

PROSPECTUS & APPLICATION FORM M.PHIL. COURSES-2015



BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR - 760 007, ORISSA

BERHAMPUR UNIVERSITY
PROSPECTUS FOR ADMISSION INTO M.PHIL. COURSES – 2015

SCHEDULE

a)	Date of Notification	12.11.2014 (Wednesday)
b)	Last date of receiving the filled-in Downloaded application form along with required documents including fee:	02.12.2014 (Tuesday)
c)	Date of Entrance Test	14.12.2014 (Sunday)

(Details relating to the Entrance Test will be intimated by the respective Heads of the Departments/Director, WSRC.)

I. M.PHIL. COURSES

The University offers one year M.Phil. Courses in the following subjects.

Names of the Departments/Centre where M.Phil. Course is offered and number of seats available in each Department/Centre.

Sl. No.	Subjects	No. of Seats
1.	Botany	12
2.	Chemistry	08
3.	Commerce	12
4.	Economics	12
5.	English	08
6.	History	12
7.	Home Science	12
8.	Industrial Relations and Personnel Management (IR&PM)	12
9.	Marine Sciences	
	(a) Oceanography	06
	(b) Marine Biology	06
10.	Mathematics	08
11.	Odia	16
12.	Physics	08
13.	Political Science	12
14.	Zoology	12
15.	Women's Studies (Women's Studies Research Centre)	08

For attention of all applicants:

The applicants before applying to any of the above courses are advised to carefully go through the Prospectus and visit the University Website (www.buodisha.edu.in) to know about the profile of the University. They are also advised to visit the University Campus, Bhanja Bihar, if they so desire and see for themselves the available infrastructure and other facilities. If satisfied, they may apply to any of the courses as per their eligibility. Once admitted, making any unreasonable demand thereafter shall not be entertained and it shall be treated as an act of indiscipline.

II. ELIGIBILITY FOR ADMISSION

- (a) A candidate who has passed the MA/M.Sc./M.Com. or any other examination recognised by the Berhampur University as equivalent thereto, with at least 55% marks or equivalent grade (50% of marks or equivalent grade for the candidates belonging to the Scheduled Caste or Schedule Tribe categories) is eligible for admission into the M.Phil. course in that subject. A candidate having M.Sc. degree in Life Science/Biotechnology with at least 55% of marks or an equivalent grade (50% of marks or equivalent grade for the candidates belonging to the Scheduled Caste or Schedule Tribe categories) is eligible for admission into M.Phil. Course in Botany or Zoology as per their stream and choice respectively.
- (b) M.Phil. in Women's Studies: A candidate having a Post-Graduate Degree from Berhampur University or from any other University recognised as equivalent thereto with at least 55% marks or equivalent grade (50% of marks or equivalent grade for the candidates belonging to the Scheduled Caste or Schedule Tribe categories) is eligible for admission.

III. DURATION OF COURSE.

The M.Phil. course shall be of one year duration (calendar year). It shall comprise of two semesters. The first semester shall be for the course work (instruction on the theory papers) and the second semester shall be for preparation and submission of the dissertation.

IV. CRITERIA FOR SELECTION

Admission into all M.Phil. courses shall be done through an Entrance Test followed by an interview. The Test shall comprise of one paper of 100 marks (50 marks Objective Type Questions and 50 marks for Short-answer Type Questions) of two hour duration. The Question Paper shall cover all the papers taught at the Post-Graduate level of the concerned subject of Berhampur University. However, for admission into M. Phil. Course for Women's Studies the course will cover broad areas relating to Women's Studies. The candidates should secure minimum 50% of marks in the Entrance Test (40% of marks for candidates belonging to the Scheduled Castes and Scheduled Tribes) in order to be eligible to appear at the interview. The selection for admission into M.Phil. Courses shall be made on the basis of the career marks and the marks secured in the interview, as detailed below.

1	Career Marks		
	a.) Career	30	Detailed break-up of marks is given below.
	b.) Publication	15	10 marks for publication in International Journals and 5 marks for publication in the National Journals.
	c.) Teaching Experience	10	For each completed year one mark in case of P.G. teaching, 0.75 mark for Honours teaching and 0.5 mark for Graduate General level teaching subject to a maximum of 10 marks.
	Total:	55	
2	Interview	15	
	Grand Total:	70	

Career Break-up

Examination	Division	Credit Marks	Maximum
H.S.C.	1 st	04	04
	2 nd	02	-
	3 rd	01	-
Higher Secondary/Intermediate/+2	1 st	04	04
	2 nd	02	-
	3 rd	01	-
B.A./B.Com./B.Sc./Any other Graduate Degree	1 st Class Honours	08	10
	2 nd class Honours	04	-
	Pass	1.5	-
	Distinction	02	-
M.A./M.Sc./M.Com./Any other relevant P. G. Degree	75 – 100%	12	12
	65 – below 75%	09	-
	55 – below 65%	06	-
	48 – below 55%	04	-
	Total =		30 Marks

NB: For candidates passing as 'Compartmental', no mark shall be given.

V. APPLICATION FORM:

Application forms are to be downloaded from the University website www.buodisha.edu.in

Note: Unless the signed hardcopy along with all enclosures and application fee is received on or before the last date by the concerned Head of the Department/Director, WSRC, the application will not be considered for admission.

No candidate from a foreign country will be considered for admission unless the Government of India in the relevant Department/Ministry has sponsored his/her case.

The wards of the Kashmiri migrants shall be eligible for concessions as per the guidelines of the Ministry of H.R.D., Govt. of India, as approved by the Syndicate of Berhampur University vide Resolution No. 81 Dated 29.3.2005

VI. RESERVATION:

Scheduled Castes & Scheduled Tribes: 22.5% of the seats in each of the subjects are reserved for candidates belonging to the Scheduled Tribes (13%) and the Scheduled Castes (9.5%).

Necessary certificate to this effect issued by a Revenue Officer of the locality not below the rank of a Tahasildar must be submitted for claiming reservation under the above categories.

VII. SUBMISSION OF FILLED-IN APPLICATION FOR ADMISSION

Candidates seeking admission into any M.Phil. Course of the P.G. Departments should send their applications in the downloaded prescribed form duly filled in by them in their own handwriting along with the required documents and fee (complete in all respects) to the (1) HEAD OF THE DEPARTMENT for which admission is sought and (2) DIRECTOR, WOMEN'S STUDIES RESEARCH CENTRE in case of M.Phil. in Women's Studies, by **Registered Post/Speed Post**. **The application forms will not be accepted in person, either in the P.G. Central Office or by the Head of the Departments/ Director, Women's Studies Research Centre.**

Applications complete in all respects must reach the concerned Head of the Department/Director WSRC as the case may be, on or before the prescribed date, failing which it will be summarily rejected. Authorities shall not be responsible for any postal delay.

VIII. FEE TO BE PAID ALONG WITH THE APPLICATION FORM

Candidates seeking admission into any of the M.Phil. courses of the University must enclose with the application form a crossed Demand Draft/Banker's Cheque for Rs. 1000/- (Rupees one thousand) only towards Processing and Entrance Test Fee, drawn in favour of the **Head of the Department concerned for which admission is sought/Director, WSRC in case of M.Phil. in Women's Studies**, and payable at the SBI, Bhanja Bihar (Code 2107), Berhampur-760007.

Note: Fee once paid shall not be refunded.

IX. DOCUMENTS TO BE SENT ALONG WITH THE APPLICATION FORM

The applicant should send the following documents with his/her application form:

- (1) Attested photocopies of:
 - a) Certificates and Mark Sheets of all examinations from H.S.C. to Master's Degree.
 - b) Certificate of teaching experience, if any.
 - c) Copies of publications, if any.
 - d) Conduct Certificate from the institution last attended.
 - e) No objection certificate from the employer, if employed.
 - f) Certificate in support of his/her claim against reserved quota (SC and ST) issued by competent Revenue Authority.
- (2) Two self addressed envelopes of size 22 × 10 cm each affixed with postage stamps for Registered post.
- (3) Original Demand Draft/Banker's Cheque drawn in favour of Head of the Department (for which admission is sought)/Director, WSRC towards processing and entrance test fee as indicated in Clause VIII above.

X. SELECTION FOR ADMISSION

- (i) Incomplete applications shall be summarily rejected and no correspondence shall be entertained thereon.
- (ii) Admission shall be finalised strictly on the basis of merit and conduct and shall be subject to the Rules and Regulations of the University.
- (iii) Applicants for admission into the M.Phil. courses are required to appear at an Entrance Test and interview at their own cost on the date, time and place to be intimated to them by the concerned Head of the Department/Director, WSRC (in case of M.Phil. in Women's Studies). At the time of the interview, the candidates are required to produce their original certificates/documents as specified in IX (1) above before the Selection Committee for verification. **Candidates failing to appear at the Entrance Test and interview will not be considered for admission.**
- (iv) Candidates who qualify in the entrance test shall be called for an interview.
- (v) Admission into the M.Phil. Course cannot be claimed as a matter of right. The decision of the concerned Head of the Department/ Director, Women's Studies Research Centre in all matters relating to the Admission shall be final.

XI. INTIMATION

Intimations to candidates belonging to the Merit List and the Waiting List will be sent individually by **Registered Post/Speed Post**.

XII. ADMISSION PROCEDURE

Admission will be made as per the following procedure:

- (1) After receiving intimation of selection for admission from the concerned Department/ WSRC, the candidate should send by **Registered Post/Speed Post** to the Head of the Department/ Director, Women's Studies Research Centre (in case of M.Phil. in Women's Studies) the required documents in original including a self addressed envelope as specified in the intimation letter and as detailed in para (3) below, superscribing **the subject on the top of the envelope**, so as to reach on or before the date stipulated in the Intimation Letter.
- (2) The candidates in the Waiting List shall follow the same procedure as prescribed in Para (1) above. However, for those in the Waiting List admission is not guaranteed and they will be admitted in order of merit against vacancy, if any.
- (3) After receiving the Intimation Letter the candidates shall send the following for admission.
 - (a) Three recent coloured Passport Size photographs.
 - (b) **T.C./College Leaving Certificate in original.**
 - (c) Conduct Certificate in original from the Head of the Institution last attended.
 - (d) University Registration Receipt in original in case of students of Berhampur University.
 - (e) Migration Certificate in case of students of Universities other than Berhampur University. If this certificate cannot be submitted at the time of admission due to any genuine difficulty, the candidate should give an undertaking to the effect that he/she would produce it within fifteen days from the date of admission, failing which the admission may be cancelled.
 - (f) Relieve Order in original from the Employer for one year, if he/she is employed.
 - (g) A self-addressed envelope of size 22 × 10 cm affixed with postage stamps worth Rs.39/- (Rupees thirty-nine only).
 - (h) A Demand Draft/Banker's Cheque for the stipulated amount as mentioned in the intimation letter drawn on State Bank of India (Bhanja Bihar Branch, Code: 2107) payable to the **COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY.**
 - (i) Certificate from a recognized Medical Practitioner indicating Blood Group of the applicant.
 - (j) Duly filled in prescribed Affidavits (Annexure – I & II) in non-judicial stamp paper in original are to be submitted in case you are admitted
 - (k) Duly filled in Identity Card in the enclosed Format with a pass port size photograph.

- (4) The candidate shall submit the following declaration:
- (a) *I do hereby declare that I have enclosed the following certificates/documents in original and Demand Draft/Banker's Cheque and in case, any discrepancy is found I shall forfeit my claim for admission and shall be liable for any penal action or penalty or forfeiture of the seat as the University may deem fit and proper.*

Certificates etc. in original:

- 1.
- 2.
- 3.
- 4.
- 5.

- (b) *I also declare that I am neither employed on active service at present nor shall I accept employment or join active service during the tenure of the course. If I am found guilty of violating the declaration, I shall forfeit my seat, my admission shall be cancelled and I shall be liable for such other penal action, as the University may deem appropriate*

Full Signature of the Applicant.

Note: Failure to submit any of the required documents within the prescribed date shall entail forfeiture of the seat.

XIII. RETURN OF DOCUMENTS

- (1) All the documents including the Demand Draft/Banker's Cheque of the candidates who are not admitted will be returned to them by the concerned Head of the Department/Director, WSRC by **Registered/Speed Post** in due course.
- (2) The original documents of the admitted candidates, which are not required by the University after the admission, will be returned to the candidates in person by the concerned Department/WSRC after obtaining proper acknowledgement.

XIV. FEE PAYABLE AT THE TIME OF ADMISSION:

Sl. No.	Purpose	Fee
1.	Tuition Fee @ Rs.20/- (Rupees twenty) per month payable for twelve months in one instalment at the time of admission	Rs. 240.00
2.	Admission Fee	Rs. 20.00
3.	University Registration Fee (only for students from institutions other than Berhampur University)	Rs. 100.00
4.	University Recognition Fee (only for students migrating from other Universities)	Rs. 100.00
5.	Fee for Identity Card	Rs. 50.00
6.	Fee for Keeping Abstract of Attendance	Rs. 10.00
7.	Fee for Medical Aid	Rs. 100.00
8.	Fee for Calendar	Rs. 50.00
9.	Transport charges per session payable in one instalment at the time of admission (subject to change from time to time)	Rs. 3,200.00
10.	Library Fees	Rs. 200.00
11.	Laboratory Fees (for science students only)	Rs. 500.00
12.	Students' Aid Fund	Rs. 25.00
13.	Utility Fee	Rs. 1,500.00
14.	Academic & Other fee: <ol style="list-style-type: none"> i) Science And Home Science ii) Arts and Commerce 	Rs. 3,000.00 Rs. 1,500.00

Note:

1. **In addition the students admitted into the M.Phil. Course have to pay seminar fees to the Head of Department concerned/Director, WSRC as required by the Department/WSRC.**
2. **Fee once collected for the candidates admitted shall not be refunded under any circumstance.**

XV. TRANSPORT FACILITIES

Ordinarily transport facilities for the students are arranged by the University depending on the availability of private transport, on payment of requisite fee by the students as fixed by the University from time-to-time. However, the University does not give any guarantee to provide transport facilities.

XVI. HOSTEL FACILITIES

University has hostel facilities for a limited number of M.Phil. students. Students seeking hostel accommodation shall have to apply to the Warden, P.G. Hostels through the Head of the Department concerned/Director, W.S.R.C. after admission into the M. Phil course. Seats are allotted on first come first served basis.

XVII. HOSTEL FEE

(a) The following fee are to be paid at the time of admission to the Hostel:

Sl.No.	Purpose	Fee	Mode
1	Hostel Admission fee	Rs.50.00	One time payment in form of Bank Challan at SBI, Bhanja Bihar at the time of admission.
2	Hostel maintenance fee	Rs.150.00	
3	Electricity & Water charges @ Rs.120/- per month	Rs.1440.00	
4	Hostel rent @ Rs.100/- per month	Rs.1200.00	
5	Hostel Caution Money (refundable)	Rs.100.00	One time collection at the office of the Superintendents of the concerned hostels at the time of admission
6	Mess Advance (refundable)	Rs.750.00	
7	Hostel Annual Day	Rs.100.00	To be paid at the office of the Superintendents of the concerned Hostel at the time of admission into the hostel.
8	Hostel Common Room charges	Rs.50.00	
9	Hostel Games & Sports	Rs.50.00	
10	Hostel Establishment charges @ Rs.100/- per month	Rs.1200.00	
11	Development fee	Rs.300.00	
12	Magazine	Rs.50.00	
13	Hostel Puja	Rs.150.00	
14	Identity Card for Boarders	Rs.50.00	
15	Medical Aid	Rs.200.00	

- (b) It is compulsory for hostel boarders to pay the monthly mess charges as determined by the Hostel Superintendent. The bill for every month has to be settled by the 10th of the succeeding month. Violation of the Hostel Rules or any default in regular payment of mess and other hostel charges may lead to the termination of boardership.
- c) The results of the defaulting boarders shall be withheld, if the certificate of clearance in respect of payment of mess dues etc. issued by the Hostel Superintendent concerned is not produced before the Controller of Examinations at the time of finally leaving the hostel or publication of results, whichever is earlier.
- d) Boarders shall abide by the rules of the hostel prescribed from time to time by the University. In all matters pertaining to the hostels, the decision of the Warden, P.G. Hostels shall be final.

XVIII. CORRESPONDENCE AND ENQUIRY REGARDING ADMISSION

All correspondence regarding admission should be addressed to the Chairman, P.G. Council/Head of respective departments/Director, WSRC, in case of M.Phil. in Women's' Studies, Berhampur University, Bhanja Bihar, Berhampur – 760007 by designation and not by name.

XIX. GENERAL RESTRICTION

No candidate who is in any service shall be admitted unless he/she submits a relieve order from the employer allowing him/her leave for one year to pursue the M.Phil. Course.

XX. REGISTRATION

Every candidate for the M.Phil. Degree in Arts, Science, Commerce and Women's Studies shall submit his/her application in the prescribed form for registration as a candidate for the examination within three months from the last date of admission for the year.

XXI. DISSERTATION

Each student shall be required to submit the Dissertation as per the M.Phil. Regulations of Berhampur University. The student has to bear all expenses incurred in the preparation of the dissertation.

XXII. OBSERVANCE OF RULES

- (a) The M.Phil. Students of the University must abide by the Rules and Regulations framed by the University from time to time.
- (b) All disputes concerning admission and studentship are subject to the exclusive jurisdiction of the Civil Courts and Legal Fora at Berhampur (Ganjam), Odisha.

XXIII. RAGGING

Ragging in any form is strictly prohibited. Severe action shall be taken as per rules against those involved in ragging. As per the U.G.C guide line 6.1 (d & e) of the regulation (F-1-16/2007 (CPP –II/dated 17June 2009), it is mandatory for all the applicants to submit an affidavit in a non-judicial stamp paper as per the prescribed *proforma* enclosed in the prospectus, if admitted.

**CHAIRMAN
P.G. COUNCIL
BERHAMPUR UNIVERSITY**

Index No: _____

Date of Receipt _____

(To be filled by the Office)

APPLICATION FORM FOR ADMISSION INTO M.PHIL. COURSES
BERHAMPUR UNIVERSITY
2015

Paste Recent
Passport size
Photograph duly
attested at the front

Department/Centre to which admission is sought

1. Name of the Applicant (Surname first)
(In **BLOCK LETTERS**) _____
2. (a) Sex : Male / Female
(b) Nationality : _____
3. Date of Birth : Date Month Year
4. Father's / Guardian's Name : _____
5. Mother's Name : _____
6. (a) Permanent Address (in details) :

E.Mail
Telephone with STD Code/Mobile:

- (b) Present Address for correspondence
(in **BLOCK LETTERS**):

E.Mail
Telephone with STD Code/Mobile:

7. Berhampur University Registration No:
(For students of Berhampur University)
8. Mention if admission is claimed under reserve quota
Please Put a Tick Mark in the appropriate Box:

SC	
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ST	
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9. (i) Last examination passed: _____
- (ii) University: _____

10. Educational Qualifications:

Name of the Examination	University/ Council/Board	Year of passing	Divn. & Distn.	Marks secured	Maximum marks	Remarks
H.S.C. or equivalent						
Higher Secondary/ Intermediate/+2						
Degree Exam. B.A/B.Sc./ B.Com./or equivalent						
P.G. in _____						

Note: Candidates are required to submit attested copies of mark sheets and certificates of all the above examinations.

DECLARATION

I declare that the particulars furnished in this form are true to the best of my knowledge and belief and as per my certificates and valid official documents. I further declare that in case any of the above information is found to be incorrect at any time, I shall be liable to forfeit my seat and to such penal action as the University may deem appropriate.

Date :

Full Signature of the Applicant

Place:

11. (a) Write your address on the Index Card and affix postage stamps worth Rs.6/- on it.

Checklist of Enclosures

The application should be accompanied by the following documents:

- Self-attested copies of Certificates and Mark sheets of all examinations from H.S.C. to Master's Degree.
 - Self-attested copy of the Conduct Certificate from the Head of the Institution last attended.
 - Self-attested copy of Certificate in support of claim for a seat against the reserved quota as specified in provision 8 of the Application Form.
 - Permission letter for admission from the employer **in original**, if the applicant is employed.
 - Self-attested copy of Certificate in support of teaching experience, if any.
 - Copies of research publications, if any.
 - Two self-addressed envelopes of size 22 × 10 cm each affixed with postage stamps worth Rs. 39/- (Rupees thirty nine only).
 - The Demand Draft/Banker's Cheque towards Processing and Entrance Test Fee as stipulated in the Prospectus.
 - Duly filled-in prescribed Affidavits (Annexure-I and II) in non-judicial stamp paper in original are to be submitted in case you are admitted.
- (b) If you are not an Indian citizen, indicate in column 2(b) the country to which you belong and enclose the authority for your entry into India.

Note: Applications incomplete in any respect is liable to be summarily rejected. Further, the application which do not confirm to the prescribed PDF form will also be summarily rejected.

UNDERTAKING

I do hereby undertake to abide by the rules of P.G. Council and P.G. Hostels and if at any time any instance of breach of rules, indiscipline, disobedience or misconduct is found against me, my name shall be removed from the rolls of the University.

Date :

Full Signature of the Applicant

ADMIT CARD
FOR ENTRANCE TEST
(M.Phil. course 2015)

Letter No. _____ Date _____

Index No.....

WSRC/DEPARTMENT OF

Name of the Candidate : _____

Entrance Test Roll No. : _____

**You have been provisionally allowed to appear at the Entrance Test for the
M.Phil. course in to be held at P.G.
Central Office, Berhampur University, Bhanja Bihar at on 14.12.2014
(Sunday).**

Full Signature of the Applicant

Head of the Department/Director, WSRC

Full Signature of the Applicant

(to be signed in the presence of Invigilator)

Paste your recent
passport size photograph
duly attested at the front.

INDEX CARD

(Address to be filled in by the Candidate)

Name :

Place :

P.O. :

District : State

Pin Code :

Affix
Rs.6/-
Postage

INSTRUCTIONS TO THE CANDIDATES APPEARING AT THE ENTRANCE TEST

1. Produce the **Admit Card** during the Test on demand.
2. The Hall shall open 15 minutes before the commencement of Test. Examinees must bring their own blue/black ballpoint pen. No paper or material other than **Admit Card** shall be allowed to be in possession of the candidates during the Test.
3. Candidates are not allowed to leave the Hall during the period of Test. Temporary absence from the hall is not ordinarily permissible. However, only after completion of one hour from the commencement of the Test, a candidate may be allowed under extraordinary circumstances to leave the hall temporarily for not more than three minutes with the permission of the Centre Superintendent.
4. Candidates should write only on the answer sheet supplied and should not make note on any other paper. While answering, they must use blue/black ballpoint pens only.
5. Candidates are not allowed to leave any identifying mark(s) anywhere on the answer sheet other than those required at specified places. Violation of this rule shall amount to adopting unfair means. Resort to any such unfair means or soliciting help from co-examinees or any other person or misbehaviour of any kind will automatically disqualify the candidate. For this purpose the report of the Invigilator/Examiner is sufficient
6. For any other rules not provided for in these instructions the decision of the Chairman, P.G.Council is final and binding.
7. **Mobile Phone, Pager, Calculator etc. SHALL NOT be allowed in the Examination Hall.**

BERHAMPUR UNIVERSITY

DEPARTMENT OF _____

FOR ADMISSION INTO M.PHIL. COURSE, 2015

Index No.

Date

The undersigned acknowledges the receipt of your application for admission. You are required to quote the above Index Number in all future correspondences regarding your admission.

Head of the Department/Director, WSRC.

STUDENT ID-CARD FORMAT		Paste here a clean unattested Photograph
REGD. NO.	(USE CAPITAL LETTERS ONLY)	
Library Code	Write the Course into which admitted	
NAME :		
Father's/ Husband's Name		
Date of Birth	Blood Group	
ADDRESS TO BE PRINTED ON IDENTITY CARD		Specimen signature of the student in the box only ↑
<hr/> <hr/> <hr/> <hr/>		
CELL NO. : _____		