



**St.PETER'S UNIVERSITY**  
St.PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Declared under section 3 of the UGC act 1956) Avadi, Chennai-600 054, Tamilnadu, India.

Accredited by  
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## ADMISSION

The following courses are offered by the department

- **BBA**
- **MBA**
- **M.PHIL**
- **Ph.D**

The admission procedure followed by the University

### ➤ **BBA**

#### 1. **Eligibility:**

Candidates who have passed Higher Secondary Examinations conducted by the Government of Tamil Nadu or an Examinations accepted by the University as equivalent thereto are eligible for admission to three year BBA Degree Programme.

#### 2. **Duration:**

Three years comprising 6 Semesters. Each semester has a minimum of 90 working days with a minimum of 5 hours a day.

#### 3. **Medium:**

English is the medium of instruction and examinations except for the language subjects.

#### 4. **Eligibility for the Award of Degree:**

A candidate shall be eligible for the award of degree only if he/she has undergone the prescribed course of study in the University for a period of not less than three academic years (6 semesters), passed the examinations of all the six semesters prescribed carrying 140 credits and also fulfilled such conditions as have been prescribed thereof.

#### 5. **Choice Based Credit System:**

Choice Based Credit System is followed with one credit equivalent to one hour for theory paper and two hours for a practical work per week in a cycle of 18 weeks (that is, one credit is equal to 18 hours for each theory paper and one credit is equal to 36 hours for a practical work in a semester in the Time Table. The total credit for the BBA. Degree Programme (6 semesters) is 140 credits.

#### 6. **Weightage for a Continuous and End Assessment:**

The weightage for Continuous Assessment (CA) and End Assessment (EA) is 25:75 unless the ratio is specifically mentioned in the Scheme of Examinations. The question paper is set for a minimum of 100 marks.



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## ➤ **MBA**

1. **Eligibility:** Candidates who passed Three year Undergraduate Programme or Four year Undergraduate Programme of the University or any other examination equivalent thereto and who appeared for the entrance test conducted by the University or recognized institutions wherever prescribed are eligible for admission to Two year M.B.A. Programme.
3. **Duration:** Two Years Comprising 4 Semesters. Each semester has a minimum 90 working days with a minimum of 5 hours a day. Candidates who have completed the duration of the programme of study are permitted to appear for the arrear subjects examinations, if any within two years after the duration of the programme.
4. **Medium:** English is the medium of instruction and examination.
5. **Weightage for Continuous and End Assessment:** The weightage for Continuous Assessment (CA) and End Assessment (EA) is 25:75 unless the ratio is specifically mentioned in the scheme of Examinations. The question paper is to be set for a maximum of 100 Marks.
6. **Choice Based Credit System:** Choice Based Credit system is followed with one credit equivalent to one hour for a theory paper and two hours for a practical per week in a cycle of 18 weeks (that is, one credit is equal to 18 hours for each theory paper and one credit is equal to 36 hours for a practical in a semester) in the Time Table. The total credit for the programme (4 semesters) is 90.

## ➤ **M.Phil**

1. The rules and regulations governing programme registration, attendance and discipline of students for M. Phil. Programme shall be the same as for the Master's Programme other than those mentioned in these regulations.
2. The Regulations of 2016 are based on the UGC (Minimum Standards and Procedure for Awards of M.Phil. / Ph.D Degree) Regulations, 2016 in supersession of the UGC (Minimum Standards and Procedure for awards of M.Phil. / Ph.D. Degree) Regulations, 2009. They shall come in to force from July 5, 2016 (Vide UGC Regulations 2016).
3. **Eligibility:**
  - 4.1 Candidate who has qualified under regular stream for the Post Graduate Degree in the respective discipline of this University (or) of any other University recognized by this University as equivalent thereto as per the UGC/AICTE norms shall be eligible to register for the full time Master of Philosophy (M.Phil.)



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programme and undergo the prescribed course of study in the concerned Department of the University.

- 4.2** Candidate shall be required to have obtained a minimum of 55% of marks or CGPA of 5.5 in the 10 Point Scale of grading in St. Peter's University (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 in his/her respective Post Graduate Degree to register for the Degree of Master of Philosophy (M.Phil.).
- 4.3** A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th 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.

#### **4. Duration:**

- 5.1** The minimum duration for completion of M. Phil. in a discipline is one year comprising two consecutive semesters. Each semester has a minimum 90 working days with a minimum of 5 hours a day. Candidates who complete I Semester courses successfully are permitted to proceed II Semester to do dissertation work. Others are treated as not eligible to continue the programme and may re-register next year.
- 5.2** The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil. / Ph.D. for up to 240 days.



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## 5. Procedure for Admission:

- 6.1 The Candidate shall be admitted through an Entrance Test and interview conducted by the University.
- 6.2 The entrance test shall be with qualifying marks as 50%. The syllabus of the entrance test shall consist of 50% of research methodology and 50% shall be subject specific.
- 6.3 At the interview, the candidates are required to discuss their research interest/area through presentation before duly constituted department research committee.
- 6.4 The number of candidates to be admitted depends on the number of available research supervisors, other academic and physical facilities available and the competence of candidates.

## 6. Structure of the Programme

- 7.1 The M. Phil. Programme consists of:

### (a) I Semester: Part 1 comprising

- Core courses and Elective courses which students can choose from those offered within the department or in other departments of the University as approved.
- Part 1 includes a course in Research methodology and quantitative Techniques.

### (b) II Semester: Part 2

- Dissertation

- 7.2 The total number of credits for each semester shall be 15. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. In other words each credit is equivalent to 18 hours for lecture and tutorial and 36 hours for practical work / field work in a semester. Within this broad framework, different M. Phil. programmes may prescribe and adopt the following pattern:

#### I Semester

- 2 core courses (10 credits) plus one elective (5 credits)

#### II Semester

- Dissertation (15 credits)



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- 7.3** If the candidates do not have adequate attendance in the first semester or do not appear or do not pass the prescribed examinations in the first semester, they are not permitted to do second semester. In such cases, they have to repeat the programme with the permission of competent authority.

## **7. Written Examinations for Core and Elective Subjects**

The question paper for written examination is set for a maximum of 100 marks with a duration 3 hours. The allocation of marks for Continuous Assessment (CA) and End Assessment (EA) is 25 and 75 respectively. The pass mark in the End assessment is 55% and in the Continuous Assessment and End Assessment with one internal examiner and another external examiner, put together is 55% of marks or an equivalent grade.

## **8. Dissertation**

- 9.1** The research topic for the dissertation may be finalized during the first semester and the topic of the research (title) is informed to the Controller of Examinations with the recommendation of the supervisor through the Head of the Department.
- 9.2** The Guidelines for the preparation of M. Phil dissertation can be had from the department concerned. The guidelines also include the requirement of verification by anti-plagiarism software and grammarly software prescribed by the University.
- 9.3** The candidate shall submit the Dissertation with CD to the Controller of Examinations through the Supervisor and Head of the Department before the end of the second semester.

## **9. Supervisor**

- 10.1** A Research Supervisor shall possess M. Phil or Ph.D. degree in relevant discipline. Only a full time regular teacher of the University can act as a supervisor. However co-supervisor can be allowed from other department / institution.
- 10.2** Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. M.Phil. degree as the case may be and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 10.3** A Research Supervisor / Co- Supervisor who is a Professor, at any given point of time, cannot guide more than three M.Phil. scholars. An associate professor as



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research supervisor can guide up to a maximum of two M.phil. scholars and an assistant professor as research supervisor can guide up to a maximum of one M.Phil. scholar.

- 10.4** The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per research supervisor, the available specialization among the supervisors and research interest of the scholars as indicated by them at the time of interview.

### **10. Research Advisory Committee And Its Function**

- 11.1** There shall be a three member Research Advisory Committee in the University for each M.Phil. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following board responsibilities:

**11.1.1** To review the research proposal and finalize the topic of research;

**11.1.2** 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.

**11.1.3** To periodically review and assist in the progress of the research work of the research scholar.

- 11.2** A research scholar shall appear before the Research Advisory Committee at least once to make a presentation of the progress of his/her work for evaluation and further guidance. The progress reports shall be submitted by the Research Advisory Committee to the University with a copy to the research scholar in the prescribed format.

- 11.3** 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 to the University with specific reasons for cancellation of the registration of the research scholar.

### **11. Evaluation of the Dissertation**

- 12.1** Prior to the submission of the dissertation, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned 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.



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- 12.2** M.Phil scholars shall present at least one (1) research paper in a conference/seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 12.3** The draft dissertation is to be subjected to the software and gadgets approved by the University to detect plagiarism and other forms of academic dishonesty and on satisfactory report, the draft may be approved for submission of final dissertation with the completion of other formalities of the Regulations. 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 same Institution where the work was carried out, or to any other Institution.
- 12.4** The dissertation shall be evaluated by the Supervisor and one External Examiner approved by the Vice-Chancellor. The allocation of marks for Continuous Assessment (CA), Evaluation of Dissertation and viva voce examination is 25, 60 and 15 respectively.
- 12.5** The public viva-voce of the research scholar to defend the dissertation shall be conducted only if the evaluation report of the external examiner on the dissertation is satisfactory and include a specific recommendation for conducting the viva- voce examination. If the evaluation report of the external examiner of M.Phil. dissertation, is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree. The viva voce examination on the critiques given in the evaluation report shall be conducted by both the internal and external examiner(s) and shall be open to be attended by members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested researchers/experts.
- 12.6** The supervisor gives marks under the head, Continuous Assessment (CA) for a maximum of 25 marks.
- 12.7** The External Examiner is to be drawn from:  
(i) A recognized academic institution.  
(ii) Any accredited institution of higher education and/or research.



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- 12.8** Passing requirements in dissertation is 55% of marks in End Assessment and Viva Voce put together, and 55% of marks all the three components taken together.
- 12.9** Resubmission of Dissertation shall be done within one month on payment of prescribed fee.
- 12.10** The last date for submission of Dissertation shall be intimated a month in advance. Those who do not submit the dissertation in time may be given an extension of a maximum of one month with a penal fee prescribed by the University. Any student failing to submit the dissertation within this period will be permitted to submit the dissertation only in the next academic year along with the subsequent batch of students.

## **12. Depository with INFLIBNET**

On successful completion of the evaluation, the electronic copy of the approved dissertation is to be submitted to the INFLIBNET for hosting the same as to make it accessible to all institutions.

## **➤ Ph.D**

1. The Regulations for Ph.D. Degree, are based on UGC (Minimum Standards and Procedure for Award of M.Phil. / Ph.D. Degree) Regulation 2016 in supersession of the UGC (Minimum Standards and Procedure for Award of M.Phil. / Ph.D. Degree) Regulations, 2009. They are applicable to all the Research Scholars who register for Ph.D. Programme from 2016-17. Candidates registered prior to 5<sup>th</sup> July, 2016 are governed by the provisions of UGC (Minimum Standards and Procedure for awards of M.Phil. / Ph.D.) Regulations 2009.

## **2. GENERAL ELIGIBILITY**

- 2.1** Master's degree obtained under Regular Stream or any other qualification recognized as equivalent thereto as per the UGC/AICTE norms in the fields of study notified from time to time by this University with not less than 55% marks or CGPA of 5.5 in the 10 Point Scale of grading in St. Peter's University (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 in that country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring





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quality and standards of educational institutions are eligible for admission to Ph.D. Degree in the concerned discipline. Specific Educational Qualifications are given in Clause 3.

- 2.2** A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th 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. EDUCATIONAL QUALIFICATIONS

S.No.	Programme	Qualification for Admission
(i)	Ph.D. Degree in Engineering / Technology	M.E. / M.Tech. (Full Time) in the relevant branch of Engineering or Technology
(ii)	Ph.D. Degree in English, Mathematics, Physics, Chemistry, Biotechnology, Computer Science, and Computer Applications.	M.Sc. / M.A. / M.C.A (Full Time) in the relevant branch of study.
(iii)	Ph.D. Degree in Management Studies	MBA (Full Time/ part time)

### 4. Ph.D. PROGRAMMES

Candidates who satisfy the eligibility criteria as in Clauses 2 and 3 are eligible to apply for Ph.D. Programme.

#### 4.1 FULL-TIME Ph.D. PROGRAMME

- 4.1.1** Candidates registered for full time programme shall be available during the working hours for curricular, co-curricular and related activities.
- 4.1.2** Candidates in employment, who want to pursue Full-time studies should be sponsored by their employer and should avail leave for the research period and should get formally relieved from their duty to join the research programme.
- 4.1.3** Candidates who are selected in Fellowship programmes of National or any recognized bodies and who satisfy the eligibility conditions as per the regulations are eligible for full time studies in the respective disciplines.



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**4.1.4** Foreign nationals sponsored by Government of India on any exchange programme and who satisfy the eligibility conditions as per the regulations, are eligible for full time study.

**4.1.5** Full time candidates may be allowed to convert as Part time candidates during their research work, if they satisfy the conditions of Clause 4.2, subject to approval.

## **4.2 PART TIME Ph.D. PROGRAMME**

The following categories of candidates are eligible to apply for part-time programme.

**4.2.1** Full time teachers of this University. They shall be called 'Part time (Internal)' candidates under the guidance of supervisor in the University.

**4.2.2** Candidates working in this University in projects undertaken from State/Central/Quasi Government and totally funded through the projects. They shall also be called 'Part time (Internal)' candidates.

**4.2.3** Candidates working in University / R&D Departments / research laboratories in Units of Government / Quasi-Government / industrial units, and sponsored by the respective employer/Organization. They shall be called 'Part time (External)' candidates.

## **5. PLACE OF RESEARCH**

The place of research in respect of Full-time and Part-time programme is the research departments of this University.

## **6. DURATION OF THE PROGRAMME**

The duration of the programme and the time for submission of thesis are counted from the date of provisional registration. The minimum and maximum period for submission of thesis and the duration of the programme shall be as under.

- (i)** The minimum duration of the Full-time/Part-time programme in Engineering and Technology shall be three years including course work.
- (ii)** The minimum duration of the programme in Science & Humanities and Management studies for Full-time / Part time shall be three years including course work. However, for M.Phil. Degree holder, the minimum duration shall be reduced by one, if the M.Phil. Degree relates to the field of research of the Ph.D. programme.



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**(iii)** The maximum duration for submission of thesis shall be six years.

**(iv)** The women candidates and Persons with disability (more than 40% disability) shall be allowed a relaxation of two years in the maximum duration. In addition, the women candidates shall be provided maternity leave/child care leave once in the entire duration for up to 240 days.

## 7. PROCEDURE FOR ADMISSION

- 7.1** The University will issue notification for Ph.D. admission on annual basis. The candidates should apply in the prescribed form, through proper channel wherever applicable, before the due date as indicated in the notification issued from time to time.
- 7.2** The applications of the candidates shall be processed by duly constituted committees.
- 7.3** Admission shall be based on combined merit of entrance examination and interview conducted by the University.
- 7.4** The entrance test shall be qualifying with qualifying marks as 50%. The syllabus of the entrance test shall consist of 50% of research methodology and 50% shall be subject specific.
- 7.5** At the interview the candidates are required to discuss their research interest/area through a presentation before the Department Research Committee. The interview is meant to assess the competence for the proposed research, suitability at the University and contribution to new/additional knowledge.
- 7.6** The number of candidates to be admitted depends upon the number of available research supervisors and other academic and physical facilities.