



राजीव गांधी विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

रोनो हिल्स, पी. ओ. दोईमूख - ७९१११२

(अरुणाचल प्रदेश)

RAJIV GANDHI UNIVERSITY

(A Central University)

Rono Hills, P.O. Doimukh - 791 112

(Arunachal Pradesh)

No.AC-845/Ph.D.Ent/08 (Vol-III)

Dated 2 March, 2021

NOTIFICATION

This is to notify that the adaptation of Guideline of Choice Based Credit System (CBCS) in the syllabi of M.Phil and Ph.D from the current academic session become operational.

Hence, all the Heads/Directors/Coordinators may be required to follow the Guideline for adapting the same. The M.Phil and Ph. D scholars admitted in the current academic session 2020-2021 shall come under this purview.

This is issued with the approval of the Vice Chancellor subject to ratification in the next meeting of the Academic Council .

Encl: Copy of Guideline

(Dr. David Pertin)

Joint Registrar (Academic/Conf.)

Memo No.AC-845/Ph.D.Ent/08(Vol-III) / 918

Dated 2nd March, 2021

Copy to:

1. P.S to Vice Chancellor for information
2. P.A to Pro- Vice Chancellor for information
3. S.P.A to Registrar for information
4. S.P.A to Controller of Examination for information
5. All Deans of Faculties for information
6. All Heads/Directors/Coordinators of the Dept./Institute for information
7. Joint Director (CC) for information and with a request to uploade the same in the RGU website.
8. Guard file
9. Office copy

Joint Registrar(Acad./Conf.)

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ADAPTATION OF CBCS IN THE SYLLABI OF M.PHIL. AND PH.D. PROGRAMMES

1. UGC Guidelines as per Clause 7 of UGC (Minimum Standards and Procedure of M.Phil. / Ph.D. Degree) Regulations, 2016.

a. Clause 7: Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

- i. **7.1** The credit assigned to the M.Phil. or Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.
- ii. **7.2** The course work shall be treated as prerequisite for M.Phil./Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the Research Scholars for M.Phil./Ph.D. degree.
- iii. **7.3** All courses prescribed for M.Phil. and Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- iv. **7.5** All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- v. **7.6** Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- vi. **7.7** Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee (RAC) and the Department and the final grades shall be communicated to the Institution/ College.
- vii. **7.8** A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
- viii. **9.2** Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 7.8 above, as the case may be, the M.Phil./Ph.D. scholar shall be required to undertake research work and

संयुक्त कुलसचिव
राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P)

produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.

2. New Ordinances of M.Phil. and Ph.D. (as accepted by the Executive Council) and pending approval of UGC and MoE& publication in Official Gazette of Govt. of India:

a. Ordinance Relating to MASTER OF PHILOSOPHY (M. Phil) PROGRAM

- i. **Clause 6.1:** The credit assigned to the M.Phil. course work shall be a minimum of 8 credits and a maximum of 16 credits.
- ii. **Clause 6.2:** The course work shall be treated as prerequisite for M.Phil. preparation. The Department/Institute/Centre shall assign a minimum of four credits to one or more courses on Research Methodology covering areas such as quantitative methods, computer applications, and review of published research in the relevant field, training, field work, etc. Additionally, there shall be a compulsory course paper of two credits on Research and Publication ethics (as per the directives of UGC vide DO no – F.1-1/2018(Journal/CARE) dated December 2019). Other courses shall be advanced level courses preparing the Research Scholars for M.Phil. degree.
- iii. **Clause 6.3:** The course work for M.Phil. shall be prescribed by the BPGS of the Department/Institute/Centre concerned and approved by the FBS and the AC. All courses prescribed for M.Phil. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The concerned Departmental Board of Studies (DBS) shall slightly modify/ upgrade the contents of the course work as and when required and implement the same from next academic session on approval by the FBS and the AC.
- iv. **Clause 6.5:** The course work shall be evaluated on the basis of the performance of the scholar in the Internal Assessment Examination(s) to be conducted by the concerned Department/ Institute/ Centre, and the End Semester Examination to be conducted by the University. The weightage for the Internal Assessment and the End Semester Examination shall be in 25:75 ratio. In case, the scholar fails to secure a minimum of 55% marks in the Internal assessment examination, he/she shall be discontinued to pursue the program.
- v. **Clause 6.6:** An M.Phil. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the program and submit his/her dissertation. In case the scholar fails to complete the course work by the end of Even Semester Examination, a supplementary examination shall be conducted by the University within two months from the date of declaration of the result. The scholar shall be discontinued from the program if he/she fails again to clear the supplementary examination.
- vi. **Clause 8: Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:**
 1. **Clause 8.1:** The overall minimum credit requirement, including credit for the course work of minimum 4 papers, for the award of M.Phil. degree shall not be less than 24 credits. The credit assigned for dissertation shall be of 12 credits (8 credits for thesis and 4 credits for viva-voce).


संयुक्त कुलसचिव
राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P)

2. **Clause 8.2:** Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 6.5, as the case may be, the M.Phil. scholar shall be required to undertake research work. He/She shall submit his proposed topic of research to the DRC after finalization/ recommendation by the RAC.
3. **Clause 8.3:** The M.Phil. Scholar shall produce a draft dissertation one month before the end of final semester of the M.Phil. program and shall make a presentation in the Department before the RAC which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them shall be suitably incorporated into the draft dissertation in consultation with the RAC.
4. **Clause 8.4:** The M.Phil. scholar shall present at least one (1) research paper in a conference/seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificate.
5. **Clause 8.5:** The dissertation shall be subjected to detection of plagiarism and other forms of academic dishonesty by the Research Supervisor using the URKUND or any other software/gadgets as decided by the Academic Council, and a certificate generated thereupon shall be attached with the dissertation. While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor(s) in prescribed format by the University attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the University where the work was carried out, or to any other Institution, and also that provisions of the University Ordinance for the award of M.Phil. degree is fulfilled. The Head of the department shall forward the dissertation to the Controller of Examinations. The scholar shall submit the hard copies of the dissertation along with its electronic copy to the Office of the Controller of Examination through the Head of the concerned department/ center/ institute.
6. **Clause 8.6:** The dissertation submitted by the M.Phil. scholar shall be evaluated by his/her Research Supervisor, one Faculty not below the rank of Associate Professor of the Cognate Department, and one external examiner who is not in the employment roll of the University. The RAC shall submit through the Head of the Department a panel of five (5) external examiners and two (2) internal examiners from cognate department, not below the rank of Associate Professor or an equivalent position, to the CoE for approval by the Vice Chancellor, who shall decide the names of the one internal examiner from cognate department, and two external examiners in order of priority; and communicate the same to the Controller of Examinations for despatching the dissertation to the first external examiner and the Internal examiners.
7. **Clause 8.7:** The University shall adopt appropriate efficient mechanism so as to complete the entire process of evaluation of M.Phil. dissertation within a period of three months from the date of its submission. For the



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राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P)

sake of expediting the evaluation process, the Controller of Examinations shall also email the soft copy of the dissertation to both internal and external examiners along with a prescribed format for submitting the evaluation report. The office of the Controller of Examination of the University shall send a gentle reminder to the external examiner through email after 30 (thirty) days from the date of despatch of the dissertation followed by weekly reminders. In case, the external examiner does not send his evaluation report within 15 (fifteen) days from the date of the first reminder, then the dissertation shall be sent to the second examiner. The examiners shall submit a signed copy of the evaluation report in the given format and the same shall also be sent through email.

8. **Clause 8.8:** The public viva-voce of the research scholar to defend the dissertation shall be conducted only if the evaluation report of the external examiner on the dissertation is satisfactory. If the external examiner recommends for a revision, then the University shall communicate the same to the candidate and the supervisor to comply. The revised thesis shall be forwarded to the external examiner to submit the report within 15 (fifteen) days. The thesis shall be summarily rejected after the 2nd unsatisfactory compliance and the degree shall not be awarded.
9. **Clause 8.9:** If the evaluation report of the external examiner is for rejection of dissertation, the University shall send the dissertation to the second selected external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is not satisfactory, the dissertation shall be rejected and the M.Phil. scholar shall be declared ineligible for the award of the degree.
10. **Clause 8.10:** The viva-voce examination of the scholar, based among other things, on the critiques given in the evaluation report by both the examiners (Internal and External), shall be conducted by DRC, and shall be open to Members of the RAC, all faculty members of the Department, other research scholars and other interested experts/researchers.

b. Ordinance Relating to DOCTOR OF PHILOSOPHY (Ph.D.) ORDINANCE, 2020

i. Course Work (Credit Requirements, Number, Duration, Syllabus, Minimum Standards for Completion, etc.)

1. **Clause 6.1** The credit assigned to the Ph.D. course work shall be a minimum of 8 (eight) credits and a maximum of 16 (sixteen) credits.
2. **Clause 6.2** The course work shall be treated as prerequisite for Ph.D. preparation. The Department/Institute/Centre shall assign a minimum of four credits to one or more courses on Research Methodology covering areas such as quantitative methods, computer applications, review of published research in the relevant field, training, field work, etc. Additionally, there shall be a compulsory course paper of two credits on Research and Publication ethics (as per the directives of UGC vide DO no – F.1-1/2018(Journal/CARE) dated December 2019). Other


संयुक्त कुलसचिव
राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P.)

courses, with rest of the credit, shall be advanced level courses preparing the Research Scholars for Ph.D. degree.

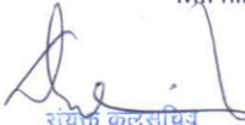
3. **Clause 6.3** The course work for Ph.D. shall be prescribed by the BPGS of the concerned Department / Institute/ Centre and approved by the FBS and the AC. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The concerned DBS shall slightly modify/upgrade the contents of the course work as and when required and implement the same from next academic session on approval by the FBS and the AC.
4. **Clause 6.5** Admitted scholars shall be required to complete the prescribed course work during the initial one semester as a regular Research Scholar fulfilling the mandatory attendance and other associated requirements for successful completion of the course. In-service candidates admitted in the Ph.D. course shall have to take mandatory study leave for the period from their employer/competent authority. However, those scholars who have been awarded M.Phil. Degree and/or have successfully passed M.Phil./Ph.D. course work in the concerned/relevant subject/discipline shall be either fully or partially exempted as the case may be from doing the prescribed course work provided such course work pursued earlier by them is considered equivalent and appropriate by the RAC and DBS, and so approved by the competent authority of the University. Such scholars as have been prescribed to pursue additional course work paper(s) shall have to fulfil the minimum requirement of 8 (eight) Credits to complete the Course Work.
5. **Clause 6.6** The course work shall be evaluated on the basis of the performance of the scholar in the Internal assessment examination(s) to be conducted by the concerned Department/ Institute/ Centre, and the End semester examination to be conducted by the University. The weightage for the Internal assessment and the End semester examination shall be in 25:75 ratio. In case, the scholar fails to secure a minimum of 55% marks in the Internal assessment examination, he/she shall be dropped from the program.
6. **Clause 6.7** A scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis. In case the scholar fails in the End Semester Examination of the course work, a supplementary examination shall be conducted by the University within two months from the date of declaration of the result. However, the scholar shall be dropped from the program if he/she fails again to clear the examination.

3. Change of Semester system to CBCS for M.Phil. and Ph.D.

- a. The Choice-Based Credit System (CBCS) provides an approach in which the Research Scholars shall opt papers from Elective courses as per their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt


संयुक्त कुलसचिव
राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P)

- an interdisciplinary approach to learning. It offers wide ranging choice for Research Scholars to opt for courses based on their aptitude and their career goals.
- b. The syllabi for each program shall be drafted as per the UGC guidelines for Learning Outcomes based Curriculum Framework (LOCF) based approach with an aim to equip the Research Scholars with knowledge, skill, values and attitude.
- c. **Types of Courses:** Courses in a program shall be of two kinds: Core and Elective.
1. **Core Courses:** A core course shall be a compulsory paper to be studied by all the scholars to complete the requirements of a degree, and based on papers that are unique to the program and hence imperative for study to earn a degree in a given discipline/program.
 - a. The Department/Institute/Centre shall assign a minimum of four credits to one or more courses on Research Methodology covering areas such as quantitative methods, computer applications, review of published research in the relevant field, training, field work, etc.
 - b. Other courses, with rest of the credit, shall be advanced level courses preparing the Research Scholars for M.Phil./ Ph.D. degree.
 - c. **Research and Publication Ethics:** The department shall offer a course paper of two credits on Research and Publication ethics (as per the directives of UGC vide DO no - F.1-1/2018(Journal/CARE) dated December 2019).
 2. **Elective Courses:** Elective course is a course which can be chosen from a pool of papers from a syllabus provided by a particular department from the main discipline or from a sister/related discipline which supports the main discipline, on mutual consent of the concerned departments.
 - a. It shall be supportive to the discipline of study, providing an expanded scope, enabling an exposure to some other discipline/domain, and nurturing Research Scholar's proficiency/skill.
 - b. These courses shall constitute a pool of open elective courses. Discipline Centric elective offered by a department shall serve as open elective for other department(s) of the concerned faculty.
- d. **Structure of Courses:** There shall be a common course content both for M.Phil. and Ph.D. research scholars.
- i. The duration of the course will be
 1. **M.Phil.: A Minimum 2 semesters and a maximum 4 semesters**
 - a. 1 semester for course work
 - b. The credit assigned to the M.Phil. course work consisting of 4 papers shall be of a minimum of 12 credits and a maximum of 16 credits. The course work must include a paper of two credits on Research and Publication Ethics.
 - c. The credit assigned for dissertation shall be of 12 credits (8 credits for thesis and 4 credits for viva-voce).
 - d. The overall minimum credit requirement for the award of M.Phil. degree shall not be less than 24 credits.


संयुक्त कुलसचिव
राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P)

Course	Semester	Papers	Credit	
M.Phil. Minimum – 24 Credits (Course Work: 12 Credits: & Dissertation & Viva Voce: 12 Credits)	I	Paper – I Core Paper Research Methodology	Research Methodology covering the areas such as quantitative methods, computer applications, review of published research in the relevant field, training, field work etc.	04 Credits
		Paper – II Core Paper	Research & Publication Ethics	02 Credits
		Paper – III. Elective Paper A	Department can make any numbers of papers of 2 to 4 credits	02-04 Credits
		Paper – IV Elective Paper B	Department can make any numbers of papers of 2 to 4 credits, out of which a research scholars has to opt paper(s) of minimum 6 Credits	02-04 Credits
	II, III & IV	A research scholar has to optone paper each from Paper III and Paper IVwith a total minimum of 6 Credits.		
		Dissertation (8 Credit) Viva Voce (4 Credit)	12 Credits	

2. Ph.D. Course work:

- a. 1 semester for course work
- b. The credit assigned to the M.Phil. course work consisting of 4 papers shall be of a minimum of 12 credits and a maximum of 16 credits. The course work must include a paper of two credits on Research and Publication Ethics.

Course	Semester	Papers	Credit	
Ph.D. Course Work – 12 Credits	I	Paper – I Core Paper Research Methodology	Research Methodology covering the areas such as quantitative methods, computer applications, review of published research in the relevant field, training, field work etc.	04 Credits
		Paper – II Core Paper	Research & Publication Ethics	02 Credits
		Paper – III Elective Paper A	Department can make any numbers of papers of 2 to 4 credits	02-04 Credits
		Paper – IV Elective Paper B	Department can make any numbers of papers of 2 to 4 credits, out of which a research scholars has to opt paper(s) of minimum 6 Credits	02-04 Credits
		A research scholar has to opt one paper each from Paper III and Paper IVwith a total minimum of 6 Credits.		

- ii. Each course/paper shall be taught through Classroom lectures (L), a tutorial component for participatory discussion/problem solving/brief seminar on a topic/assignments/self-study or through other appropriate method that may potentiate the extent of assimilation by the Research Scholar (T), followed by practical/ practice session consists of hands-on experience/laboratory experiments/field work/ case studies etc. (P)


 संयुक्त कुलसचिव
 राजीव गांधी विश्वविद्यालय
 Joint Registrar
 Rajiv Gandhi University
 Rono Hills, Doimukh (A.P)

1. L: 1 hour per week amounting to 1 credit of learning / semester by a Research Scholar in a paper.
 2. T: 1 hour per week amounting to 1 credit of learning per semester by a Research Scholar in a paper.
 3. P: 2 hours per week amounting to 1 credit of learning per semester by a Research Scholar in the paper.
- iii. Depending upon the course content, volume of content, and nature of the course to be taught generally the papers shall be of 2-4 credits. The concerned BPGS shall choose the convenient credit pattern for every course/program based on the requirement.
- iv. The total credits earned by a Research Scholar at the end of semester upon successfully completing the course is L+T+P. The credit pattern of the course shall be indicated in the format as L:T:P. For a 4-credit course format shall be: 4:0:0, 3:1:0, 3:0:1, 2:0:2, 2:1:1, 1:0:3, or 0:0:4. The concerned BPGS shall assign the convenient credit pattern for other course of 2-3 credits in a similar manner. Credit hours for each paper/course of the program shall be decided accordingly.
- v. **Research and Publication Ethics (RPE)-Course for awareness about the publication ethics and publication misconducts.**
1. **2-Credit course (30 hrs.) – Interdisciplinary Studies:** This course has total 6 units focusing on basics of philosophy of science and ethics, research integrity, publication ethics. Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, h-index, Impact Factor, etc.) and plagiarism tools will be introduced in this course.
 2. Class room teaching, guest lectures, group discussions, and practical sessions.
 3. Continuous assessment will be done through tutorials, assignments, quizzes, and group discussions. Weightage will be given for active participation. Final written examination will be conducted at the end of the course.
 4. The course comprises of six modules listed in table below. Each module has 4-5 units.

Modules	Unit title	Teaching Hours
Theory		
RPE-01	Philosophy and Ethics	4
RPE-02	Scientific Conduct	4
RPE03	Publication Ethics	7
Practice		
RPE04	Open Access Publishing	4
RPE05	Publication Misconduct	4
RPE06	Databases and Research Metrics	7
	Total	30


 संयुक्त कुलसचिव
 राजीव गांधी विश्वविद्यालय
 Joint Registrar
 Rajiv Gandhi University
 Rono Hills, Doimukh (A.P)

5. **Syllabus in detail**

a. THEORY

- i. **RPE 01: PHILOSOPHY AND ETHICS(3 hrs.):** Introduction to philosophy: definition, nature and scope, concept, branches; Ethics: definition, moral philosophy, nature of moral judgements and reactions.
- ii. **RPE 02: SCIENTIFIC CONDUCT (5 hrs.):** Ethics with respect to science and research; Intellectual honesty and research integrity; Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP), Redundant publications: duplicate and overlapping publications, salami slicing; Selective reporting and misrepresentation of data.
- iii. **RPE 03: PUBLICATION ETHICS (7 hrs.):** Publication ethics: definition, introduction and importance; Best practices/ standards setting initiatives and guidelines: COPE, WAME, etc.; Conflicts of interest; Publication misconduct: definition, concept, problems that lead to unethical behaviour and vice versa, types; Violation of publication ethics, authorship and contributorship; Identification of publication misconduct, complaints and appeals; Predatory publishers and journals

b. PRACTICE

- i. **RPE 04: OPEN ACCESS PUBLISHING(4 hrs.):** Open access publications and initiatives; SHERPA/RoMEO online resource to check publisher copyright & Self-archiving policies; Software tool to identify predatory publications developed by SPPU; Journal finder/ journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.
- ii. **RPE 05: PUBLICATION MISCONDUCT (4hrs.):**
 1. Group Discussions (2 hrs.): Subject specific ethical issues, FFP, authorship; Conflicts of interest; Complaints and appeals: examples and fraud from India and abroad.
 2. Software tools (2 hrs.): Use of plagiarism software like Turnitin, Urkund and other open-source software tools.
- iii. **RPE 06: DATABASES AND RESEARCH METRICS (7hrs.):**
 1. Databases (4 hrs.) – Indexing databases; Citation databases: Web of Science, Scopus, etc.
 2. Research Metrics (3 hrs.): Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score; Metrics: h-index, g index, i10 index, altmetrics.

c. REFERENCES:

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संयुक्त कुलसचिव
राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P)

- ii. Macintyre, Alasdair (1967) A Short History of Ethics. London.
- iii. P. Chaddah, (2018) Ethics in Competitive Research: Do not get scooped; do not get plagiarized, ISBN:978-9387480865
- iv. National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition. National Academies Press.
- v. Resnik, D. B. (2011). What is ethics in research & why is it important. National Institute of Environmental Health Sciences, 1-10. Retrieved from <https://www.niehs.nih.gov/research/resources/bioethics/whatis/index.cfm>
- vi. Beall, J. (2012). Predatory publishers are corrupting open access. Nature, 489(7415), 179-179. <https://doi.org/10.1038/489179a>
- vii. Indian National Science Academy (INSA), Ethics in Science Education, Research and Governance (2019), ISBN:978-81-939482-1-7. <http://www.insaindia.res.in/pdf/Ethics Book.pdf>

e. Award of Credit:

- i. To be eligible for appearing the End Semester Examination, a Research Scholar shall have to attend minimum lectures and complete practical, teaching practice and Internship as laid down in the relevant ordinance.
- ii. In the event of a Research Scholar failing to obtain the stipulated 75% attendance, he/she shall apply through his/her Head of the department to the concerned Dean or to the Principal of the college wherein the Research Scholar is enrolled seeking partial relaxation of the applicable attendance norm. Subject to the condition that the concerned authority is convinced of the genuineness of the case, the concerned Dean or the Principal of the college shall grant relaxation in attendance to the tune of a maximum of 5% and provided that the relaxation thus granted makes up for the stipulated attendance norm, the Research Scholar concerned shall be allowed to sit for the examination. Further, the Vice Chancellor shall condone the attendance to the tune of a maximum of 10%, on recommendation of the concerned Dean or the Principal of the college, for genuine reasons.
- iii. The course work shall be evaluated on the basis of the performance of the scholar in the Internal assessment examination(s) to be conducted by the concerned Department/ Institute/ Centre, and the End semester examination to be conducted by the University. The weightage for the Internal assessment and the End semester examination shall be in 25:75 ratio. In case, the scholar fails to secure a minimum of 55% marks in the Internal assessment examination, he/she shall be dropped from the program.
- iv. For the purpose of calculating the SGPA, best two of the three Internal Assessment tests taken shall be considered. Attending two Internal Assessment tests out of three by a scholar shall be compulsory.
- v. The following shall be applicable:
 1. At least one of the three Internal Assessment tests shall be a written test. Other internal Assessment tests shall be either assignments like


राजीव गांधी विश्वविद्यालय
Joint Registrar
Rajiv Gandhi University
Rono Hills, Doimukh (A.P)

- term paper, book review, group discussion, seminar or another kind of test at the discretion of the course teacher.
2. In case of exigencies and emergencies such as pandemic, natural disasters etc., the above criteria of conducting Internal Assessment tests shall be modified by the Head of the Department/Director with due approval from the concerned /competent authority.
 - vi. A scholar has to obtain a minimum of 55% of marks or its equivalent grade in the 7-point scale (or an equivalent grade/CGPA in a point scale followed) in the course work in order to be eligible to continue in the programme and submit the thesis. In case the scholar fails in the End Semester Examination of the course work, a supplementary examination shall be conducted by the University within two months from the date of declaration of the result. However, the scholar shall be dropped from the program if he/she fails again to clear the examination.
 - vii. The University shall issue a composite marks card at the end of each completed semester examination(s) showing the SGPA and latest CGPA status of the Research Scholars. The University shall also issue a transcript, on application and with applicable fee at the end of the program by the scholar.

f. Letter Grades / Grade Points, and Computation of SGPA and CGPA

1. Under the absolute grading system adopted by the University, the marks shall be converted to grades based on pre-determined class intervals. The grading system with the following letter grades shall be adopted in awarding the grades and CGPA under the credit-based semester system.

Interval of % of Marks	Grade	Grade Points
1) > or = 90 but < or = 100	O (Outstanding)	10
2) > or = 80 but < 90	A (Excellent)	9
3) > or = 70 but < 80	B (Very Good)	8
4) > or = 60 but < 70	C (Good)	7
5) > or = 55 but < 60	D (Average)	6
6) Below 55	F (Fail)	0
7) Absent	ABS (Absent)	0

2. A Research Scholar obtaining Grade F shall be considered failed and shall be required to reappear in the examination.
3. **Computation of SGPA and CGPA:** The computation of the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be done as follows:
 - a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a Research Scholar in all the courses taken by a Research Scholar and the sum of the number of credits of all the courses undergone by a Research Scholar, i.e., $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$; where C_i is the number of credits of the i th course and G_i is the grade point scored by the Research Scholar in the i th course.
 - b. The CGPA is also calculated in the same manner taking into account all the courses undergone by a Research Scholar over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$; where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.


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c. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.


4. **Transcript (Format) of M.Phil.:** The Format for Transcripts of M.Phil. shall be:

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/ Credit)
Semester – I					
Paper-I	04	B	8	32	7.75
Paper-II	02	C	7	14	
Paper-III	02	B	8	16	
Total -I	08			62	
Semester – II					
Paper-IV	04	A	9	36	8.00
Paper-V	04	C	7	28	
Total – II	08			64	
Semester – III and IV					
Dissertation	08	B	8	64	8.00
Viva-Voce	04	B	8	32	
Total III /IV	12			96	
CGPA					
Grand Total	28	***	***	226	8.07
Semester I	Semester II	Semester III/IV		CGPA=8.07	
Credit: 08; SGPA:7.75	Credit:08; SGPA:8.00	Credit: 12; SGPA:8.00		PASS	

5. **Transcript (Format) of Ph.D.:** The Format for Transcripts of Ph.D. shall be:

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point/ Credit)
Semester – I					
Paper-I	04	B	8	32	7.75
Paper-II	02	C	7	14	
Paper-III	02	B	8	16	
Total -I	08			62	
CGPA					
Grand Total	08	***	***	62	7.75
Semester I				CGPA=7.75	
Credit: 10; SGPA:7.60				PASS	

6. Formula of conversion from Grade Point to Percentage of Marks shall be: **Percentage of Marks = Grade Point X 9.5**. Each Mark foil shall mention the formula of conversion from Grade Point to Percentage of Marks; Table of Interval of % of Marks, Letter Grades and Grade Points, on its front page.


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