be issued, unless the candidate has cleared all the arrears of fees etc., due to the University.
- viii. Caution deposit shall be refunded on application after adjustment towards any dues from the student. Application for refund of caution deposit should be submitted after the submission of thesis.
- ix. With regard to any dispute arising in relation to admission, 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 the University, will be Chidambaram Town only.
- x. Original Certificates submitted at the time of admission will be returned after completion of the program. In case a candidate requires the original certificates for valid reasons, he/she may apply for the same with valid proof. The candidates are advised to have with them attested copies of mark lists or other certificates that may be required for applying scholarships/bank loan etc.

7.3 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.

- (i) **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the respective department of study. On completion of the program, Provisional Certificate will also be distributed through the department concerned.
- (ii) **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.
- (iii) **Duplicate Certificate – Mark List/Degree:** 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.
- (iv) **Degree Certificate:** Notification will be issued in the leading dailies during the month of September/October every year for calling of application forms for getting Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.

(v) Personal File: Students are advised to maintain a personal file containing all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies

(vi) Re-admission: If any attendance deficiency during the tenure of his/her studies, 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.

(vii) How to get Certificate:

(a) Students applied for any certificates in this University viz., Bonafide, Course Completion, Duplicate Mark List and Degree Certificate either during the tenure of his/her studies or completion of the program should get 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 **1)** a copy of letter where he/she has applied for **2)** a copy of remittance challan, **3)** and any other documents etc., whenever any lapse of the original submitted to University (or) loss in transaction.

(b) If he/she does 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.

(c) Students admitted on various programs of the University, should get back his/her original certificates produced at the time of admission within three months either on completion of program (or) discontinuing the same in the middle of the program. The University is not responsible for any lapse or damage of the certificates.

REGISTRAR
ANNAMALAI UNIVERSITY

ANNEXURE – I



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.xxxxxxxxxxxxxxxxxx**, 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 Supervisor

Station:

Date:

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

*(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 bonafide 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 wilfully 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