

# PROSPECTUS & APPLICATION FORM

## M. PHIL. COURSES-2011



**BERHAMPUR UNIVERSITY**  
BHANJA BIHAR, BERHAMPUR – 760 007, ORISSA

**BERHAMPUR UNIVERSITY**  
**PROSPECTUS FOR ADMISSION INTO M. PHIL. COURSES**  
**ACADEMIC SESSION -2011**

**SCHEDULE**

- a) Date of issue of Application Forms: 14.09. 2011 (Tuesday)  
b) Last date of issue of Application Forms: 06.10. 2010 (Wednesday)  
c) Last date for receiving online/downloaded/ 11.10. 2010 (Monday)  
printed application form along with  
required documents including fee:  
d) Date of Entrance Test 07.11.2010 (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.

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

Subjects	No. of seats
1. Botany	12
2. Chemistry	05
3. Economics	12
4. Commerce	12
5. English	05
6. History	12
7. Home Science	12
8. Industrial Relations and Personnel Management	12
9. Marine Sciences	
(a) Oceanography	06
(b) Marine Biology	06
10. Mathematics	08
11. Oriya	16
12. Physics	08
13. Political Science	12
14. Zoology	12
15. Women's Studies (Women's Studies Research Centre)	08

**II. ELIGIBILITY FOR ADMISSION**

- (a) A candidate who has passed the MA/M.Sc/M.Com. or any other examination recognized by the Academic Council, Berhampur University as equivalent thereto, with at least 55% marks or any equivalent grade (50% of marks or equivalent grade for the candidates belonging to the Scheduled Castes 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 with at least a Second Class (minimum 55% of marks) or an equivalent grade (or 50% of marks or equivalent grade for the candidates belonging to

the Scheduled Castes or Schedule Tribe categories) is eligible for admission to M. Phil. Course in Botany or Zoology as per their stream.

- (b) M. Phil in Womens' Studies: A candidate having a Post-Graduate Degree from Berhampur University or from any other University recognized as equivalent thereto with Second Class with a minimum 55% mark (50% of marks or equivalent grade for the candidates belonging to the Scheduled Castes 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 by 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 hours 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 candidate belonging to the Scheduled Castes and Scheduled Tribes) in order to be eligible to appear for 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	Marks as per the following break up
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

Total: 70

#### Career Break-up

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

**V. REQUEST FOR APPLICATION FORM**

**Online:** Please visit website [www.bamu.nic.in](http://www.bamu.nic.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 online application will not be considered for admission.

**PDF:** Please download PDF form from website [www.bamu.nic.in](http://www.bamu.nic.in)

**Printed:** Applicants are advised to apply on-line or apply in downloaded PDF form by visiting the website [www.bamu.nic.in](http://www.bamu.nic.in). However, printed applications are also available in the P.G. Central Office, Berhampur University on payment.

Application forms for admission can be obtained in person from the P.G. Central Office Counter on working days from 14.09.2010 on payment of Rs. 300/- (Rupees Three hundred) only through Bank Challan available in the P.G. Central Office. Application forms can also be obtained by post on payment of Rs. 300/- (Rupees Three hundred) only through Crossed Bank Draft drawn in favour of the **COMPTROLLER OF FINANCE, BERHAMPUR UNIVERSITY and payable at the STATE BANK OF INDIA, BHANJA BIHAR (BRANCH CODE: 2107)** along with a self-addressed envelope (size 30 x 12 cm) affixed with postal stamps worth Rs. 50/- (Rupees fifty) only for each application form. The applicant should write his/her name and address on the backside of the Bank Draft.

**MONEY ORDERS AND POSTAL ORDERS SHALL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE.**

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 different 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.**

**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 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 Womens' 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 who are applying in the printed form purchased from the P.G. Central Office, Berhampur University have to pay an amount of Rs.700/- (Rupees seven hundred) only through an account payee Bank Draft for Rs. 700/- (Rupees seven hundred) only towards processing and Entrance Test fee, drawn in favour of the Head of the Department concerned/Director, WSRC in case of M. Phil in Womens' Studies, and payable at the State Bank India, Bhanja Bihar (Code 2107), Berhampur-760007. Candidates applying online or in down-loaded application form should pay an amount of Rs.1000/- (Rupees one thousand) only through an account payee Bank Draft in favour of the Head of the Department concerned/Director WSRC in case of M. Phil. in Womens' Studies towards application, processing and Entrance Test fee and payable at the SBI, Bhanja Bihar (Code 2107), Berhampur-760007.

**On-line applicants are advised to apply much in advance of the scheduled last date and not to keep it for last hour rush. The university will not be held responsible for any kind of network failure.**

**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 worth Rs. 25/- (rupees twenty-five) only.
- (3) The original Money Receipt in support of the purchase of Application Form issued by the Central Office. (not applicable if the application form has been obtained by post or from the website.
- (4) Original Bank Draft/Banker's Cheque drawn in favour of Head of the Department ..... /Director, WSRC towards application, 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 finalized 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 Womens' Studies).

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 (i) Head of the Department/ (ii) Director, Women's Studies Research Centre in case of M. Phil in Womens' 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 stamp 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.30/- (Rupees thirty only).
  - (h) A Bank Draft for the stipulated amount as mentioned in the intimation letter drawn on the 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
- (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 shall entail forfeiture of the seat.**

### **XIII. RETURN OF DOCUMENTS**

- (1) All the documents including the Bank 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 installment 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. 60.00
4.	University Recognition Fee ( only for students migrating from other Universities)	Rs. 50.00
5.	Fee for Identity Card	Rs.50.00
6.	Fee for keeping abstract of attendance	Rs. 05.00
7.	Fee for Medical Aid	Rs.100.00
8.	Fee for Calendar	Rs.50.00
9.	Transport charges per session payable in one installment at the time of admission (subject to change from time to time)	Rs.2000.00
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.1500.00

14.	Development Fees i. Science And Home Science ii. Arts and Commerce	Rs. 3, 000.00 Rs. 1,500.00
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**Note: 1. In addition the students admitted into the M. Phil. Course have to pay seminar fees to the Head of Department concerned as required by the Department.**

**2. Fee once collected at the time of admission shall not be refunded under any circumstances.**

#### **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**

The 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 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 fees	Rs.50.00	One time payment in form of Bank Challan at SBI, Bhanja Bihar at the time of admission/readmission
2	Hostel maintenance fee	Rs.150.00	
3	Electricity & Water charges @ Rs.120/- for 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 and readmission 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 10<sup>th</sup> 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 Womens' 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 prosecute 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), Orissa.

### **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 uploaded in the university website, if admitted.

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