

தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்
TAMIL NADU TEACHER'S EDUCATION UNIVERSITY
CHENNAI – 600 097

Regulations & Syllabus for
DEGREE OF
MASTER OF
PHILOSOPHY (M.Phil.) IN
EDUCATION

With effect from the Academic
Year 2020-2021

1. PREAMBLE

The Degree of Master of Philosophy (M.Phil.) is awarded to a candidate, who as per the regulations of this University has submitted a thesis on the basis of original and independent research work in Education that makes a contribution to the advancement of knowledge in the field of Education which is approved by the Board of Examiners.

2. ELIGIBILITY

Candidates with M.Ed and Master's degree of any other Education University in the concerned or related discipline or any other qualification recognized as equivalent thereto by the Syndicate of University are eligible.

All candidates should have passed a two-years M.Ed and PG degree course after 3-year Bachelor's degree course and Higher Secondary course of 2-year duration after 10-year SSLC (i.e. 10+2+3+2 years of study) or one year Pre-degree after 11-year SSLC (11+1+3+2) or 10-year SSLC plus 3-year Diploma plus two year UG degree and two year PG (10+3+2+2) or four year UG degree and one year masters degree (10+2+4+1). So candidates possessing a PG degree and M.Ed with 19 years of total duration of study alone are eligible for admission to M.Phil / Ph.D. programme.

[Note: A relaxation of 5% may be provided from 55% to 50% of marks at the Master's Degree level for the SC/ST/OBC(Non-Creamy Layer)/Differently-abled Category and also for those who had qualified their Master's Degree prior to 19th September, 1991.]

3. ADMISSION

Admission to M.Phil programme will be normally done twice a year – during the month of January and July. However the admission to M.Phil programme shall be done based on the availability of vacancies with Research Guides /Supervisors in the University Departments/Research Centres/Post Graduate Departments.

The candidates shall be selected and admitted through a common entrance test followed by an interview conducted by the University to discuss their research interest/area before a duly constituted committee.

3.1 Admission of Foreign Students to M.Phil Programme

Foreign students who are selected under various scholarship schemes, either by the Ministry of Education and Culture or by the Ministry of External Affairs, will be given admission as Full-time scholar on the recommendation/sponsorship of the respective Ministry of Government of India. The other foreign students who seek admission for Full-time should possess a Research 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. They should also show proof for financial capability for staying/pursuing Ph.D. Programme for 3 years.

3.2 NOTIFICATION

The University shall give notification about admission to M.Phil programme. This notification shall carry the information regarding the Research Guides/Supervisors available in the University Departments/Research Centres/Post Graduate Departments, date of issue of application, last date for submission of application, date and time of entrance test and interview, and other relevant information required by the candidates.

3.3 ENTRANCE TEST and INTERVIEW

The entrance test shall be conducted for 1½ hours duration for 80 marks with multiple choice questions related to the subjects specified in the M.Ed. Degree programme of this University from time to time. However, 50% of questions shall be covered from Research Methodology and Statistics subject and the remaining 50% of questions shall be covered from other subjects. Following the entrance test, interview shall be conducted for 20 marks.

3.4 SELECTION

The selection of candidates shall be done on the basis of entrance test and interview marks. The selection of candidates shall be done according to the state reservation policy and also UGC norms in force from time to time [Note: *Part-III, Section 4, The Gazette of India, Extraordinary, August 27th 2018, UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) Regulations, 2018.*]

(a) Candidates belonging to the following categories are eligible to register for M.Phil. (Full-Time / Part Time) programme:

A candidate having a minimum 55% (for SC/ST candidates the minimum eligibility is 50%) marks and above in the Master's degree and working as Full-time Research Fellows/Technical Assistants/Research Assistants in time-bound Research schemes of one year duration or more in University Departments/Research Departments of Affiliated Colleges/Recognized Research Institutions.

(b) Candidates belonging to the following categories are eligible to register for M.Phil.

(Part-Time) programme:

- i. All teachers working (with M.Ed) in colleges affiliated to the University are eligible.
- ii. Candidates working as guest lecturers on consolidated pay are also eligible to pursue M.Phil. (Part-time) programme provided they produce an NOC and service certificate from their respective colleges.
- iii. Candidates working in colleges affiliated to Universities have to produce a No objection Certificate
- iv. T.C. need not be insisted for admission to part-time M.Phil. programmes.

4. Duration of Research

The maximum period of research for M.Phil. is one year.

5. RESEARCH ADVISORY COMMITTEE

For every candidate (Full-time/Part-time) registered for the M.Phil programme, a three-member Research Advisory Committee shall be constituted (**Appendix-L**) and approved by the University within one month of the provisional registration. The Research Advisory Committee shall constitute the Research Guide/Supervisor (Convener), the Head of the concerned Department of the University/Research Centre/Post Graduate Department (Member) and a recognized Research Guide/Supervisor from other Departments of the University/Research Centres/Post Graduate Departments (Member). In the case of Head of the Department being a Research Guide/Supervisor, the other members of the Research Advisory Committee shall be drawn from other recognized Research Centres/Post Graduate Departments/University Departments within Tamil Nadu who has specialization on the specific area of research/research problem.

6. GENERAL INSTRUCTIONS TO THE APPLICANTS

6.1 Applicants are requested to read carefully the rules of eligibility and other instructions given in the prospectus.

6.2 Candidates with Junior/Senior Research Fellowship sanctioned by National Research Council shall approach the University Departments/Research Centres in Colleges for admission and need not pay the online registration fee.

6.3 Candidates who are pursuing their final year PG Course may also apply for the Common Entrance Examination for M.Phil program. The Pass Certificate will be issued only on production of attested copy of Cumulative Mark Statement ensuring minimum eligible percentage of marks in PG Degree.

6.4 Selected candidates should submit all original documents/certificates at the time of Interview for verification.

6.5 Applicants should upload attested Photocopies of SSLC, HSC, UG, PG, and M.Phil Mark Statements, Degree Certificates, Community Certificate, and Certificate of Differently Abled persons along with applications.

6.6 Filling with any wrong information or suppression of information may result in the rejection of the application.

7 Courses of Study

- The M.Phil. (Education) curriculum comprises five components, namely,
1. Core Courses
 2. Courses of Specialization
 3. Research Practice (Dissertation)
 4. Advance Seminar
 5. Viva Voce

8. CHANGE OF GUIDE

8.1 Change of Research Guide/Supervisor shall not be normally permitted. In exceptional cases, change of Research Guide/Supervisor may be permitted, provided that the Research Guide/Supervisor under whom the candidate has originally registered gives a "No Objection Certificate" and the new Research Guide/Supervisor gives a "Certificate of Willingness" to guide and supervise the candidate for the remaining period of his/her research on the same topic.

8.2. The candidate shall submit a request for change of Research Guide/ Supervisor.

After the approval of change of Research Guide/Supervisor, the candidate shall continue his/her research with the new Research Guide/Supervisor for the remaining period.

- 8.3. In exceptional cases, the request of the candidate, for change of Research Guide/Supervisor shall be considered by the Vice-Chancellor based on the recommendations of a duly constituted committee and merits of the case even without the “No Objection Certificate” from the Research Guide/ Supervisor.

9. CHANGE OF TITLE

Change of title shall be permitted only once, when the required change is minor in nature as recommended by the Research Advisory Committee. In such cases, the research work shall be in the same area of the research. Requisition for a change of title shall be submitted within one year of confirmation of registration. Change of title, recommended by the Research Guide/Supervisor and Research Advisory Committee should be approved by the University. The change of title and Research Guide/Supervisor shall not be allowed at the same time.

10. CANCELLATION OF REGISTRATION

- 10.1 In case of Research Scholars, who have not successfully completed the prescribed Course Work and examination, and the minutes of the meeting of the Research Advisory Committee for them are not forwarded to the University for confirmation of provisional registration, their registration shall be cancelled by the University by the end of 18th month of the date of provisional registration.

10.2 In case of recommendation for cancellation of the registration by the Research Guide/Supervisor for valid reasons, the Research Scholar shall be intimated about the grounds on which the registration is proposed for cancellation. After a formal enquiry by a duly constituted committee and on the merits of the case, the provisional registration shall be cancelled.

- 10.3 In case of any representation from the Research Scholar, the Head of the Department/Institution after consulting the Research Guide/Supervisor and the Research Scholar shall refer the matter to the Board of Research Studies, which may either suggest cancellation or change of Research Guide/Supervisor depending on the merits of the case. The decision of the Board of Research Studies shall be the final.

- 10.4 If the academic performance of a Research Scholar is found not satisfactory to the extent of non-compliance of the conditions stipulated during the registration period, presentation of seminars, submission of reports, etc action on this count to cancel the registration shall be taken based on the recommendation of the Research Advisory Committee.

10.5 If a Research Scholar fails to submit the thesis within the stipulated maximum period, his/her registration shall automatically stand cancelled, unless extension of research period is granted by the university.

- 10.6 If a Research Scholar wishes to cancel his/her registration on his/her own in writing and the requisition for cancellation duly forwarded by the Research Guide/Supervisor, and the Head of the University Department/Research Centre/Post Graduate Department to the university shall be accepted.

Hence, the candidate should pay all the fees due up to the date of completion of the minimum period permitted or the date of cancellation, whichever is later.

11. PRESENTATION OF SEMINARS

Two research seminars (open to the Department) shall be presented by all categories of Research Scholars (Full-Time and Part-Time) in the respective University Department/Research Centre/Post Graduate Department. The Research Guide/Supervisor and Head of the Department of the University/Research Centre/Post Graduate Department shall issue the requisite notifications of the seminars.

11.1 The first seminar shall be held in the department concerned within the first year of completion of research work on the research problem and objectives.

A certificate shall be issued by the Research Guide/Supervisor and Head of the Department of the University/Research Centre/Post Graduate Department on the day of presentation of the seminar to the Research Scholar to the effect that the candidate has satisfactorily presented the seminar. The list of attendees of the seminar along with their names, designation, institutional affiliation and signature shall be certified by the Research Guide/Supervisor and Head of the Department of the University/Research Centre/Post Graduate Department.

11.2 The second seminar shall be after completion of the first year but not later than the second year of the research work in the Department. The second seminar shall be on data collection, analysis, tools employed and inferences. Alternatively, it can be the participation of the Research Scholar in National/International Seminar/Conference and presentation of research paper in such a seminar/conference. The Research Guide/Supervisor shall issue a certificate to the effect that the seminar is relevant to the field of research of the scholar, along with paper presentation certificate issued by the organizers of the seminar/conference.

12. Part II - Dissertation

The exact title of the dissertation shall be intimated within one month after the completion of the written examination. Candidates shall submit the dissertation to the University through the Supervisor and Head of the Department/Principal at the end of one year from the commencement of the course and before 31st October which shall be valued by internal examiner (Supervisor) and one external examiner appointed by the University from a panel of four names sent by the Supervisor through the Head of the Department/Principal at the time of intimating the title of the dissertation.

The examiners who value the dissertation shall report on the merit of the candidate as “Highly commended” or “Commended” or “Not commended”.

If one examiner commends the dissertation and the other examiner does not commend the dissertation shall be referred to third examiner and the third valuation shall be final.

Submission or re-submission of dissertation shall be once in a year i.e. before 31st October.

13. PASSING MINIMUM:

- (i) A candidate shall be declared to have passed Part I of the examination if he/she secures not less than 50% of the marks in each paper, including Paper 3 for which examinations are conducted internally.
- (ii) A candidate shall be declared to have passed Part II of the examination if his/her dissertation is commended/Highly commended.

(iii) All other candidates shall be declared to have failed in the examinations.

14. RANGE OF DISSERTATION MARKS

Not commended – 49% and below, commended – 50% to 69%

Highly Commended – 70% and above.

15. EVALUATION PROCESS AND AWARD OF DEGREE

15.1 The copy of M.Phil. thesis of the candidate shall be dispatched by Email/ Speed Post/Registered Parcel Post/Airmail/Courier, etc to the examiners as and when their acceptance is received. Reminders may be sent to the examiners if the reports are not received within a month and a maximum of two reminders may be sent once in fifteen days. If, no response is received from the examiners within two months, then further action may be initiated on the advice of the Vice-Chancellor.

15.2 If the examiners prefer to evaluate the thesis on electronic form, the thesis copy in CD shall be sent to the examiners. In the first instance itself, the examiners shall be given this option to inform the university accordingly.

15.3 The examiners shall send their reports in the prescribed form (**Appendix-J**) along with separate detailed report on the merits and demerits of the thesis and mention in their report the grading of the thesis as:

[a] Thesis is highly commended and recommended for conduct of public viva voce examination and degree may be awarded.

(or)

[b] Thesis is commended and recommended for conduct of public viva voce examination and degree may be awarded.

(or)

[c] Thesis is commended and the degree may be awarded subject to the scholar furnishing satisfactory clarification to my queries during the public viva voce examination.

(or)

[d] Thesis is commended and the degree may be awarded subject to the condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Research Guide/Supervisor before the public viva voce examination.

(or)

[e] Thesis needs to be resubmitted after revision for revaluation and I am willing/ not willing to evaluate the revised thesis.

(or)

[f] Thesis is not commended and the degree may not be awarded.

The two external examiners shall send their individual reports together with their recommendations to the Controller of Examinations by name. The Research Guide/Supervisor as an examiner and Convener of the Board of Examiners shall give his/her own report and consolidate all the three reports of the examiners bringing out the salient points made out in the individual reports and send the same to the Controller of Examinations.

Consolidated report shall be given only if the two external examiners have recommended the thesis for the award. If an examiner suggested any corrections/modifications to be carried out in the thesis, the consolidated report shall be given only after incorporating the corrections/modifications in the thesis with necessary certificate by the Research Guide/Supervisor.

After completing the evaluation, the thesis may be retained by the examiner or sent it the General Library of his/her institution by duly inform it to the University accordingly.

15.3 . If any of the one examiner fails to send the evaluation report on the Ph.D thesis within a month from the date of the mailing of the thesis, during the second month two reminders at an interval of 15 days shall be sent to the examiner by post/e-mail/fax. If no response is received from the examiner for the two reminders, then the thesis shall be sent to the substitute examiner in the panel for adjudication.

15.4 (a) A thesis shall be accepted for the award of M.Phil Degree when all the three examiners have recommended the thesis for award, and then after successful performance in public viva voce examination.

(b) The Research Guide/Supervisor shall be appointed as the Convener for conducting the public viva voce examination. The Vice-Chancellor shall nominate the Indian examiner (*UGC DO No. F.1-1/2020 (Secy) dated 1st April 2020*) as external examiner for conducting the Ph.D viva voce examination.

(a) If one of the examiners has recommended and the examiner has not recommended, then the thesis may be referred to the 3rd Examiner.

(b) If one of the examiners has recommended and the other examiner has recommended for revision, then the thesis shall be revised by the Research Scholar on the lines of the report of the examiner who asked for revision and the revised thesis shall be sent to the same examiner for evaluation, if he/she has accepted to evaluate the revised thesis.

(c) If the examiner who has recommended for revision is not willing to evaluate the revised thesis, then it shall be referred to the 3rd examiner.

(d) Once the University comes up with the decision as “Resubmission after Revision” of the thesis, the Research Guide/Supervisor shall be requested to direct the Research Scholar to revise and resubmit the thesis after one month but within a period of one year. Copies of the reports of the examiners shall be made available to the Research Scholar for carrying out the revision of the thesis.

16.RESTRICTION IN NUMBER OF CHANCES:

No candidate shall be permitted to re-appear for the written examination in any paper or more than two occasions or to re-submit a dissertation more than once. Candidates shall have to qualify for the degree passing all the written papers, dissertation within a period of one year from the date of commencement of the course.

17.QUALIFICATION FOR PERSONS CONDUCTNG THE M.PHIL COURSE.

No teacher shall be recognized as a Supervisor unless he/she possesses a Ph.D. Degree in Education or two years of Post-Graduate teaching experience after qualifying for M.Phil. Degree in Education.

Only the Post-Graduate Departments of affiliated colleges and Departments of the University will be recognized for conducting the M.Phil. Course in Education. However, the Syndicate shall have the power to decide any other Institution of Higher Learning/ Research

Institute within the University area for conducting the M.Phil. Course in Education on merits.

18.PROCEDURE FOR RECOGNITION OF RESEARCH GUIDES/ SUPERVISORS

The application for recognition as a Research Guide/Supervisor by an individual shall be submitted through proper channel along with the bio-data, list of research publications, photocopies of publications, self attested photocopies of the award of research grants, etc. The application will be referred to an expert committee duly constituted by the Vice-Chancellor for the recognition of the applicant as a Research Guide/Supervisor.

19.LIST OF EXAMINERS

The Research Guide/Supervisor shall submit a panel of five examiners with designation, years of experience, area of specialization, email address, phone/mobile number etc in a prescribed format [**Appendix-H (i) & (ii)**]. Out of which **Five shall be within Tamil Nadu**. The examiners shall be preferably at the level of University Professors/Associate Professors. The Panel of Examiners should be submitted in a sealed cover super scribing confidential addressed to the Controller of Examinations along with the Synopsis Submission Form and other documents.

20.TENURE OF RESEARCH GUIDES/SUPERVISORS

The recognition given to a Research Guide/Supervisor shall be valid till his/her retirement. If, for any reason, the Research Guide/Supervisor takes voluntary retirement from service or leaves the service or moves away from the jurisdiction of the University, his/her Guideship shall stand cancelled. However, if substantial work had been done, then such Research Guides/Supervisors shall be permitted to complete their research commitments to the scholar already registered.

21.NUMBER OF SCHOLARS UNDER A GUIDE/SUPERVISOR

A Research Guide/Supervisor who is a Professor working on permanent basis in the University Department and Colleges of Education affiliated to this University and recognized as a Research Centre /Post Graduate Department, any given point of time, cannot guide more than **three M.Phil**. An Associate Professor as Research Guide/Supervisor can guide up to a maximum of **two M.Phil**; and an Assistant Professor as Research Guide/Supervisor can guide up to a maximum of **one M.Phil**/Note: *Part-III, Section 4, The Gazette of India, Extraordinary, May 5th 2016, UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) Regulations, 2016; Part-III, Section 4, The Gazette of India, Extraordinary, August 27th 2018, UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) Regulations, 2018.*

- a.Once a candidate has submitted the thesis, it shall be reckoned as the completion of research and the Research Guide/Supervisor shall be eligible to take another candidate as per the norms.

22.SCHEME OF EXAMINATION

Part I – Written Examinations – Papers 1, 2 and 3

Provided that candidates admitted under inter-disciplinary basis shall be required to take **Paper I – Research Methodology** and **Paper 2 – An advanced paper in the main subject (any one Elective Paper)** and **Paper 3 – which shall be in Education or an inter-disciplinary paper relating to the proposed dissertation conducted internally by the College/ Department**. The syllabus for the inter-

disciplinary paper shall be approved by the Chairman of the Board of Research Studies.

The examinations for papers 1, 2 and 3 shall be held in the month of August of the following year. The duration for each paper shall be 3 hours carrying 80 marks each.

The question paper setters shall be appointed from the standing list of examiners submitted by the respective Chairman of the Board of Research Studies.

There will be **ten questions** out of which **eight questions** are to be answered. Question numbers 1 to 10 will have two subdivisions a and b. answered.

The written papers shall be valued by internal and external examiners.

- If both the examiners have given pass marks and the difference is not more than 15 percent, candidates shall be declared to have passed in written paper by taking the average of the two valuations.
- If both the examiners have awarded fail marks and the difference is more than 15 percent, the written paper shall be referred to third examiner and the third valuation shall be final.
- If one examiner gives pass marks and the other examiner gives fail marks, the written paper may be referred to third examiner irrespective of the difference and the third valuation shall be final.
- If both the examiners have awarded fail marks, irrespective of any difference, the candidates shall be declared to have failed in written paper.

Distribution of Marks

Semester I Paper	Title	Int. Marks	Ext. Marks	Total Marks
a) Core Courses paper -1				
	Advanced Educational Research Methodology	20	80	100
b) Area of Specialization (any one of the following) Paper-2				
	1. Early Childhood Care and Education (ECCE) 2. Curriculum Development 3. Educational Assessment and Evaluation 4. Guidance and Counseling 5. Education of Differently Abled Children	20	80	100

Paper - 3				
Education or an inter-disciplinary paper relating to the proposed dissertation conducted internally by the College/ Department		20	80	100
c)	Data Analysis and Management	50	—	10
d)	Presentation of Research Proposal	50	—	
Total of Semester I		160	240	40

Note: A Student can choose any one of the five electives depending upon the availability of the same in the college concerned.

Semester II	Title	Int. Marks	Ext. Marks	
Paper				
Dissertation		200	200	
Advanced Seminar		50	50	
Viva voce		100	100	
ICT Lab work (2 hrs per week)	50	50		
Total of Semester II		400		

23. Second Semester

Advance Seminar

The full time M.Phil and Part time M.Phil student will be required to write a **Term Paper** related to an educational problem and present the same in the seminar to be organized by the **Research colloquium** of the Department and evaluated by a committee formulated for this purpose. Students will be assigned with tutors to guide and assess the outputs before finally presented in the seminar. The presentation and the response of the presenter to the questions / observations made by the peer group and committee members (3 members including the tutor) will be subjected to evaluation. Two hours per week in the Semester will be earmarked for the preparation of paper in consultation with tutor

Total Marks 50 Distribution of marks is as under:

Preparation of Paper (assessed by the tutor): 20 marks

Presentation and discussion (assessed by committee members): 30 marks

ICT Lab Work

The students are required to carry out computer Lab work with the facilities available in the Institution. The purpose of this is to enable the students to:

- Understand the use of Excel, Statistics and SPSS package for data analysis
- Develop skills in data transformation
- Develop skills in use of appropriate statistical techniques and use the computer

for data analysis

- Develop skills of drawing charts/ graphs
- Interpret the data /results accurately and appropriately

Two hours per week in the Semester will be earmarked for the Lab work. Two faculty members will provide the required assistance in achieving the above-mentioned objective. The knowledge and skills acquired by students will be assessed by the faculty by way of conducting tests and assignments. **Total Marks 50 Two Tests: 20 marks Assignment: 30 marks**

24.PUBLICVIVA VOCE EXAMINATION

A thesis shall be accepted for the award of M.Phil Degree when all the three examiners have found the thesis satisfactory for award and then a public viva voce examination is conducted. The conduct of public viva voce shall be mandatory for all the candidates.

25.CONSTITUTION OF PUBLIC VIVA VOCE BOARD OF EXAMINERS

25.1 The Vice-Chancellor shall constitute a Viva Voce Board of Examiners for the conduct of the public viva voce examination and one of them shall be the Research Guide/Supervisor and the other shall be the Indian Examiner.

The Research Guide/Supervisor shall be the Convener of this board. The Research Guide/Supervisor and External Examiner shall then be requested to fix a date for the public viva voce examination giving at least 10 days for the University to provide permission for the conduct of the public viva voce examination and 15 days time for the candidate.

25.2. In the case of public viva voce examination conducted in the recognized Research Centres/Post Graduate Departments of affiliated colleges, an Observer at the level of a Professor/Associate Professor from the Tamil Nadu Teachers Education University shall be appointed by the Vice-Chancellor as an additional examiner while constituting the public viva voce board of examiners.

26.VIVA VOCE NOTIFICATION

As soon as the Viva Voce Board is constituted by the University, the Convener of the Viva Voce Board in consultation with the other examiner shall fix a date for the Public Viva Voce examination. The public viva voce examination shall be

conducted only in the University Departments for the candidates who have registered with the Research Guides/Supervisors in the University Departments. In the case of other candidates, the public viva voce examination shall be conducted in the recognized Research Centres/Post Graduate Departments where the candidates have registered for the Ph.D programme.

The Research Guide/Supervisor shall in consultation with the Head of the University Department/Principal of the Research Centre/Principal of the Post Graduate Department fix the venue for the public Viva Voce examination and a public notice be issued to as many Departments/Colleges as possible. The evidence for sending such notice to various Departments/Colleges should be submitted along with the public Viva Voce Examination Report. When the information for public Viva Voce examination is sent, the Research Guide/Supervisor shall be authorized to organize the public Viva Voce examination for which the Faculty Members, Research Scholars, the Public and the other experts from this University and other Universities may be invited. A notice shall also be displayed on the Department Notice Board 15 days in advance of the date of public Viva Voce examination. A copy of the thesis shall be made available to the public at the Department for perusal at least 15 days prior to the date of the public Viva Voce examination.

27. GUIDELINES FOR CONDUCTING PUBLIC VIVA VOCE

The viva voce examination shall be conducted only on a working day and during working hours within 30 days from the constitution of the public Viva Voce Board. The evaluation reports of examiners shall be kept with the Research Guide/Supervisor. A list of attendees with their names, designation, address and signatures shall be obtained and sent along with the recommendations. The Convener of the public Viva Voce Board and Head of the University Department/ Research Centre/Post Graduate Department shall be responsible for the conduct of the public viva voce and shall certify to this effect.

On the day of public Viva Voce examination at the appointed time, the Convener shall proceed to the examination hall and introduce the M.Phil candidate to the audience and the research topic. The Convener shall also introduce himself/herself and introduce the External Examiner and the Observer (applicable only for Research Centres/Post Graduate Departments of affiliated colleges). The Convener shall also explain the mode of conduct of public Viva Voce Examination.

The Research Scholar shall present his/her thesis (with the support of power point) within 30 minutes indicating its relevance/importance, methodology, limitations and his/her findings, etc.

After the presentation, the External Examiner and the Observer (applicable only for Research Centres/Post Graduate Departments of affiliated colleges) shall be given time to raise his/her questions or the clarifications needed. Then, the Convener shall read the questions raised by the Examiners one by one and elicit replies from the candidate. Thereafter, the audience shall be permitted to

ask questions/clarifications one by one. The total time for questions

When all the questions are answered, the public Viva Voce Board shall conclude the examination as closed and prepare a report showing the performance of the candidate. The report shall be submitted along with the recommendations to whether the candidate has performed satisfactorily or not satisfactorily to the Controller of Examinations on the same day duly signed by the members of the public Viva Voce Board.

A candidate who submits a satisfactory thesis but fails to satisfy the Viva Voce Board may on the recommendations of the Board shall be permitted to submit himself/herself for a public Viva Voce examination second time within three months of the date of public Viva Voce examination. A candidate who fails to satisfy the Viva Voce Board for the second time will have his/her thesis finally rejected.

The recommendations of the Viva Voce Board for the award of Ph.D degree along with all the evaluation reports and the consolidated report shall be placed before the Syndicate for approval. After the approval of the recommendations of the Viva Voce Board by the Syndicate, the result shall be declared and the degree shall be conferred.

The date of public viva voce examination as approved by the Syndicate shall be reckoned as the date of award of M.Phil degree to the Research Scholar.

27.1 MAXIMUM PERIOD OF PROCESS OF EVALUATION

The entire process of evaluation of thesis shall be done **within a period of six months** from the date of submission of thesis.

28. PUBLICATION OF THESIS

After the award of M.Phil degree, the thesis may be published by the candidate in the form of a book with the permission of the University and the candidate has to submit 5 copies of the book published to the University Library.

If the two external examiners unanimously recommended the thesis fit for publication, then it may be published within two years after the date of award of the degree by the syndicate. The applicant needs to submit a formal request to this University for publication of his/her thesis. The candidate shall be permitted to publish his/her thesis only after obtaining the permission from the Syndicate of this University.

29.SPECIAL PROVISIONS

29.1 If the Research Guide/Supervisor is transferred/appointed and shifted to another recognized University/Research Centre/College, he/she may continue to guide and supervise the student if substantial work had been done already by the candidate as certified by the Research Guide/Supervisor. If no substantial work has been done, the Research Scholar may request for a change of Research Guide/Supervisor and this may be granted on the basis of the merit of the case after due consideration by the authorities.

29.2 If a college teacher registered for M.Phil as a Part-Time Scholar, selected under Faculty Development Programme of UGC, may be permitted to continue the research as a Full-Time Scholar in the Department where the Guide/Supervisor works.

29.3 A candidate who has registered as a Full-Time Scholar in this University and who subsequently joins as a teacher in this University/ in a College affiliated to this University/an institution recognized by UGC for research in education may be permitted to convert his/her registration from Full-Time to Part-Time research. In such case, the candidate shall send a request through the Research Guide/Supervisor for such conversion. However, the candidate must fulfill the minimum period of requirement as mentioned in **Table 1**.

30. FEE PARTICULARS

Table 2: FEE STRUCTURE

Sl.No.	Details of Fee	Rs.
1	General Registration fee	250
2	Development of Infrastructure facilities	100
3	(Cultural and Youth Festival	100
4	Sports Fee	75
5	Library	50
6	(Eligibility fee including Cost of application	300
7	Alumni	100
8	Each Theory Paper	300
9	Dissertation	750
10	Statement of Marks	75
11	Provisional Certificate	150
12	Degree Certificate	225
13	Fee for Submission of Thesis including postal charges	1000
14	Fee for the resubmission of thesis including postal charges	1500
15	Extension Fee for one year (Except Women/PWD candidates)	2000

16	Extension Fee for Women and PWD candidates for one year	1000
17	Fee for change of Topic / Title	1500
18	Fee for Change of Guide/Supervisor	1500
19	Fee for Change of Institution/Conversion from full-time to part-time and vice versa.	2000
20	Fee for thesis submission certificate/Viva Voce Certificate/To issue duplicate copy of any communication (eg. Registration letter, change of title, etc.)	500
21	Fee for grace period (First 3 months)	1000

(Note: All the necessary fees shall be paid on time. If not paid on time, a penal fee may be collected.)

PART - III

GUIDELINES FOR APPROVAL OF RESEARCH CENTRES

1. The research work leading to the award of M.Phil/Ph.D degree in Education can be carried out in the Departments of University and also in Research Centres/Post Graduate Departments duly recognized by the University.
2. All the Departments of Study and Research of the Tamil Nadu Teachers Education University are deemed to be Research Centres by virtue of being to flourish as Research Centres.
3. The Post Graduate (M.Ed) Departments of Colleges of Education (Government/ Government Aided/Private) which are actively engaged in research.
4. The institution to be recognized as a Research Centre by the University shall have at least four Faculty Members holding Ph.D Degree in Education and who fulfill the eligible conditions to be approved as a Research Centre (as evidenced by regular, periodical refereed publications, participation in national and international seminars, expert committees and related academic activities). Such institutions may apply with all other requisite information in the prescribed form along with a recognition fee of Rs.100000/- and Rs.25,000/- as visiting/inspection fee.
5. An Inspection Commission comprising two subject experts appointed by the University shall inspect and report on the available infrastructure including journals, books, ICT laboratory, psychology lab, Internet with INFLIBNET/DELL NET and other facilities established in the center and research work already going on in the centre as evidenced from the list of publications made from the centre. Considering the inspection report, the institution may be approved as a Research Centre by the University. The University shall issue a Certificate of Recognition to the eligible Research Centre.
6. An annual renewal fee of Rs.10000/- shall be paid to the University by all the approved Research Centres/Post Graduate Departments.
7. Every Research Centre/Post Graduate Department shall function under the senior teaching faculty of the Research Centre/Post Graduate Department in College, designated as Research Director.

APPENDIX – A**FUNCTIONS OF THE RESEARCH ADVISORY COMMITTEE**

1. There shall be a Research Advisory Committee or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned for M.Phil and Ph.D scholars. The Research Guide/Supervisor of the Research Scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
 - a. To review the research proposal and finalize the topic of research.
 - b. To guide the Research Scholar to develop the study design and methodology of research and suggest the course(s) that he/she may have to do.
 - c. To periodically review and assist in the progress of the research work of the Research Scholar.
2. A Research Scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports of the Research Scholar shall be scrutinized and approved by the Research Advisory Committee shall be forwarded through the Research Guide/Supervisor to the Head of the Department/ Research Centre /Post Graduate Department with a copy to the research scholar.
3. In case the progress of the Research Scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Research Scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Head of the Department/Research Centre/Post Graduate Department with specific reasons for cancellation of the registration of the Research Scholar.

APPENDIX – B**PROGRESS REPORT OF THE M.Phil PROGRAMME**

- (To be submitted once in six months by both Full-Time and Part-Time candidates)*
- (i) The progress reports shall be submitted by the Research Scholar in quadruplicate, to the Research Guide/Supervisor accompanied by a report by the candidate about the work carried out during the period of this report (in about 300 words) duly signed by the Research Scholar and countersigned by the Research Guide/Supervisor.
 - (ii) The Research Guide/Supervisor shall fill his/her part, affix his/her signature and get it countersigned by the Head of the concerned University Department/Research Centre/Post Graduate Department.
 - (iii) The progress report in quadruplicate shall be placed before the Research Advisory Committee for approval. The first copy to be retained by the Research Guide/Supervisor, second copy shall be sent to the Registrar through the Head of the concerned University Department/Research Centre/Post Graduate Department, the third copy shall be retained by the concerned University Department/Research Centre/Post Graduate Department whichever is applicable and the fourth copy shall be retained by the Research Scholar.

1. Particulars of the Research Scholar

- | | |
|--|----------------------------------|
| [a] Name | : [b] Designation |
| (if applicable) | : [c] Institution where employed |
| (if applicable) | |
| : [d] Period of the Report | : 2.Registration Details |
| [a] Category of Registration | : Full-Time/Part-Time |
| [b] Date of provisional registration with University reference No. | |
| and date | : |
| [c] Whether the provisional registration has been confirmed | |

(If yes, give reference) : Yes /

No

3.Particulars of the Research Guide/Supervisor

[a] Name :

[b] Designation :

[c] Institution :

4.Name of the University Department/

Research Centre/Post Graduate Department
where the research is conducted

:

5.Title of the Study

:

6.Details of the Progress

:

[a] Whether the candidate's report

in quadruplicate is enclosed?

[b] Whether papers have been

published related to the title of thesis

(if yes, furnish details)

[c] Whether Seminars/Conferences

Attended/Presented Paper

[d] Whether the prescribed

Course Work has been completed?

(If yes, furnish details)

7. Whether the annual research fee have

: Yes / No

: Yes / No

: Yes / No

: Yes / No

been paid ?

: Yes / No

(If yes, furnish details)

8. Whether the registration fee has been

paid?

: Yes / No

(If yes, furnish details)

Date:**Signature of the Research Scholar**

9. Remarks of the Research Guide/Supervisor

[a] Attendance

[b] Progress

: Satisfactory/Not Satisfactory

: Satisfactory/Not Satisfactory

[c] Expected time of completion :

10. Whether the Research Guide/Supervisor agrees

with the Research Scholar's report?

(If yes, give details)

:

Date:**Signature of the Research Guide/Supervisor****& Seal****Place:****Signature of the HOD/Principal & Seal**

APPENDIX – C

**MODEL FOR WRAPPER AND INSIDE TITLE PAGE OF
SYNOPSIS/THESIS OF THE M.Phil**

TITLE OF THE THESIS

**SYNOPSIS/THESIS SUBMITTED TO THE TAMIL NADU TEACHERS
EDUCATION UNIVERSITY FOR THE AWARD OF DEGREE OF
MASTER OF PHILOSOPHY IN EDUCATION**

By

(Name of the Candidate)

(Reg. No.)

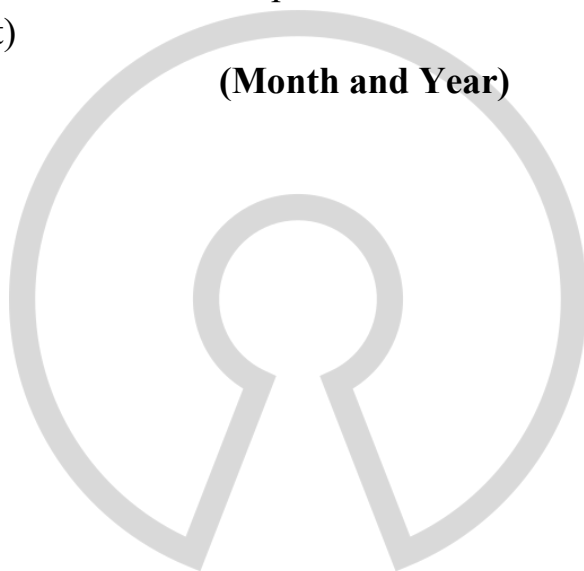
Under the Guidance and Supervision of

(Name and Designation of the Research Guide/Supervisor)

TAMIL NADU TEACHERS EDUCATION UNIVERSITY

**(Name and Address of the Department/Research Centre/Post Graduate
Department)**

(Month and Year)



APPENDIX – D**DECLARATION**

I declare that the thesis entitled.....
submitted by me for the degree of Doctor of Philosophy (M/Phil) is the record of original work carried out by me during the period from.....to.....under the guidance and supervision of.....and has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship, Titles in this University or any other University or other similar Institution of Higher Learning.

Place:**Signature of the Research Scholar****Date:**

APPENDIX – E**CERTIFICATE**

I certify that the thesis entitled.....submitted by Mr./Ms.....for the degree of Doctor of Philosophy (M.Phil) is the record of original research work carried out by him/her during the period from.....to.....under my guidance and supervision, and that this work has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship, Titles in this University or any other University or other similar Institution of Higher Learning.

Place:**Signature of the Research Guide/Supervisor & Seal****Date:**

APPENDIX - F

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TAMIL NADU TEACHERS EDUCATION UNIVERSITY**M.Phil SYNOPSIS SUBMISSION FORM**

Details of fee paid for Synopsis Submission	Amount Rs. : DD/Challan No: Date: Bank: Branch :
Name of the Candidate (in Block Letters as in the qualified examination degree certificate)	In English : In Tamil :
Date of Birth :	Gender :
Name of the Father (in Block Letters)	
Address for Communication (in Block Letters)	
Contact Phone No:	E-mail id:
Department/College/Institution where the candidate has registered for M.Phil programme	
Details of the Qualifications	Degree : P.G/ M.Phil Branch : University : Reg. No. : Month & Year of Passing :
M.Phil Registration Letter No.& Date	
Status of Coursework completion	
M.Pil Registration Confirmation Letter No.& Date	
Details of Presentation of Seminars	
Attendance Certificate from Research Guide/Supervisor (applicable for Part-Time candidates only)	
Details of Publication of Research Articles	
Title of the Synopsis (in Block Letters) (please note that the title of synopsis and thesis should be the same)	
Date(s) of Research Advisory Committee Meetings (Enclose Photo copy of the Research Advisory Committee Meetings)	
Signature of the Research Scholar with date	
Signature of the Research Guide/ Supervisor with date, official seal and Contact Phone No.	
Signature of the Head of the University Department/Research Centre/Post Graduate Department with date and office seal	

INSTRUCTIONS TO CANDIDATES

The application should be submitted in person to the Controller of Examinations, Tamil
Nadu Teachers Education University, Karapakkam, Chennai -600 097.

The following should be submitted along with the Synopsis Submission Form:

- 1.The fee for Rs.6000/- in the form of a challan (Exam Fund Account) obtained from the Indian Overseas Bank, Sozhinganallur Branch or Demand Draft in any of the scheduled banks drawn in favour of the Registrar, Tamil Nadu Teachers Education University, Karapakkam, Chennai– 600 097, payable at Chennai.
- 2.Self attested copy of the PG., M.Phil., Ph.D Degree certificates.
3. Self attested copy of the Ph.D Registration communication.
4. Self attested copy of the Course Work Examination Mark Statement.
5. Self attested copy of the Ph.D Registration Confirmation communication.
- 6.If there is any change of topic/change of Research Guide/Conversion of Full -Time to Part-Time and vice versa/extension of time for submission of Ph.D thesis/exemption from Course Work or any other letter obtained from the Registrar, Tamil Nadu Teachers Education University, the self attested copies of the same should be submitted along with the application.
- 7.Self attested copies of evidence for presentation of two seminars.
- 8.Self attested copy of evidence for pre-submission presentation.
- 9.Certificate for Genuineness of research paper publication from the Research Guide/Supervisor (1st Page of the paper should be enclosed).
- 10.Proof of Research Advisory Committee meetings.
- 11.Panel of Examiners should be submitted in a sealed cover super-scribing confidential. Without the panel of examiners, the synopsis will not be accepted.
- 12.Four copies of the Synopsis (Soft binding).
- 13.One copy of the Synopsis in a CD with PDF file.

APPENDIX - G

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TAMIL NADU TEACHERS EDUCATION UNIVERSITY
M.Phil THESIS SUBMISSION FORM

Details of fee paid for Thesis Submission	Amount Rs. : DD/Challan No: _____ Date: Banl Branch :
Name of the Candidate (in Block Letters as in the qualified examination degree certificate)	In English: In Tamil :
Date of Birth:	Gender :
Name of the Father (in Block Letters)	
Address for Communication (in Block Letters)	
Contact Phone No.	Email id :
Subject	Education
Name of the University Department/ Research Centre/Post Graduate Department where the candidate has registered for M.Phil Programme	
Ph.D Registration Letter No. & Date	
Ph.D Registration Confirmation Letter No. & Date	
Date on which the candidate has submitted the Synopsis (acknowledgement if any)	
Title of the Thesis (in Block Letters as given in the Synopsis).	
Signature of the Candidate with date	
Signature of the Research Guide/ Supervisor with date, official seal and Contact Phone No.	
Signature of the Head of the University Department/Research Centre/Post Graduate Department with date, and office seal.	
Whether the copy of the anti plagiarism-check certificate is enclosed.	Yes/No
Whether the original anti plagiarism-check certificate is appended in the Thesis.	Yes/No

INSTRUCTIONS TO CANDIDATES

The application should be submitted in person to the Controller of Examinations, Tamil Nadu Teachers Education University, Karapakkam, Chennai -600 097.

The following should be submitted along with the Thesis Submission Form:

1. The fee for Rs. 7500/- in the form of a challan (Exam. Fund Account) obtained from the Indian Overseas Bank, Sozhinganallur Branch or Demand Draft in any of the scheduled banks drawn in favour of the Registrar, Tamil Nadu Teachers Education University, Karapakkam, Chennai – 600 097, payable at Chennai.

- 2.No Due certificates from the Research Section, Department/Research Centre/Post
Graduate Department/Department
Library/University Library.
- 3.Scholars doing research in the University Department shall enclose No Due Certificate
from the Hostel.
- 4.A photocopy of anti-plagiarism check certificate.
- 5.Four copies of the Thesis (Soft binding).
- 6.One copy of the Thesis in a CD with PDF file.

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APPENDIX – H (i)

TAMIL NADU TEACHERS EDUCATION UNIVERSITY

M.Phil THESIS EXAMINER'S DETAILS



The Research Guide/Supervisor shall fill and submit this



form including the
Curriculum Vitae of the Indian Examiners to the Office of the Controller of
Examinations along with the Synopsis.

- 1.Name of the Research Scholar :
- 2.Register Number (if any) :
- 3.Title of Thesis :
- 4.Subject Area of Research : Education
- 5.Name of the Research Guide/Supervisor :
- 6.Name of the University Department/ :
Research Centre/Post Graduate Department
- 7.Contact Phone Number :
- 8.Email id :

The following Panel of Examiners are proposed by me for the evaluation of
the above mentioned thesis, the Curriculum Vitae and other information of the
Examiners are enclosed for reference and further action.

Indian Examiners (Five from Tamil Nadu States)	Institutional Affiliation
1.	
2.	
3.	
4.	
5.	

Place:

Date:

Guide/Supervisor

Signature of the Research

& Seal

APPENDIX – H (ii)**CURRICULUM VITAE OF THE EXAMINERS**

(This format should be used for each of the examiner)

1.Full Name of the Examiner :

(in Block Letters)

2.Mobile Number :

3.Email id :

4.Current Academic/Research :

Position & Name of the Institution

5.Complete Official Address with phone :

Number(s) and website address

6.Address for Communication with :

Phone number(s)

(if different from the above)

7.Professional background/Academic/ :

Research achievements

8.Areas of Research and Experience :

9.Reference about at least five most recent :

Publications (pertinent to the topic of the
thesis to be examined)

10.Any other information :

NOTE: The profile of the Examiners shall be enclosed along with this form.**Place:****Date:****Guide/Supervisor****Signature of the Research****& Seal**

APPENDIX – I**CERTIFICATE OF GENUINENESS OF THE PUBLICATION**

This is to certify that Mr/Ms.....
 Reg.No.....submitting M.Phil Synopsis in Education working under my
 guidance/supervision has published research article(s) in National/International Refereed/UGCCARE-
 Listed Journals as specified hereunder.

1.(Name of the
 Journal).....

.....

.... Vol. No.....Issue No.....Page No(s).....in (year)..... 2.(Name

of

the

Journal).....

.....

... Vol. No.....Issue No.....Page No(s).....in (year).....are original

and the contents of the publications are part of his/her research work.

Place:

Signature of the Research Guide/Supervisor & Seal Date:



APPENDIX- J**PROFORMA FOR ADJUDICATION OF THE M.Phil THESIS**

- 1.Name of the Research Scholar :
 2. Register Number of the Research Scholar :
 3. Title of the Thesis :
 4. Subject : Education 5.

Name and Address of the Examiner

: 6. Recommendations of the Examiner

(Please strike out whichever are not applicable) :

[a] Thesis is highly commended :

(or)

[b] Thesis is commended

(or)

[c] Thesis is commended and the degree may be awarded subject to the scholar furnishing satisfactory clarification to my queries during the Public Viva Voce examination.

(or)

[d] Thesis is commended and the degree may be awarded subject to the condition condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Research Guide/Supervisor (Convener) before the Public Viva Voce examination.

(or)

[e] Thesis needs to be resubmitted after revision for revaluation and I am willing/not willing to evaluate the revised thesis.

(or)

[f] Thesis is not commended and the degree may not be awarded.

7.Thesis is fit for publication : Yes/No

8.Any other remarks:

(Note: Please enclose your detailed report on the thesis. Also enclose a list of questions, if any, to be asked at the public viva voce examination.)

Place :

Date :

**Signature of the Examiner with
 Designation & Seal)**

APPENDIX – K**TAMIL NADU TEACHERS EDUCATION UNIVERSITY****EMBLEM****FACULTY OF EDUCATION**

The Syndicate of Tamil Nadu Teachers Education University hereby makes known that (Name of the Candidate) has been admitted to the degree of Master of Philosophy, he/she having been certified by duly appointed examiners to be qualified to receive the same

in the year.....for the thesis entitled

.....

(Title of the Thesis)

(Broad field in Education)

Given under the seal of the Tamil Nadu Teachers Education University

this.....day.....

Registrar

Vice-Chancellor

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APPENDIX – L**TAMIL NADU TEACHERS EDUCATION UNIVERSITY****M.Phil. RESEARCH ADVISORY COMMITTEE CONSTITUTION FORM**

1.Name of the Research Scholar :

2.Official Memorandum No. and Date :

(Ph.D. Registration communication
from the University)

3.Name of the University Department/

Research Centre/Post Graduate

Department :

4.Broad Area of Research :

5.Name and Designation of the Research Guide/

Supervisor (Convener) :

Name, Designation and Address of the experts suggested for Constitution of
the Research Advisory Committee.

<i>Sl.No.</i>	<i>Name, Designation & Official Address</i>	<i>Email id</i>	<i>Contact Phone No</i>
1.			
2.			
3.			

Signature of the Research Guide/Supervisor HOD

Signature of the

&Seal

& Seal

(Note: The duly filled and signed form should be sent to The Controller of Examination, Tamil Nadu Teachers Education University, Karapakkam, Chennai – 600 097 for further approval.)

