



**भारतीय समुद्री विश्वविद्यालय**  
**INDIAN MARITIME UNIVERSITY**  
(Central University, Govt. of India)

Ref: IMU/AS/AC-17/ATR/2017

dated 25.04.2017

**Circular 1721**

**Sub:** Ordinance prescribing the Regulations for the M.S (By Research) Programme as approved by the Executive Council-reg

**Ref 1:** AC Agenda No: AC2017-17-21 of 17<sup>th</sup> AC meeting held on 09.03.2017

**Ref 2:** EC Agenda No: EC 2017-38-07 of 38<sup>th</sup> EC meeting held on 28.03.2017

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The Executive Council resolved to approve the Ordinance prescribing the Regulations for the M.S (By Research) programme as recommended by the Academic Council in its 17<sup>th</sup> meeting vide Agenda No: AC2017-17-21, as follows:

**Ordinance 02 of 2017**

[Executive Council resolution No. EC 2017-38-07]

**"Ordinance prescribing Regulations for M.S (By Research) Programme**

**1. Preamble**

The M.S (By Research) programme shall be awarded to a candidate who, as per the regulations of the Indian Maritime University set out hereunder, has submitted a thesis based on original and independent research in any particular discipline that makes a contribution to the advancement of

knowledge in maritime sector, and which is approved by a constituted Board of Examiners.

## **2. Areas of Research**

The University shall provide facilities for research in the following areas:

- a) Marine Engineering
- b) Nautical Science
- c) Naval Architecture and Ship Building
- d) Dredging and Harbour Engineering
- e) Off-shore Support Services
- f) Inland Waterways, Coastal Shipping and River-Sea Shipping
- g) Port and Shipping Management
- h) Logistics and Supply Chain Management
- i) Maritime Security and Piracy
- j) Maritime related areas
- k) Inter-disciplinary areas

The above list is only illustrative and not exhaustive.

## **3. Eligibility**

- a. The eligibility criteria for admission to the M.S (By Research) programme shall be an Under Graduate (U.G) degree in a relevant discipline with at least 55% marks or equivalent Cumulative Grade Point Average (CGPA), except in the case of Mariners for whom a Master/MEO Class I Certificate of Competency would suffice. For SC/ST candidates, the minimum marks shall be 50% (or equivalent CGPA).



- b. The Board of Research Studies shall decide whether a particular discipline is relevant to the particular 'area of research' or not.

#### 4. Admissions Process

- a. Admissions to the M.S (By Research) programme shall be done once in a year i.e. in January.
- b. A candidate can submit his application for admission to the M.S (By Research) programme anytime during the calendar year up to 31<sup>st</sup> October through online mode on payment of prescribed fee for the admission test.
- c. Admission of students to the M.S (By Research) programme shall be based on the performance in:
  - i. 'Written Test' to be administered in Multiple Choice Questions (MCQ) format which would test a candidate's General Mental Ability, his knowledge of the Maritime sector, and his knowledge of the relevant discipline/'area of research' in which he proposes to do his M.S (By Research). The 'Written Test' shall have 50% weightage,
  - ii. 'Essay Writing Test' on a general topic having 35% weightage, and
  - iii. Personal Interview which shall have a 15% weightage.
- d. Candidate who is shortlisted based on the 'Written Test', will be administered the 'Essay Writing Test' on the date of his interview.





- e. The Controller of Examinations, IMU shall administer the 'Written Test' and the 'Essay Writing Test'.
- f. The Interview shall be conducted by the 'Departmental Committee', which shall be constituted by the Vice Chancellor.
- g. However, the regular Faculty of IMU Campuses who were duly recruited following all-India advertisements and a rigorous selection process will be eligible for direct admission into the M.S (By Research) programme.

#### **5. Appointment of Guide**

Within two weeks from the date of selection of a candidate, the 'Departmental Committee' shall identify the Guide for the selected candidate from the list of Guides empanelled by the Board of Research Studies.

#### **6. Monitoring Committee**

- a. Within one month from the date of admission, a 'Monitoring Committee' shall be constituted by the Vice Chancellor to aid and monitor the academic progress of the M.S student on a periodic basis.
- b. The Monitoring Committee shall consist of (i) a Guide, (ii) one senior Faculty member and (iii) at least one expert to be nominated by the Vice Chancellor from a panel of three experts submitted by the Guide.
- c. The Monitoring Committee shall have the following functions:



- i. To discuss, advise and recommend on all matters connected with the M.S student from admission till award of the degree.
- ii. To suggest suitable subjects [in the 'relevant area of research'] to be taken up by the M.S. scholar as part of his course work.
- iii. To monitor the work of the M.S student periodically and to submit progress reports, once in six months, in prescribed format.
- iv. To supervise the submission of synopsis and thesis by the M.S. student to the University.

**7. Registration and Duration of Research:** A candidate can register for the M.S programme either as a Full-time student or a Part-time student.

Full-time Student

- a. A Full-time M.S student will have to be a resident within the city limits of the IMU Campus to which he has been admitted and should not be working full-time anywhere during the period of his M.S candidature unless he has prior sanction of leave. He will have to follow the attendance rules as applicable.
- b. A Full-time M.S student will have to submit the thesis on completion of two years from the date of admission. The Monitoring Committee may extend the tenure for one more year, under intimation to the Controller of Examinations. In case a Full-time M.S student fails to submit his thesis within the maximum period of three years, his registration shall stand





cancelled, and he will have to re-register as a fresh candidate but without having to go through the admission process again.

- c. The Monitoring Committee shall review the progress of Full-time M.S student every six months and intimate the same to the Controller of Examinations. In case of unsatisfactory performance, the Monitoring Committee shall issue a 'warning notice' at the time of review. If two such warning notices are issued to a Full-time M.S student, his registration shall be liable to be cancelled by the Controller of Examinations and he will have to re-register as a fresh candidate but without having to go through the admission process again.

#### Part-time Student

- a. A Part-time M.S student can be a resident of any place in India and can be working full-time. He will have to follow the attendance rules as applicable.
- b. A Part-time M.S student will have to submit the thesis on completion of three years from the date of admission. The Monitoring Committee may extend the tenure for one more year, under intimation to the Controller of Examinations. In case a Part-time M.S student fails to submit his thesis within the maximum period of four years, his registration shall stand cancelled, and he will have to re-register as a fresh candidate but without having to go through the admission process again.
- c. A Part-time M.S student will have to be present in the Campus [where he had registered for the programme] for a period of at least one month in the first semester on continuous basis, and two weeks thereafter in

every semester on continuous basis for face-to-face interaction in person with his Guide. Subject to the above, interaction by way of video-conference between the M.S student and the Guide is permissible.

- d. The Monitoring Committee shall review the progress of Part-time M.S student every six months and intimate the same to the Controller of Examinations. In case of unsatisfactory performance, the Monitoring Committee shall issue a 'warning notice' at the time of review. If two such warning notices are issued to a Part-time M.S student, his registration shall be liable to be cancelled by the Controller of Examinations and he will have to re-register as a fresh candidate but without having to go through the admission process again.

*Conversion of Full-time Registration into Part-time and Vice-Versa*

- a. Notwithstanding anything prescribed in these regulations, the Vice Chancellor may permit conversion from Full-time research to Part-time research and vice-versa for valid reasons and subject to satisfying the norms in force.
- b. The period put in by a M.S student shall be worked out in the ratio of 2:3 for research put in before and after such conversion. For example, a Full-time M.S student seeking conversion after two years shall be deemed to have completed three years on Part-time basis.

**8. Supervision of Research**

- a. Every M.S student shall work under the continuous supervision of recognized Guide(s).

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- b. The empanelment of Guides shall be done by the 'Board of Research Studies'.
- c. There shall be three categories of Guides:
  - i. IMU Faculty with P.G degree who have published at least one paper, article or book of repute. In the case of Mariners, the IMU Faculty must be a holder of Master/MEO Class I Certificate of Competency and should have published at least one paper, article or book of repute.
  - ii. Faculty from other Central/State University or Autonomous Educational/ Research institution, IIT, NIT, IIM or IMU's Affiliated Institutes, having a P.G degree who have published at least one paper, article or book of repute. Such Faculty shall necessarily be resident within the city limits of the particular IMU Campus with which they are associated.
  - iii. Eminent industry experts with a P.G degree and who have published papers, articles or books of repute. They shall be empanelled with due care by the 'Board of Research Studies' and designated as 'Adjunct Faculty' members. The 'Adjunct Faculty' shall necessarily be a resident within the city limits of the particular IMU Campus with which he is associated. The decision regarding the renewal/termination of 'Adjunct Faculty' shall be reviewed after every five years.
- d. In case of IMU Faculty members, Assistant Professors may be considered for appointment as Guides only after the completion of two years of





service in IMU. However, this period may be reduced/waived by the Board of Research Studies if the Assistant Professor has published papers, articles or books of repute.

e. The maximum number of M.S students who can work under an individual Guide shall be as below:

- i. Professor - 8
- ii. Associate Professor - 6
- iii. Assistant Professor - 4
- iv. Adjunct Faculty with Ph.D - 6
- v. Adjunct Faculty without Ph.D – 4

These numbers are over and above the number of Ph.D scholars who may be working under the Guide.

- f. A Guide shall not supervise his immediate or close relative and to this effect, he shall furnish a declaration to this effect.
- g. If a Guide is found to have been involved in plagiarism, moral turpitude, corruption, fraudulent academic accomplishments and other such activities prejudicial to the reputation of the University, etc., his Guideship is liable to be terminated after giving a show-cause notice for at least seven days. The Vice Chancellor shall have the right to pass orders in this regard. An appeal against the Vice Chancellor's order shall lie with the Board of Research Studies whose decision shall be final.
- h. A Guide who wishes to avail himself of leave/lien/deputation for a period not exceeding six months shall nominate one of the other member of the Monitoring Committee as the Guide during the period of

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his absence. There shall be change of Guide if the period exceeds six months.

- i. Change of Guides for other valid reasons shall be allowed subject to the approval of the Vice Chancellor.

## 9. Course Work

- a. Every M.S student shall be required to complete the following course-work:
  - 1. Paper I - Research Methodology, and
  - 2. Paper II - on relevant discipline related to his M.S programme
  - 3. Paper III - on relevant discipline related to his M.S programme
  - 4. Paper IV - on relevant discipline related to his M.S programme
  - 5. Paper V - on relevant discipline related to his M.S programmePapers II to V shall be chosen by the Monitoring Committee from the basket of courses offered under the regular P.G programmes in IMU.
- b. There shall be one assignment for 25 marks and a comprehensive written test of three hours duration carrying 75 marks in each of the papers  $[(25+75) \times 5 = 500 \text{ marks in all}]$ . The assignments shall be administered by the Monitoring Committee and the tests shall be administered by the Controller of Examinations. A M.S student should secure at least 60% in each paper.
- c. A M.S student will be given one additional attempt to pass all the course-work related assignments and tests subject to the condition that all such assignments and tests must be passed within 12 months from





the date of admission in case of Full-time student and within 24 months from the date of admission in case of Part-time student. If a M.S. student fails to clear all the course-work related assignments and tests in 2 attempts or within 12 months in case of Full-time student and 24 months in case of Part-time student, his admission shall stand cancelled and he will have to re-register as a fresh candidate but without having to go through the admission process again. The Controller of Examinations shall issue the letter regarding the cancellation of admission.

#### **10. Seminar, Synopsis and Thesis Submission**

- a. Before submission of the synopsis, a M.S student should give at least one seminar presentation on his data/findings. The seminar presentation shall be evaluated by the Monitoring Committee. If the Monitoring Committee is not satisfied with the seminar presentation, the M.S student will be required to deliver another presentation. If the M.S student fails to deliver a satisfactory seminar presentation in two attempts his admission shall be liable to be cancelled and he will have to re-register as a fresh candidate but without having to go through the admission process again.
- b. A M.S student shall submit to the University a synopsis of around 10 pages (5 hard copies) containing the proposed thesis along with the title, which is approved and duly certified by the Monitoring Committee. The synopsis shall also be submitted in the soft copy form in CD. No change of title or area of research shall be permitted after the submission of the synopsis.





- c. Thereafter, within three months from the date of submission of the synopsis, the M.S student shall submit the thesis which shall be checked for plagiarism and duly certified by the Guide and forwarded to the Controller of Examinations for adjudication. The thesis shall also be submitted in the form of soft copy in CD.
- d. The title page of the thesis, cover, format, etc., should strictly conform to the prescribed format and all copies of the thesis should carry a declaration by the M.S student in the prescribed format and certificate duly signed and issued by the Guide in the prescribed format.

#### **11. Adjudication of M.S Thesis**

- a. The Vice-Chancellor shall appoint a Board of Examiners for adjudicating/ evaluating the thesis of a M.S student.
- b. The Board of Examiners shall comprise the Guide and one external examiner to be nominated by the Vice-Chancellor from a panel of at least three reputed experts suggested by the Monitoring Committee.
- c. The Board of Examiners so appointed shall evaluate the thesis and may recommended one of the following:
  - (i) Thesis is highly commended  
[OR]
  - (ii) Thesis is commended  
[OR]
  - (iii) Thesis is commended and the degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries

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during the Public Viva Voce examination.

[OR]

- (iv) Thesis is commended and the degree may be awarded subject to the condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Guide before the public viva-voce examination.

[OR]

- (v) Thesis needs to be resubmitted after revision for revaluation.

[OR]

- (vi) Thesis is not commended and the degree may not be awarded.

- d. If the external examiner suggests a course of action as indicated in c (iii), c (iv) or c (v) above, the M.S. student shall comply with such suggestion.
- e. If the external examiner does not recommend the thesis [as in c (vi) above], the Vice-Chancellor shall then refer the thesis to a second external examiner for evaluation.
- f. The remarks made by the external examiner who has not recommended the thesis, shall be provided to the Guide so as to enable him to advise the M.S student to carry out any corrections / additions / alterations / modifications, if needed.
- g. The second external examiner shall not be provided with the reports of the other examiners. If the second external examiner recommends the thesis for the award of degree, the candidate shall be asked to appear for a Viva-Voce examination.



- h. If the second external examiner also does not recommend the thesis for award of M.S degree, the degree shall not be awarded to the M.S degree.
- i. A candidate whose thesis has not been recommended for the award of the degree may be permitted to re-submit his thesis within a period of 6 months. In case his thesis is not recommended again he will have to re-register as a fresh candidate but without having to go through the admission process again.

## **12. Viva-Voce examination and award of M.S degree**

- a. Once the submitted thesis is approved, a M.S student shall appear for a Viva Voce examination to be administered by an external examiner, who shall be nominated by the Vice-Chancellor from a panel of 3 examiners suggested by the Monitoring Committee.
- b. The external examiner who would be administering the Viva Voce shall ordinarily be one of the examiners to whom the thesis was sent for adjudication.
- c. A candidate who is successful at the Viva-Voce examination shall be declared to have qualified for the award of M.S degree by the University. The M.S degree certificate shall be awarded as per the format prescribed.
- d. A candidate, who is not successful at the Viva Voce examination, may be permitted to take the same on one more occasion. If he is not successful





even in the second attempt, the degree shall not be awarded to him and he will have to re-register as a fresh candidate but without having to go through the admission process again.

- e. If for any reason the external examiner is unable to conduct the Viva Voce examination even two months after his appointment, the Vice Chancellor may make alternative arrangements for the conduct of the Viva Voce examination.

### **13. Publication of the Thesis:**

- a. A thesis, whether approved or not, shall not be published without the permission of the University.
- b. Permission for publication of the thesis should be sought after award of the degree. The University may grant permission for the publication of the thesis under such conditions as it may deem fit.

### **14. Plagiarism**

- a. In case it is found that a M.S student has copied a research work/dissertation/thesis and submitted the same as his own work for a M.S degree, then his thesis shall be cancelled and he shall be rusticated from the University for a period ranging from one year to five years.
- b. For abetment to such an act of plagiarism as mentioned above, the recognition of Guide shall be withdrawn and he may be liable for such action as prescribed.



- c. In cases of detection of Plagiarism against an ex-student, IMU shall have the right to withdraw the degree awarded by it and initiate action against the Guide as per para 14(b).

### **15. Removal of Difficulties**

Without prejudice to the generality of the aforesaid regulations, the Board of Research Studies shall have the power for a period of five years from the date of implementation of these revised M.S Regulations to remove any difficulties that may arise either in the course of the transition from the previous Regulations to these revised Regulations or in the course of implementing the revised Regulations.

Note: In these Regulations the word 'He' shall include 'She'. "

*L.V.D.P. 2014/12*  
**REGISTRAR**

**To:**

1. All Campus Directors of IMU.
2. The Principals of all Affiliated Institutes.