

INDEX

Sr. No.	Particulars	Page No.
1	Introduction to CSIBER	
2	Regulations for M.Phil Admission	
3	Duration of Programme	
4	Procedure for Admission to M.Phil.	
5	Entrance Test	
6	Departmental Research Committee(DRC)	
7	Registration Procedure after the interview And the Research Proposal /Synopsis	
8	Research Advisory Committee And its functions	
9	Change in Title	
10	Research Supervisor / Guide	
11	Course Work	
12	Evaluation and Assessment Methods, Minimum Standards / Credits for award of Degree, etc.	
13	Size, Style and Binding of Dissertation Submission	
14	Submission	
15	Open Defense (O.D.)	
16	Declaration of Result	
17	Additional M.Phil. Degree	
18	Cancellation of M.Phil. Registration	
19	Treatment of M.Phil. through distance mode/part time	
20	Award of M.Phil. degree prior to Notification of these Regulations, or degrees awarded by Foreign Universities	
21	Depository with Infflibnet	
22	Provisional Certificate	
23	Fee Structure	
24	Annexure	

Annexure – I	Input Sheet
Annexure – II	Broad guidelines for preparation of synopsis
Annexure – III	Front page and cover of the dissertation
Annexure –IV	Declaration by the Student
Annexure – V	Certificate by Guide
Annexure –VI	Progress Report
Annexure –VII	Fee Structure

List of Abbreviations

Abbreviation	Full Form
BOR	Board of Research
RRC	Research and Recognition Committee
BOS	Board of Studies
RAC	Research Advisory Committee
DRC	Departmental Research Committee
JROD	Joint Report of Open Defense
MCQ	Multiple Choice Questions
CSIR	Council of Scientific & industrial Research
DEE	Director of Examinations and Evaluation
QIP	Quality improvement Programme
UGC	The University Grants Commission

1. INTRODUCTION TO CSIBER

1.1 ESTABLISHMENT:

Education plays a very important role in the shaping and growth of a nation imparting knowledge to young citizens of a country having potential to become a superpower is indeed a very rewarding experience. Chhatrapati Shahu Institute of Business Education & Research has a proud record of successfully educating a large number of students in various fields. In fact, in the history of management education, Chhatrapati Shahu Institute of Business Education and Research (popularly known as **CSIBER-** or Shahu Institute), Kolhapur, occupies a prominent position, not only in Maharashtra but also in the country as a whole. This is for three reasons; first, it is way back in 1976, the Institute came into existence when not many had visualised that management education would assume such an important place in the society, in the years to come, as one finds today. Second the institute is fully devoted to the cause of education in management and allied areas, which speaks of its commitment to management education. Third, it has been conferred with the status of an Autonomous Institute by Shivaji University, Kolhapur, with the concurrence of the Government of Maharashtra and the University Grants Commission, New Delhi - a status that is conferred only upon reaching high levels of achievement.

Chhatrapati Shahu Maharaj of Kolhapur, after whom the Institute has been named, was a ruler known for his vision to promote education in the area under his rule. In fact, most of what independent India today strives for, he had conceived and implemented in the early twentieth century.

The idea of establishing an independent Institute for Management Education under the Shivaji University area was mooted by Late Prof.Dr.A.D.Shinde, a renowned Chartered Accountant, Tax Consultant and the then Dean of Commerce faculty of Shivaji University. Late. Dr. Shinde's tireless efforts and dedication, with missionary zeal, coupled with the blessings and active support of the then Chief Minister of Maharashtra, Hon'ble Late Vasantao Patil and also of the Hon'ble Sripatrao Bondre, former Minister, resulted in the present Institute being set up. The Institute is a duly registered body under the Bombay Public Trust Act. It also has recognition from the University Grants Commission, New Delhi, under Section 2 (f) and Section 12B.

From a very humble beginning in rented premises, the institute has progressed in leaps and bounds to a leading educational organization in Western Maharashtra. Its campus is spread over an area of eleven acres. Since its establishment CSIBER has developed a track record as one of the leading business schools in Maharashtra with the reputation of providing pragmatic solutions to the needs of business and society at large. We are a post-graduate establishment where professional attitude is the norm for both students and faculty.

The programme design consists of academic inputs that are practical oriented and emphasize on application of principles, concepts and tools taught during the course.

The pedagogy is a blend of classroom teaching along with modern methods like seminars, workshop, field surveys, industrial visits, role plays etc.

1.2 VISION & MISSION STATEMENTS OF CSIBER

VISION: TO BE AN INSTITUTE OF FIRST CHOICE OF THE STUDENTS

MISSION

1. To Provide Professional Education and Training to students in general and particularly those from and around Southern Maharashtra which is predominantly rural.
2. To provide facilities and training to teaching and research community in higher and professional education.
3. To promote confidence and motivate faculty and staff to efficiently address the expectations of the student community and society at large.
4. To equip the student community, through academic autonomy to face future challenges.
5. To inculcate the spirit of dignity of the individual, excellence and service.

1.3 PHILOSOPHY AND OBJECTIVES

The institute has a very strong conviction that it is its responsibility as well as a privilege to render a very high quality service to the student community and the society at large in the field of education and development.

CSIBER's overarching mission is to advance practice of management and societal concerns through teaching and research. This philosophy encompasses a broad integrative approach that is uniquely relevant to professionals in various fields. CSIBER believes in the importance of providing the student with individualized support.

The SIBER Trust has had several laudable objectives in starting various programmes. The main objective of the Trust has been to propagate secular education, mainly at post-graduate level in such varied fields as Commerce, Management, Computers, Education, Economics, Social Work, Environment etc.

In order to achieve its objectives, the Trust has been instrumental in instituting various postgraduate courses over a period of time. The main objective of the courses at CSIBER is to develop in the student the decision making and communication skills as well as leadership qualities. To be an effective leader, one must be able to analyze clearly what are frequently very complex situations, to assess in the light of organizational objectives, the relative importance of different factors, to make appropriate decisions, and to be confident in implementing the ensuing policies and solutions. It is vital that one is capable of convincing other people that a proposed course of action is appropriate and necessary.

The pragmatic policies adopted by the Institute's Management have found reflection in the performance of the students, both in the academic field and in extra-curricular and co-curricular activities. The Institute can proudly take credit of developing students to such an extent that, the last twenty one years, prior to Autonomous status, the University toppers have almost invariably been from CSIBER in all the programmes. They also brought laurels to the Institute by way of winning trophies and prizes at debating, elocution, management games and other competitions. The institute has built up an enviable reputation which finally culminated in its decision to opt for an Autonomous Status. Collective efforts finally led to the Shivaji University conferring upon the Institute, in concurrence with the University Grants Commission, New Delhi and the Government of Maharashtra, **Autonomous Institute status** from June, 1995.

The Autonomous status has bestowed upon the Institute greater academic freedom along with much greater responsibilities. The Institute has been known as a centre for quality education. Not only does the Institute provide instruction and training in the number of areas of national importance, in particular, environment management, social work and computer applications, besides some academic courses of the Shivaji University which have relevance to management education.

The Institute has been very keen to introduce changes in curricula of various courses, in keeping with its objectives and changing needs of the industry, commerce and society at large.

Over the last four decades, the institute has grown substantially, particularly in terms of students and faculty strengths and quality. The physical facilities have improved beyond recognition in the recent times. About one thousand students are pursuing various post-graduate programmes offered by the institute.

1.4 INSTITUTES RUN BY THE CSIBER TRUST

The Chhatrapati Shahu Institute of Business Education and Research Trust runs the following Institutions.

- Chhatrapati Shahu Institute of Business Education and Research, Kolhapur.
- Vasantrodada Patil Institute of Management Studies & Research, Miraj.
- D. K Shinde School of Social Work, Kolhapur.
- Radhabai Shinde English Medium School, Kolhapur
- Dinkarrao K. Shinde College of Education, Gadhinglaj
- Gijavane High-School, Gijavane

1.5 PROGRAMMES OFFERED BY CSIBER:

1.	Master of Business Administration (MBA)	Since 1976
2.	Master of Social Work (MSW)	Since 1976
3.	Master of Commerce (M.Com)	Since 1977
4.	Master of Philosophy in Commerce & Management, Economics, Sociology & Social Work (M.Phil)	Since 1981
5.	Master of Computer Applications (MCA)	Since 1985
6.	Diploma in Business Management (DBM)	Since 1976
7.	Post Graduate Diploma in Computer Application (PGDCA)	Since 2002
8.	Master of Business Administration (MBA) Environment Management	Since 2010
9.	Master of Science (Environment and Safety)	Since 2013
10.	Master of Science (Quantitative Economics)	Since 2016

The core subjects of these programmes are devoted to an intensive study of the basic disciplines and includes compulsory courses which all the students are required to take.

In the teaching of these subjects, emphasis is laid on the acquisition of skills and techniques, to make the student fully conversant with the fundamentals of the respective disciplines.

CSIBER has long been an innovator in various post-graduate courses. CSIBER's educational programmes provide broad-based education of value to both students and organizations. As career-oriented men and women prepare for or continue their professional lives, CSIBER helps them to think logically, communicate clearly, and execute difficult decisions effectively, efficiently and ethically.

1.6 FACULTY AND RESEARCH:

Faculty is the real strength of any educational institute. The institute has committed full-time faculty strength of 62. Besides, a number of visiting faculties drawn from industry, other reputed institutions and Universities participate in the teaching process. 39 of the full time faculty members possess Ph.D degrees in different fields of specialization. Many of these faculty members are recognized as research guides for M.Phil and Ph.D courses. A number of research projects funded by the UGC and other agencies have been completed while a number of projects sanctioned mainly by the UGC are in progress. The faculty also conducts FDP and EDP programmes, catering to the needs of the academicians and industry.

The institute is conscious of the need to promote research. Accordingly facilities for research leading to Ph.D degree in areas of Commerce, Management, Economics, Social Work and Sociology and in inter-disciplinary areas are provided in the Institute.

In order to ensure that the curriculum is contemporary, the institute, as a matter of academic policy, keeps updating it to bring it on par with premier institutions. This always pays rich dividend to the students individually and to the institute as a whole.

2. REGULATIONS FOR M.Phil. PROGRAMME

(UGC (Minimum Qualifications and Procedure for Award of M. Phil) Regulations, 2016: Notification dated 5th May 2016)

2.1 DATE OF APPLICATION:

A candidate seeking admission to the M.Phil Degree shall apply to the Institute in the prescribed application form, on or before the date, as notified by Institute.

2.2 ELIGIBILITY:

For admission to the M.Phil. programme in a related subject of concerned faculty, the applicant shall fulfill the following conditions:

2.2.1. Eligibility criteria for admission to the M.Phil. programme:

2.2.1.1 Candidates seeking admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's Degree by Institute or by statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

2.2.1.2 A relaxation of 5% of marks, from 55o/o to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to reserved categories (SC/ST/VJNT/OBC) and/or Differently- abled candidates as per policies of the Government prescribed from time to time, for those who had obtained their Master's degree prior to September 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3. DURATION OF PROGRAMME:

3.1 M.Phil. programme shall be of a minimum duration of two consecutive semesters/ one year and a maximum of four consecutive semesters / two years.

3.2 If the M. Phil Dissertation of the candidate is ready, after the expiry of 2 (Two) years, the candidate may be allowed to submit his/her dissertation by an extension of registration for two years, after paying the prescribed fee. He/she may submit his/her M.Phil dissertation/ Dissertation within two years from the date of extension of registration. If the candidate fails to submit his/her Dissertation within two years from extension of registration, his/her performance as well as registration will automatically stand cancelled and no separate communication shall be made by the Institute to the respective candidate.

3.3 For extension of registration of M.Phil Programme, the candidate shall apply to the Institute through the Research Guide/ Research Supervisor in the prescribed application form signed by concerned Head of the Department/Director.

- 3.4 The women candidates and persons with disability (more than 40% disability) may be allowed an additional relaxation of one year for M.Phil. in the maximum duration. In addition, the women candidates may be provided Maternity Leave once in the entire duration of M. Phil. Institute for up to 180 days, and this period will not be counted as course period.
- 3.5 Candidates applying to the Institute as per Provisions mentioned above at 3.2 shall apply to the Institute before 3 Months of the expiry of the maximum Duration. Delayed applications will not be entertained under any circumstance.

4. PROCEDURE OF ADMISSION TO M.Phil.

- 4.1 The Institute shall notify on an annual basis a predetermined and manageable number of M.Phil. scholars to be admitted depending on the vacancies available with Research Supervisors [as prescribed under UGC norms with respect to the Scholar - Research Supervisor ratio] and other academic and physical facilities available,
- 4.2 The Institute, shall publish the Notification for admission to M.Phil well in advance on its website and through advertisement in at least two national newspapers, of which one shall be a Marathi newspaper. The detailed information including the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates, shall be made available on Institute official website (www.siberindia.edu.in).
- 4.3 The admission to M.Phil. programme shall be based on the criteria notified by Institute, keeping in view the guidelines/norms in this regard issued by the University Grants Commission and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government prescribed from time to time.
- 4.4 All admissions for M.Phil. programmes shall be through a Common Entrance Test conducted by Institute, the Merit list of M.Phil. shall be prepared as per the eligibility criteria.
- 4.5 Foreign candidates complying the eligibility criteria (for those who have obtained Master's Degree from foreign Universities) are exempted from appearing for entrance test, however, they should appear for interview in person / online.
- 4.6 Candidates appearing for the Post Graduate final year examination may appear for the entrance test. He / She should submit the result of qualifying examination at the time of M.Phil. admission. Failure to which, shall disqualify the concerned candidate from further process.
- 4.7 Employed candidate shall have to submit No Objection Certificate (NOC).
- 4.8 The merit list for the M.Phil. Programme shall be prepared by the Institute, solely on the basis of performance of the candidate in the entrance test. However if more than one candidate score equal marks in entrance test then the marks scored at Post Graduate Degree shall be considered to prepare the order of merit.
- 4.9 The merit list of selected candidates and the waiting list (for vacant seats, if any) in order of merit shall be prepared by the Institute. It will be valid for that particular academic year only.
- 4.10 All admissions shall be processed through the DRC.
- 4.11 The candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee at the time of the interview.
- 4.12 The interview of the selected meritorious candidates shall be organized by the Institute. Based on the number of vacant seats available in the concerned subject as notified by the Institute, qualified candidates shall be called for interview.
- 4.13 The following aspects shall be considered during the interview
- a. whether the candidate possesses the competence for the proposed research;
 - b. whether the research work can be suitably undertaken at the Institute.
 - c. whether the proposed area of research can contribute to new/additional knowledge.
- The candidate shall appear for interview along with the inputs in given Performa

- d. The selected candidates will take provisional admission by paying the necessary fees within 10 days from the date of declaration of merit list.

(Please see annexure I)

4.14 The Institute shall maintain the list of all the M.Phil. registered students on its website on year- wise basis, The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

4.15 The selected candidates will take provisional admission by paying necessary fees within ten days from the date of declaration of merit list.

5. ENTRANCE TEST :

5.1 An Entrance Test shall be a qualifying test for admission to M.Phil. programme. The Entrance Test will be of 100 marks (50 questions of two marks each with multiple choices). The qualifying marks for Entrance test shall be 50% marks. Negative scheme of marking shall not be applicable.

5.2 The Entrance Test shall consist of 50% questions, based on Research Methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the CSIBER, Kolhapur to be notified in advance. The details of syllabus for the Entrance Test shall be made available on Institutes Website.

5.3 Entrance Examination will be offline.

5.4 The duration for the examination will be two hours.

5.5 Qualifying the Entrance Test does not essentially mean the confirmation of M. Phil. admission.

5.6 There is no provision of supply of photocopy or re-evaluation of the answer books of entrance test.

5.7 The quota for admission shall be 90%for Home University students and 10% for other university students. The reservation rules shall be applicable to 90% quota and 10% quota, separately. The candidate who has obtained the qualifying degree of Shivaji University (for admission to M.Phil.) shall be treated as Home University student

6. DEPARTMENTAL RESEARCH COMMITTEE

6.1 The constitution of DRC

1	The Head of the Department	Chairperson
2	Two Subject Experts (One from Department Concerned and one from outside university jurisdiction) nominated by the Director	Members
3	Two Nominees of the Director (One General and One Reservation)	Members
4	Chairman of Board of Studies concerned	Members

All the above members necessarily shall be the research Guides/Supervisors for M.Phil. and one of them shall be from reserved category and one must be a woman member. It is responsibility of the member from the reserved category to observe and ensure the execution of the reservation policy of Government of Maharashtra during admission process.

6.2 The Quorum for DRC meeting will be three'

6.3 The tenure of the DRC will be of two academic years.

6.4 The approval to the formation of the DRC shall be obtained from the Director, CSIBER, Kolhapur.

7 REGISTRATION PROCEDURE AFTER THE INTERVIEW AND THE RESEARCH PROPOSAL/SYNOPSIS

- 7.1 A selected applicant seeking admission to the M.Phil. programme shall apply to the Institute in the prescribed form along with the following documents :
- I. A self attested copy of the statement of marks / degree/ passing certificate (Post Graduation degree)
 - II. Migration and Transfer Certificate (whichever is necessary).
 - III. The registration form duly filled in and signed along with registration fee as prescribed by the Institute from time to time, through the Head of the Department/ Director of institute.
 - IV. Authenticated copy of professional experience along with copies of the published research work in the proposed area, wherever necessary,
 - V. Sponsorship letter from the institution or Company, wherever necessary.
 - VI. No objection certificate from the employer, if the candidate is employed.
 - VII. The eligibility form along with requisite documents and fee shall be submitted to the Institute. The registration of the M.Phil. candidates shall not be confirmed unless the final eligibility certificate is issued by Institute.
- 7.2 The synopsis of M.Phil. candidates will not be placed before the Research and Recognition Committee, unless the final eligibility process is completed.
- 7.3 The applicant shall submit the application along with five copies of M.Phil. synopsis.
- 7.4 A selected applicant shall be required to make a brief presentation before the Research Advisory Committee about the proposed research.
- 7.5 The presentation will be arranged by the respective Head of the Institute Department or chairman of the Research Advisory Committee.
- 7.6 In case of any suggestions given by the Research Advisory Committee (RAC) for improvement of the topic, the candidate shall make changes accordingly and submit the same to the Chairman of RAC within a period of not more than fifteen days from the date of presentation,
- 7.7 The Research Advisory Committee shall prepare a report on the basis of the presentation, The chairman of Research Advisory Committee shall send a report along with the proposal, within a period not more than 20 days, from the date of presentation to the concerned Head of M.Phil Department to place the same before the Research and Recognition Committee for final approval.
- 7.8 The constitution of Research and Recognition Committee shall be as prescribed in Maharashtra Public Universities Act, 2016.
- 7.9 The registered M.Phil. candidate shall not be allowed to register simultaneously for any other degree course/ programme in regular mode.
- 7.10 The admission will be confirmed after the Research and Recognition Committee approves the topic

8. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS

- 8.1. There shall be a Research Advisory committee for each M.Phil. scholar.
Research Advisory Committee shall consist of :-

1.	The Head	Chairperson
2.	Two experts nominated by the Director [The two experts necessarily shall be the research Guides/Supervisors	Member
3.	Guide/Supervisor of the research student	Member

- 8.2 The Research Advisory Committee shall have the following responsibilities, namely:-

- 8.2.1 To review the research proposal and finalize the topic of research;
- 8.2.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he / she may have to do;
- 8.2.3 To periodically review and assist the research scholar in the progress of the research work.
- 8.3 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 concerned research scholar shall be submitted by the Research Advisory Committee to the Institute, with a copy to the research scholar.
- 8.4 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 the Institute with specific reasons for cancellation of the registration of the research scholar.
- 8.5 After the approval of the title and synopsis by the Research and Recognition Committee, a confirmation letter will be issued and the admission will be confirmed.

9. CHANGE IN TITLE:

- 9.1 If the candidate desires to modify the title and / or the proposed plan of the research, he/she shall submit his application duly recommended by the Research Guide/ Research Supervisor, through the concerned Head of the Department of Institute Department /the Chairman RAC.
- 9.2 The Research and Recognition Committee concerned may approve such changes on recommendation of the Research Advisory Committee.

10. RESEARCH GUIDE:

- 10.1 The allocation of Research Guide for a selected research scholar shall be decided by the DRC. A candidate will work under recognized research Guide/Supervisor of the Institute allotted by DRC provided that he / she is not relative (such as husband /wife /daughter / son / brother / sister) of the Guide/Supervisor/Co-Guide/Co-supervisor.
- 10.2 If the Research Advisory Committee is of the opinion that the proposed study or research work is of interdisciplinary nature or the research work needs to be supplemented with the expertise from outside, it may appoint a Co-Guide from outside the Department/ Faculty/college/university/institution, who has proven the expertise in the required field. Such Co-Guide shall be allotted to the student with due consent of the Research Guide.
- 10.3 A seat will be considered vacant for admission purpose after the declaration of final result of the student by Institute or after six months from the date of submission of final Dissertation/Dissertation, whichever is earlier.
- 10.4 **Guidance by Co-Guide/ New Guide :**
 - 10.4.1.1 In case of demise or ineligibility of the Guide/Supervisor on any grounds, the concerned section on recommendation of the RAC will allocate new Research Guide/ Research Supervisor to candidate. This may be placed before the next meeting of RRC for information.
 - 10.4.1.2 If 50% or more work has been completed by the candidate under the deceased Research Guide/ Research Supervisor the name of the deceased Guide/ Supervisor be printed on the dissertation along with the name of Co-Guide/Co-Supervisor.
- 10.5 **Transfer of Research Guide**
 - 10.5.1.1 In case of transfer of Research Guide from the institution, where the candidate is registered and has worked for minimum 3 terms with him/her shall continue to work under the same Research Guide/ Research Supervisor.
 - 10.5.1.2 A candidate who has worked for less than 3 terms will be transferred to a new Research Guide on the recommendation of the RAC,

10.5.1.3 If the research guide is not available for such candidate then the candidate shall continue his/her research work under the same guide, till the new guide is allotted or till completion of the research work, whichever is earlier.

10.6 **Change of the Research Guide**

A research student shall submit his/her application for change in research guide through the Research Guide and the Head of the Department. If the research guide and /or the Head of the Department deny to forward the said application, the research student may submit his/her application to the M.Phil. department.

The Research and Recognition Committee, on hearing the Research Guide shall take decision on such application. In case of dispute, the Director's decision will be final.

10.7 **Redressal of Grievance**

- a. In case of any dispute regarding admission or any other dispute that may arise between a Research Scholar and his/her Research Supervision the DRC shall examine the matter and report to the Director, CSIBER Kolhapur; whose decision shall be final.
- b. The report shall include, among other things, specific recommendations. The report shall be submitted to the Pro. Director, CSIBER Kolhapur.
- c. In case of the complaint regarding sexual harassment, the research scholar shall submit a complaint to the Internal Complaints Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

11. **COURSE WORK :**

Credit Requirements, number; duration, syllabus, minimum standards for completion, etc. for M.Phil. programme shall be as under:

- 11.1 M.Phil. course work shall be a minimum of 08 credits and maximum of 16 credits.
- 11.2 The course work shall be treated as prerequisite for M.Phil. programme.
- 11.3 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover are as 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 students for M.Phil. degree.
- 11.4 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. They shall be duly approved by the Academic Council of the Institute.
- 11.5 All candidates admitted to the M.Phil. programmes shall be required to complete the course work, as approved by the Academic Council of Institute during the initial one or two semesters.
- 11.6 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 ICGPA 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.
- 11.7 The syllabus and other details of course work shall be made available on Institute website www.siberindia.edu.in
- 11.8 The medium of the course work shall be English.
- 11.9 The student should write the answers in English.

The course work will comprises of 3 papers of 100 marks each. Paper-1 will comprise of a course on Research Methodology, Quantitative Techniques and Computer Applications. Paper-2 shall be recent trends in subjects concerned. And Paper-3 shall be of one optional paper (based on specialization) with 80 marks of Institute examination + 20 marks for presentation of the review of

published research papers from national journals on the concerned specialized areas, There should be at least optional papers specified by the concerned departments.

11.10 Course Contents

A) Commerce and Management (Compulsory papers are of 100 marks each; and optional paper is of 80 marks)

Paper:

- 1) Research Methodology, Quantitative Techniques and Computer application
- 2) Recent Trends in Commerce and Management.
- 3) Optional Paper (One of the following)

a) Marketing Management
b) Financial Management
c) Personnel Management and Industrial Relations
d) Management of Co-operative Undertakings
e) Industrial Structure of India
f) Indian Economic Environment
g) Applied statistics and Quantitative Techniques
h) Taxation of India
i) Management Accounting
j) Industrial Structure and Policy of India
k) Advanced Cost Accountancy
l) Business Administration
m) Organisation of Trade and Logistic Management
n) Public Finance

B) Economics (Compulsory papers are of 100 marks each; and optional paper is of 80 marks)

Paper:

- 1) Research Methodology, Quantitative Techniques and Computer application
- 2) Advanced Theories in Economics
- 3) Optional Paper (One of the following)

a) Economics of Agriculture and co-operation
b) International Trade and Finance
c) Industrial Labor Economics
d) Public Economics
e) Economics of Money Banking and Financial Institutions
f) Demography and Gender Studies
g) Regional Economics
h) Environmental and Resource Economics

C) Social Work (Compulsory papers are of 100 marks each; and optional paper is of 80 marks)

Paper:

- 1) Social Work Research and Quantitative Techniques
- 2) Principles and Practice of Social Work
- 3) Optional Paper (One of the following)

a) Human Resource Management
b) Family and Child Welfare
c) Criminology and Correctional Administration
d) Urban and Rural community Development
e) Medical and Psychiatric Social Work.

D) Sociology (Compulsory papers are of 100 marks each; and optional paper is of 80 marks)

Paper:

- 1) Social Work Research and Quantitative Techniques
- 2) Sociological Theories
- 3) Optional Paper (One of the following)

a) Agarian Social Structure and Change
b) Industry and Society in India
c) Modernization and Development
d) Communication and Development
e) Sociology and Social Movement
f) Political Sociology
g) Sociology of Weaker Sections

Seminar and Dissertation for all above Course Contents:

1) Seminar based on Paper IInd and IIIrd Carrying 50 marks:

Every student shall present two seminars. Each seminar will carry 25 marks one on theory related to the M.Phil, paper and one on review of literature on published research in the relevant field.

2) The Dissertation Carrying 200 marks:

Dissertation shall be for 200 marks. Dissertation will be evaluated by the guide as an internal referee and by one external referee.

3) Open Defense Viva-voce on Dissertation will carry 50 marks

The open defense viva-voce will be conducted by a committee consisting of three members, one of whom will be the guide and two members suggested by the Research and Recognition Committee.

12. VALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/CREDITS FOR AWARD OF DEGREE, ETC.

- 12.1 The overall credit requirement, including credit for the course work, for the award of M.Phil. Degree shall not be less than 24 credits.
- 12.2 Upon satisfactory completion of course work, and obtaining the marks /grade prescribed under these rules, the M. Phil scholar shall be required to undertake research work and produce a draft dissertation within a reasonable time, as stipulated by Institute.
- 12.3 M. Phil. scholars shall present at least one 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 certificates and/or reprints/ acceptance letter from the publisher / editor.
- 12.4 The external referees shall communicate their willingness or otherwise to evaluate the M.Phil. dissertation within one month of the receipt of Institute letter. The internal and external referees shall submit their evaluation reports within one month of the receipt of the dissertation in a prescribed Proforma along with a detailed report.
- 12.5 While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor 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 Shivaji University where the work was carried out. It is mandatory for the research scholar to obtain and submit the report on plagiarism from Knowledge Resource Centre of CSIBER, Kolhapur.
- 12.6 The M.Phil. Dissertation submitted by a research scholar shall be evaluated by his/her or Research Guide and one external examiner who is not in the employment of Institute or recognized research centre at affiliated college or recognized institution/ recognized research institution. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by the members of the Research Advisory Committee,

all faculty members of the Institute department, other research scholars and other interested experts/ researchers.

- 12.7 The Viva-Voce/ open Defense of the research scholar to defend the dissertation shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation is/are satisfactory and include a specific recommendation for conduction of the viva-voce examination. If the evaluation report of the external examiner in case of M.Phil. dissertation is unsatisfactory, the Institute shall send the dissertation, to another external examiner out of the approved panel of examiners. In such cases, 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 also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 12.8 The Institute shall develop appropriate method/ procedure so as to complete the entire process of evaluation of M.Phil. Dissertation within a period of six months from the date of submission of the Dissertation.

Examinations:

- a) The M. Phil examination shall be held once in a year.
- b) The theory examination and dissertation shall be treated as separate heads of passing.

13. SIZE, STYLE & BINDING OF DISSERTATION:

- 13.1 A candidate submitting M.Phil. Dissertation for the award of M.Phil. Degree is required to follow the rules regarding the font, style and binding of dissertation, except in special case in which the Guide/Supervisor or Head of the Department recommends that it will not be possible to comply with the requirements of these rules by giving reasons and with the approval of RAC.
- 13.2 The dissertation shall be written with following Specifications.
- a. For Dissertation writing "Times New Roman" font shall be used. Size of the paper shall be A-4 size, except for drawings, graphs, photographs and maps on which no restriction is placed. A margin of 3.5 cms be maintained with a line spacing of 1.5. A dissertation shall be bound in a standardized form and shall be printed on both sides.
 - b. The title, degree, year, subject, faculty, name of the student and the Guide/Supervisor shall be printed neatly and legibly on the front cover as indicated in Annexure-II
 - c. A dissertation which consists of a collection of pamphlets or excerpts / published papers or a single pamphlet must be bound in a similar manner as said above.
 - d. The candidate shall submit four hard bound copies (black cover with golden embossed letters) of Dissertation along with ten copies of the abstract and four CD containing soft copy in pdf format. A candidate may be permitted to submit the abstract and final dissertation separately.
 - e. The M.Phil. Dissertation shall contain:-
 - i. Results of the research stating whether the work is based on the discovery of new facts by the candidate or of new relations of facts observed by others and how the work contributes to the general advancement of knowledge.
 - ii. The candidate shall indicate the sources from which his/her information has been derived and the extent to which his/her work is based on the work of others and shall indicate which portion or portions of his/her dissertation he/she claims to be original
 - iii. The candidate's Declaration.
 - iv. The Guide/Supervisor's Certificate.
 - v. The language of M.Phil dissertation shall be English.
 - vi. The language used in the dissertation should be grammatically correct and of appropriate standard with no typographical mistakes.

14. SUBMISSION

- 4.1 The candidate will not be allowed to submit his/her Dissertation unless he/she works for two terms / one year for M. Phil.
- 14.2 A candidate may submit one copy of draft dissertation (spiral bound) after the completion of minimum prescribed period mentioned above and the passing certificate of course work to the Head of the Department for scrutiny by RAC.
- 14.3 Prior to the final submission of the dissertation, the research scholar shall make a presentation before the Research Advisory Committee of the Institute, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft Dissertation in consultation with the Research Advisory Committee.
- 14.4 Then the final Dissertation shall be submitted to the Institute office through Head of the Department / Chairman of RAC.
- 14.5 At the time of the submission of the dissertation, the candidate shall submit to the institute office the following:
 - a) Four copies of the Dissertation
 - b) Five copies of the Abstract
 - c) Two CDs containing soft copy in pdf format
 - d) Attested copy of Masters Degree Certificate
 - e) No Due certificate from Library
 - f) Receipt of Necessary Fees Paid.

15. OPEN DEFENCE:

There shall be a viva-voce with open defence. The open defence shall be conducted only after receiving the positive reports from the referees. One of the external referees nominated by the Director and the internal referee shall conduct the open defence of the candidate within one month. The Head of the Department or the senior teacher in the subject concerned nominated by the Director shall act as Chairperson for the open defence. The other external referee may send questions in writing along with the evaluation report to seek clarification on any point in the dissertation at the viva-voce. The queries raised by the external referees in their reports be placed before the open defence committee. The open defence of the candidate shall be conducted as follows.

- 15.1 After the receipt of positive report from external referees. the date and time for open defence shall be arranged in consultation with one external referee by the Chairperson, who is to conduct the open defence along with the internal referee (Research Guide/Research Supervisor),
- 15.2 The Chairperson, external referee and the Guide/Supervisor shall prepare a joint report of the open defence and forward it to the Examination department. They shall recommend either the award of the degree to the candidate or a fresh open defence within six months, if the performance of the candidate is unsatisfactory.
- 15.3 If both the external referees communicate unwillingness to conduct the open defence, Director will nominate the next referee from the list provided by the Research and Recognition Committee.

16. DECLARATION OF RESULT:

- 16.1 The Viva-Voce/ Open Defence will be held only after fulfillment of the all essential requirements.
- 16.2 The date of Viva-Voce/ Open Defence shall be considered to be the date of declaration of result.
- 16.3 On the final approval of the Director, Examination department shall declare the result after the fulfillment of all conditions.
- 16.4 Along-with the degree, the concerned section shall certify to the effect that the Degree has been awarded in accordance with the provisions of the UGC rules and regulations as published in the Gazette of India dated 5th May, 2016.

17. ADDITIONAL M.PHIL DEGREE

17.1 A candidate seeking admission for the additional M.Phil. degree he/she will have to complete the admission process in the subject for which the candidate wishes to register for M.Phil.

18. CANCELLATION OF M.PHIL. REGISTRATION:

18.1 A student can cancel his/her registration by submitting an application through his/her Guide/ Supervisor by paying the outstanding fee.

18.2 The Institute cancel the admission of a candidate if he/ she fails to fulfill the necessary conditions/requirements prescribed by rules or the conditions mentioned in the allotment letter/provisional admission letter.

19. TREATMENT OF M.Phil THROUGH DISTANCE MODE / PART TIME:

19.1 Institute does not offer M.Phil. programme through distance education mode.

20. AWARD OF M.PHIL DEGREES PRIOR TO NOTIFICATION OF UGC REGULATIONS 2016, OR DEGREE AWARDED BY FOREIGN UNIVERSITIES.

20.1 Award of Degrees to candidates registered for the M.Phil. programme on or after July 11, 2009 till the date of Notification of the UGC Regulations 2016 shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Awards of M.Phil. Degree) Regulation, 2009.

20.2 If the M.Phil. Degree is awarded by a Foreign University, the Shivaji University, Kolhapur shall refer the issue to a Standing Committee constituted for the purpose of determining the equivalence of the Degree awarded by the foreign University.

21. DEPOSITORY WITH INFLIBNET

21.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. Degree, the Institute shall send the CD of M.Phil. Dissertation to Library of institute, to submit an electronic copy of the M.Phil. Dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all institutions/colleges.

22. PROVISIONAL CERTIFICATE:

22.1. Prior to the actual award of the Degree, the Institute shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of University Grants Commission (Minimum Standards and Procedure Award of M.Phil. Degrees) Regulations, 2016.

23. Fee Structure for the Course is enclosed in Annexure VII

ANNEXURE - I

INPUT SHEET

(To be submitted by the candidate at the time of interview before DRC / CRC)

1. Name of the Candidate : _____

2. Course: M.Phil. : _____

3. Subject : _____

4. Merit List Number : _____

5. Topics of interest in the order of preference with area of broad specialization ,

i) _____

ii) _____

iii) _____

iv) _____

6. Name(s) of the Guide(s) (in order of preference) along with the area of broad specialization with whom the candidate is interested to undertake research work, if selected.
The DRC / CRC reserves the right to allot a guide, other than the guides' preference submitted by the candidate.

i) _____

ii) _____

iii) _____

iv) _____

I understand that the input sheet provided by me is indicative and is submitted to provide information and my research interest.

Date :

Signature of Candidate

(Note : Please bring this filled form along with print out of application form and original and photocopy of all essential documents related to educational qualifications, failing which your interview will not be conducted.)

ANNTXURE - II

Broad guidelines for preparation of synopsis

While preparing the synopsis for the M.Phil work, following points shall be noted and followed carefully :

- A. The proposed synopsis for research should be self contained and should cover the rationale for carrying out research.
- B. There should not be repetition of the work or topic or theme.
- C. The synopsis of the proposed research shall contain the following points :
 - 1. Title of the Research Proposal
 - 2. Choice of the topic with reasoning or significance
 - 3. Statement of the problem
 - 4. Review of the relevant literature (noted works should be considered.

The text book reviews not allowed)

- 5. Objectives of the study : _____
- 6. Hypothesis of the study : _____
- 7. The methodology comprising : _____
 - a. Methods of research : _____
 - b. Sampling design and assumptions : _____
 - c. Conceptual framework if any : _____
- d. Research design (explanation of how research is being conducted and the tools used for the same)
- f. Methods of data analysis (use of parametric and non-parametric tools and techniques as the case may be)
- 8. The chapter scheme : (objectives must be reflected in the scheme)
- 9. Select Bibliography

ANNEXURE- III

Title in Block letters

A dissertation submitted to

CSIBER, Kolhapur

for the Degree of Master of Philosophy
IN

SUBJECT
Under the guidance of

by

Name of the Candidate

Under the Guidance of

Name of the Guide

Name of the Co-Guide

Name of the Department / College / institution:

Month - Year

ANNEXURE- IV
Declaration by the student

This is to certify that the dissertation entitled

Completed and written by me has not formed earlier the basis for the award of any degree or similar title of this or any other university or examining body. Further, I declare that I have nor violated any of the provisions under the acts of Copyright/Piracy/Cyber/IPR etc. amended from time to time.

Place : _____ Name and Signature of Research Student
Date : _____

ANNEXURE – V
Research Guide's Certificate

This is to certify that the dissertation entitled

.....

..... being submitted herewith for the award of the Master of Philosophy in
(subject) under the faculty of Of CSIBER, Kolhapur is the result of the
original research work completed by Shri./Smt. under my/our supervision and guidance
and to the best of my knowledge and belief, the work embodied in this Dissertation has not formed
earlier the basis for the award of any degree or similar title of this or any other University or
examining body.

Place :

Date :

Co-guide (if any)
Signature with Name & Designation

Research Guide
Signature with Name & Designation

ANNEXURE - VI

Progress Report

1. Name of the student :
2. Date of Registration :
3. Faculty :
Subject :
4. Whether the candidate is regular student/
Independent student / JRF /SRF/ DRF/ UGC
Teacher Fellow/ Teacher/ Employed person :
5. Whether the candidate is
attending course work regularly
If not, give reason :
6. Name of the Guide :
7. Title of the research work :
8. Period of report :
9. Details of the work done :

Signature of the student

Signature of the Guide

Signature of the Co-Guide(if any)

Date :

Place :

ANNEXURE – VII

Fee Structure

Particulars/Details	Amount(Rs) for first year	For Subsequent term (six months)
Registration Fee	500	--
Admission Fee	100	--
Library Fee	500	500
Computer/Internet Fee	2000	--
Tuition Fee	1000	--
Development Fee	2500	--
Workshop Fee	1000	--
Journal Subscription Fee	400	--
Alumni Fee	500	--
Library Deposit	1000	--
Total	9500	500

- For an academic year the fee structure will be as above
- The fee for Entrance Test will be Rs, 500/- for candidates from general category and Rs 300/- for candidates from Reserve categories'
- For Dissertation evaluations & Viva-voce Rs 4000/-will be charged
- In case of independent Student the fee structure will be same as JRF/SRF/ Teachers/Employed Person. In addition Rs. 2000 will be charged as Dissertation examination fee
- The Registration Fee and Tuition Fee shall be charged at five times of the regular students for the foreign students.
- The extension fees for per six months will be Rs. 1500/-

Chhatrapati Shahu Institute of Business Education and Research (CSIBER)

Faculty Strength of the Institute

Sr. No.	Name of the Faculty	Qualification	Designation	Experience
COMMERCE AND MANAGEMENT				
1	Dr. M. M. Ali	M.Com., Ph.D., FDP (IIMA)	Director	33
2	Dr. U. M. Deshmukh	M.B.A., Ph.D., FDP (IIMA)	Chairman, M.Phil Programme	24
3	Dr. R. V. Kulkarni	M.Sc., Ph.D.	Professor	34
4	Dr. P. B. Patil	M.Com., M.Phil, MBA, Ph.D.	Professor	32
5	Dr. S. G. Vibhute	MBA, M.Com., M.Phil, Ph.D., FDP (IIMA)	Professor	32
6	Dr. D. S. Patil	M.Com., FCA, Ph.D.	Associate Professor	24
7	Dr. S. D. Bhoite	MCA, M.Phil, Ph.D.	Associate Professor	26
8	Dr. C. S. Dalvi	B. Tech, MMS, Ph.D.	Assistant Professor	20
9	Dr. B. T. Bandgar	MMS, MSW, LL.B, MPM, MBA, NET, Ph.D.	Assistant Professor	20
10	Dr. C. S. Kale	B.Tech., MBA, M.Phil, Ph.D., NET, M.Com.	Assistant Professor	14
11	Dr. A. D. Jadhav	M.Com., M.Phil, MBA, GDC&A, Ph.D.	Assistant Professor	14
12	Dr. P. G. Naik	B.Sc., M.Sc(Phy), M.Sc.(Maths), Ph.D., P.G.D.C.A., NET	Professor	21
13	Dr. R. S. Kamat	B.Sc., M.Sc., Ph.D.	Associate Professor	13
ECONOMICS				
1	Dr. G. Haresh	M.A., Ph.D.	Associate Professor	22
2	Dr. T. V. G. Sarma	M.A., M.Phil, Ph.D., NET, MBA (Exe)	Assistant Professor	22
SOCIOLOGY AND SOCIAL WORK				
1	Dr. S. V. Shirol	MA (SW), LL.B. (Spl), PGDGS, Ph.D.	Associate Professor	29
2	Dr. K. Pradeepkumar	MA, M.Phil, Ph.D.	Associate Professor	29
3	Dr. P.S. Randive	MSW, M.Phil, Ph.D.	Assistant Professor	23
4	Dr. B. N. Patil	MSW, M.Phil, PGHRD, ADPC, LL.B. (Spl), Ph.D.	Assistant Professor	21
5	Dr. Mrs. S. P. Rajput	MA (SW), DLL, B.Ed., PGDEM, ADPC, LL.B, Ph.D.	Assistant Professor	19
6	Dr. Mrs. K. N. Ranbhare	MSW, M.Phil, Ph.D.	Assistant Professor	16
7	Dr. D. N. Valvi	MSW, Ph.D., DLL & W	Assistant Professor	13