

# INFORMATION FOR M. PHIL PROGRAMMES

## I. Procedure of e-Admission 2016

1. The candidate has to fill up online application form for appearing the written test and viva-voce to take admission into M.Phil programmes at **www.utkaluniversity.ac.in** on or before 2345 hours of 27 June 2016 and the hard copy of the same Application along with necessary documents must be sent to the respective Head of the Department(s) either in person or post by 1700 hours of 30 June 2016.
2. Before proceeding to fill up the e-application form at **www.utkaluniversity.ac.in**, the candidate must read the **(a) procedures of e-admission 2016 along with online submission of application fee, (b) eligibility criteria for admission into M.Phil courses, reservation guidelines and all other information available in the Information Bulletin.**
3. The applicant has to register in our website by giving his/her full name, user ID (must be a unique name), valid mobile number, email ID, date of birth and password. After registering, the applicant will receive the e-mail containing information on registration. **Note down the user ID and password** for future use and reference.
4. The applicant should login in our website by providing the user ID and password.
5. **Online submission of Application Fee**
  - i. Each applicant has to submit the application fee of ₹1000 (Rupees one thousand) to apply for M.Phil course. **Under no circumstances the application fee is refundable.**
  - ii. For payment of application fee, applicant has to go through Payment Gateway (SBI Collect) available in the application form. After submitting the details, the applicant may go for payment of the application fee of ₹1000 (Rupees one thousand) through credit / debit card / internet banking of any bank. After the payment is confirmed applicant will get e-receipt. **The candidate can take a print out of the e-receipt** and have a copy of it with you which will be submitted along with the hard copy of the application. The reference number of the e-receipt will be **an input** while filling up online application form.

## II. Documents to be submitted with the hard copy of the filled in application form

Self-certified copies of the following are required:

- i. Mark sheets and Certificates of all examinations.
- ii. C.L.C. and Conduct Certificate from the institution last attended.
- iii. SC/ST Certificate from the competent authority (MP / MLA / Collector / ADM / SDO / Local Gazetted Revenue Officer not below the rank of Deputy Collector or *Tahasildar*) by candidates of those categories.
- iv. PWD certificate and ID card issued by District Welfare Officer / Community Development Officer / Social Welfare Department of State Government) by the physically challenged candidates.
- v. Sports and Games Certificate of participation are required for quota and special weightage consideration, from the competent Authority.
- vi. Original application fee e-receipt.

- vii. Three passport size photographs (one to be fixed in the application form and two more copies to be attached with the form).
- viii. Migration Certificate, if the candidate is not from Utkal University.
- III. After submission of application form, the candidate can download the Admit Card. Keep a copy of the Admit Card with you for your reference. You have to submit the original Admit Card at the centre for Entrance Test.
- IV. **Your application will not be considered if the hard copy of your filled in application form along with your recent passport size photographs and relevant documents (refer Sl. No. II above) do not reach the Head of the Department before 1700 hours of 30 June 2016. University will not be held responsible for postal delay in dispatch of the hard copy of the application form to the concerned Head of the Department(s).**
- V. Addresses for different courses are available in the website.
- VI. **Important dates for admission into M.Phil Programmes**
  - a) Availability of online application forms from 21 April 2016.
  - b) Last date for submission of e-application form: 27 June 2016 (2345 hours)
  - c) Last date of submission of hard copy of the filled application form with all supporting documents: 30 June 2016 (1700 hours).
  - d) Written Tests for different courses: **Refer Utkal University website for date, time, and venue of written test and / or viva-voce.**
- VII. For any other information
  - a) Visit University website **[www.utkaluniversity.ac.in](http://www.utkaluniversity.ac.in)**
  - b) Write to **[eadmission@utkaluniversity.ac.in](mailto:eadmission@utkaluniversity.ac.in)**
  - c) Contact (**technical matters**): +91 674 2726 054 (from 1000 hours to 1800 hours).
  - d) Contact (**non-technical matters**): +91 674 2567 036 (from 1000 hours to 1700 hours).
- VIII. **Disclaimer**
  - a) The candidate is advised to go through the information bulletin, e-admission and online payment procedure, eligibility criteria for applying to a specific course. Each completed e-application form with authenticated payment of fee entitles him/her only to appear in the written test and / or viva-voce conducted by specific departments.
  - b) Appearing at written test and / or viva-voce does not guarantee admission.
  - c) Utkal University will not be held responsible for mistakes made in the application. The candidate can send a mail from registered e-mail ID to **[eadmission@utkaluniversity.ac.in](mailto:eadmission@utkaluniversity.ac.in)** in case of any difficulty.
  - d) Wrong / misleading / incomplete information will lead to rejection of the application form and forfeiture of application fee, so also the admission into any Department. The admission is provisional till the documents and candidature is finally verified and accepted by the P.G. Council. Any discrepancy found, even after admission, the said admission will be cancelled at any time.

## IX. Eligibility for Admission in to M. Phil Programmes

A consistently good academic career with not less than 55% marks or equivalent grade at Master's level in the concerned subject for general candidates and 50% marks for SC/ST and PWD candidates. M.Phil is a full-time course and as such a candidate who is employed cannot be admitted or allowed to continue in the programme unless he/she has been duly relieved and produces proof to the effect.

**An applicant with criminal antecedents involving moral turpitude shall not be admitted to any M.Phil Programme. Suppression of facts in this regard shall make a candidate ineligible and admission of such candidates will be cancelled.**

## X. Selection Procedure

- a) Admission to M.Phil programme will be made on the basis of career-cum-written test and viva-voce, i.e., 40% career + 40% written test + 20% viva-voce.
- b) Written test will be a qualifying test. The qualifying marks of the written test will be decided by the respective **Teachers' Council subject to not less than 35% of total marks in the written test.**
- c) The candidates, qualified in the National level tests like UGC-NET, GATE, SLET, ICPR, ICSSR, ICHR, et cetera are exempted from the written test.
- d) Detail of career marking out of 40

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division / Pass / Compartment
High School or equivalent	04	03	2
+2 or equivalent	06	04	3
+3 Degree (Honours)	10	06	--
+3 Degree (Pass)	--	--	4
Distinction (as per UU regulation)	02	02	2
P.G. degree	18	13	--

Except in case of inter-disciplinary subjects, marks are to be awarded only when the Honours is in relevant/allied subjects. For M.Phil admission in Anthropology, all candidates having M.A. / M.Sc. degree in Anthropology will be treated at par while awarding career marks in Honours subjects as cited for P.G. admission.

- e) The merit list will be prepared on the basis of mark secured in viva-voce and career.
- f) Career means performance in H.S.C., +2, +3 and P.G. examinations in relevant subjects
- g) While calculating the fraction 0.5 or above will be rounded to next nearest higher integer.
- h) The list of selected candidates will be notified in the website and notice board of the respective departments. The University shall not be responsible for any postal delay or loss of the intimation letter in transit.
- i) Career marks for Distinction will be awarded only if such a candidate has secured Distinction in the combined result.
- j) Credit for Honours in any equivalent Degree Examination will be given only when specifically mentioned in the certificate, mark sheets.

## XI. **Reservation**

For M.Phil courses, subject to eligibility and proof, reservation of seats will be as follows:

- a. As per the Government of Odisha Notification No.HE-FE-III-Admn.-64/14/11710/HE, dated 01.06.2015 following reservation of seats shall be follows:
  1. 22.5% of seats shall be reserved for Scheduled Tribe students.
  2. 16.25% of seats shall be reserved for Scheduled Caste students.
- b. **One seat** be reserved for the candidates who have represented the country in the International Games and Sports during last three years for admission into M.Phil Programme. In case of non-availability of such students, the reserved seat will be filled from merit list.
- c. 3% (maximum one seat) of the total number of seats in each department will be reserved for Persons with Disability (PWD) students having 40% or above recommended by the Medical Board at the time of admission. In case of non-availability the seats will be filled up from the merit list.
- d. For all the reservation categories and special weightage categories, the applicant must submit certificates from competent authorities, acceptance of which is subject to satisfaction of HOD. In respect of Physically Handicapped, the candidate may be asked to appear before a Medical Board constituted by the Chairman, P.G. Council in consultation with the Principal, S.C.B. Medical College with at least 3 (three) members constituting the quorum. The Board may co-opt a specialist Physician/ Surgeon. The decision of the Medical Board will be final and binding.

## XII. **Documents required at the time of admission**

- (i) Original certificates and mark sheets of all examinations
- (ii) Original College Leaving and Conduct Certificate
- (iii) Three Photographs (Stamp size)
- (iv) Original University Registration Receipt.
- (v) Migration Certificate (for students from other Universities).
- (vi) Undertaking Form duly signed by the candidate and his/her parents.
- (vii) Relieve order (in case of employees) from the competent authority.
- (viii) Income Certificate of father / mother from the competent authority  
(*Tahasildar / Revenue Officer*)

### **Notes:**

1. Duplicate CLC, if submitted, must accompany the necessary Court affidavit declaring the loss of the original one in the prescribed Proforma available from the Administrative Officer, Central Office, Utkal University.
2. Any misinformation found on verification of the original documents shall lead to cancellation of selection/ admission and will be treated as a cognizable offence.
3. Concurrent admissions to more than one course or service in Government (Central and State / Corporation / Undertaking etc.) or practicing as Advocate at the Bar shall lead to cancellation of admission and attract such other penal action as may be considered appropriate by the University.
4. In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging admission may be refused or he/she shall be expelled from the educational Institution.