



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

No. IMU-HQ/D/11/15/2/Secretariat/2022 / 02 .

09<sup>th</sup> Oct 2023

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**Circular No.2319**

**Sub:** Ordinance Prescribing M.S (By Research) Guidelines-reg.

**Ref:** 1. Executive Council agenda no. 2023-in-Circulation No.01 dated 10.02.2023

2. 34<sup>th</sup> Academic Council - agenda no. AC-2022-34-13

The Executive Council vide reference cited at 1<sup>st</sup> above, has resolved to approved M.S (By Research) -Minimum Standards and Procedures for award of M.S (By Research) Degree as recommended to it by Academic Council vide agenda no. AC-2022-34-13.

The Executive Council vide reference cited at 1<sup>st</sup> above has also resolved to repeal the Ordinance 31 of 2018 published in the Gazette No. 62, dated 13.02.2019.

The new guidelines prescribing Minimum Standards and Procedures for award of M.S (By Research) will implemented with effect from Academic Year 2023-24.

**Ordinance Prescribing M.S (By Research) Guidelines**

**1. Preamble:** The M.S (By Research) Degree 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 or more than one discipline (inter-disciplinary), that makes a contribution to the advancement of knowledge and which is approved by a constituted Board of Examiners.

**2. Areas of Research:** The University shall provide facilities for research in the following indicative areas:

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- a. Marine Engineering
- b. Nautical Science
- c. Naval Architecture, Ship Building and Ship Breaking
- 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 Law, Maritime Insurance
- k. Inter-disciplinary areas
- l. Maritime related areas

### **3. Definitions**

(A) In these Regulations, unless the context otherwise requires, -

- a. "Act" means the Indian Maritime University Act, 2008 (42 of 2008);
- b. "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach;
- c. "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- d. "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- e. "College" means a college maintained by or admitted to the privileges of the University for imparting education and training in maritime studies or in its associated disciplines;
- f. "Course" means one of the specified units which go to comprise a programme of study;

  
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- g. "Course Work" means courses of study prescribed by the School/Department to be undertaken by a student registered for the M.S (By Research) Programme;
- h. "Degree" means a degree awarded by IMU or by a Higher Education Institution or University recognized by UGC/AICTE;
- i. "External examiner" means an academician/researcher with published research work who is not part of IMU;
- j. "Foreign Educational Institution" means-
  - (i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and
  - (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, Open and Distance Learning (ODL) mode;
- k. "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- l. "Guide" means an academician/researcher recognized by IMU to supervise the M.S (By Research) scholar for research;
- m. "Interdisciplinary Research" means research conducted by a Ph.D. / M.S (By Research) scholar in two or more academic disciplines;
- n. "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC Regulations 2020;
- o. "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- p. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- q. "Programme" means a higher education programme pursued for a degree.
- r. "Academic Brochure" means document, whether in print or otherwise, issued for providing fair and transparent information relating to university academic /research programmes, to the general public (including to those seeking admission) by the University;

  
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- s. "Research Proposal" means a brief write-up giving an outline of the proposed research work which the M.S(By Research) scholar shall submit along with the application for registration for M.S (By Research) programme;
- t. "Scholar/s" means M.S (By Research) scholar of IMU.
- u. "University" means Indian Maritime University, under the Act of Parliament (Act 22), 2008.

(B) Words and expressions used and not defined in these Ordinances but defined in Act and not consistent with these Ordinances shall have the meanings assigned to them in that Act.

**4. Eligibility criteria for admission to the M.S. (By Research) Programme:**

Candidates who have completed:

Graduate (U.G) degree (or equivalent) 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.

*A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Government of India from time to time.*

**5. Duration of the Programme:** A candidate can register for the M.S. (By Research) programme either as a Full-time scholar or a Part-time scholar.

- a. M.S. (By Research) programme shall be for a minimum duration of two (2) Years, including course work and a maximum duration of three (3) years from the date of admission.
- b. A maximum of an additional one (1) year can be given through a process of re-registration<sup>1</sup> as per the administrative order of IMU issued from

<sup>1</sup> Refer to Administrative Order No. MS 01 -Guidelines for re-registration and maximum permissible limits

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time to time; provided, that the total period for completion of a M.S. (By Research) programme should not exceed four (4) years from the date of admission.

Provided further that, female scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of one (1) year; however, the total period for completion of a M.S. (By Research) programme in such cases should not exceed five (5) years from the date of admission.

- c. Female Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the MS (By Research) programme.
- d. The candidate - other than seafarers - for a part-time M.S. (By Research) programme shall submit a "No Objection Certificate" from the appropriate authority in the organization where the candidate is employed.
- e. Conversion of Full-time Registration into Part-time and Vice-Versa:
  - (i) 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 and the availability of resources and facilities.
  - (ii) The period put in by a M.S. (By Research) scholar shall be worked out by the Monitoring Committee as per the administrative orders of University.<sup>2</sup>

## 6. Procedure for Admission:

- a. The admission shall be based on the criteria notified by the University and considering the reservation policy of the Government of India from time to time.

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<sup>2</sup> Refer to Administrative Order No. MS/PhD-04- Guidelines for conversion of Full-time Registration into Part-time and vice-versa

  
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- b. Admission to the M.S. (By Research) programme shall be made using the following methods:

IMU may admit students through a **Written Test**. The **Written Test** syllabus shall consist of 50% of research methodology and 50% shall be subject specific/relevant discipline.

or

IMU may admit students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/SLET/GATE/CEED and similar National level tests and based on **interview**.

- c. Students who have secured at least 50 % marks in the Written Test are eligible to be called for the **interview**.
- d. A relaxation of 5 % marks will be allowed in the **Written Test** for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Government of India from time to time.
- e. IMU may decide the number of eligible candidates to be called for an **interview** based on the number of seats available.
- f. Provided that for the selection of candidates based on the **Written Test** conducted by the IMU, a weightage of 70 % for the **Written Test** marks and 30 % for the performance in the **interview** shall be given.
- g. For common rank list, national level test (where marks are not awarded and only Qualified or Not are indicated) candidate shall be given full weightage i.e., 70% for **Written Test**.
- h. The **interview** shall be conducted by the departmental committee<sup>3</sup>
- i. The Departmental Committee shall finalize the rank list.
- j. The University shall maintain a list of Guides (specifying the name of the supervisor, designation and the department/school) and their research area of expertise on the website and update this list every academic year.

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<sup>3</sup> Refer to Administrative Order No. MS/PhD 01- Guidelines for Department Committee and its functions

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**7. Application for Registration:** Within a month from the date of completion of admission process (intimation to the candidate of provisional admission), the candidate shall submit the application for registration to the M.S. (By Research) programme along with payment of the prescribed fees for the entire Academic Year irrespective of the date of joining during the Academic Year. The provisional selection/registration shall stand cancelled if the prescribed annual fee is not paid within the stipulated time.

**8. Allocation of Guide. -** Eligibility criteria to be a Guide, Co-Guide, Number of M.S (By Research) scholars permissible per Guide.

- a. Permanent faculty members working as Professor/Associate Professor / Assistant Professor of the IMU with a Ph.D., may be recognized as a Guide<sup>4a</sup>. Such recognized Guides cannot supervise research scholars in other institutions, where they can only act as Co-guides.

For Scholars working in Central government/ State government research institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as external Guides if they fulfil the University guidelines.


Faculty with two years of teaching experience from other Central/ State University, Autonomous Educational /Research institution, IIT, NIT, IIM or IMU's Affiliated Institutes, having a Ph.D. degree who has published at least one research paper in UGC approved Journals can be recognized as External Guides.

Co-Guides from within the same department or other departments of the IMU or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty<sup>4b</sup> shall not act as Guide and can only act as Co-Guides.

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<sup>4</sup> (a) Refer to Administrative Order No. MS/PhD 02-Guidelines for allocation of Guide (internal/external)  
(b) Refer to Administrative Order No. MS/PhD 03-Guidelines for appointing Adjunct Faculty

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- b. In case of interdisciplinary/multidisciplinary research work, if required, Co-Guides from outside the Department/School/University may be appointed.
- c. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) M.S. scholars, respectively, at any given time.
- d. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise scholars who are already registered until superannuation and as a Co-Guide after superannuation, but not after attaining the age of 70 years.

**9. Admission of International students in M.S. (By Research) Programme.**

- a. The IMU may decide their own selection procedure for M.S. (By Research) programme admission of international students keeping in view the guidelines/norms in this regard issued by University from time to time<sup>5</sup>.
- b. At any point, the total number of M.S. (By Research) scholars under a faculty member, either as a Guide or Co-Guide, shall not exceed the number prescribed as specified in clause 8.c above

**10. Monitoring Committee (MC) and its Functions:**

**a. Constitution of Monitoring Committee**


Within one month from the date of registration, a Monitoring Committee shall be constituted by the Vice Chancellor to assist and monitor the academic progress of the M.S. scholar on periodic basis.

**b. The Monitoring Committee shall consist of: -**

- (i) A Guide who is an expert in the area in which the Scholar intends to do research and designated as the Chairperson of the MC

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<sup>5</sup> Refer to Administrative Order No. MS 02 –Guidelines for admission of International Students.

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- (ii) One Senior Faculty member
- (iii) at least one expert to be nominated by the Vice Chancellor from a panel of three experts proposed by the Guide.

**c. Functions of the Monitoring Committee:**

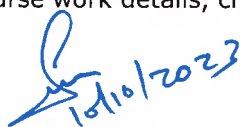
- (i) To discuss, advice and recommend on all academic matters related to the research undertaken by the Scholar from admission till the award of the degree.
- (ii) To review the research proposal and finalize the topic of research.
- (iii) To suggest suitable subjects [in the relevant area of research] to be taken up by the Scholar as part of his/her course work.
- (iv) To monitor the work of the Scholar periodically and meet at least once in six months.
- (v) To supervise the submission of synopsis and thesis by the Scholar to the University.

**11. Course Work - credit requirements, number and minimum standards for completion.**

- a. The Credit requirement<sup>6</sup> for the course work is a minimum of 12 credits, including a *Research and Publication Ethics* and a *Research Methodology* course. The Monitoring Committee can also recommend UGC recognized online courses as part of the credit requirements for the M.S (By Research).
- b. All the course work must be completed within 18 months from the date of Registration. If the Scholar fails to clear all the course-work related assignments and exams within the prescribed time, the registration shall stand cancelled.
- c. The Scholar must obtain a minimum of 55% marks or its equivalent grade in the course work to be eligible to continue in the programme and submit his or her thesis.

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<sup>6</sup> Refer to Administrative Order No. MS 03 –Guidelines for course work details, credit requirements, etc.

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**12. Evaluation and assessment methods, minimum standards/credits for award of the degree.**

- a. Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause 11(c), the Scholar shall be required to undertake research work and produce a thesis.
- b. Before submitting the thesis, the Scholar shall make a presentation before the Monitoring Committee of the University, which shall also be open to all faculty members and other research scholars/students.
- c. The University shall have a mechanism using well-developed software applications to detect Plagiarism<sup>7</sup> in research work and the research integrity shall be an integral part of all the research activities leading to the award of a M.S. (By Research) degree.
- d. The Scholar shall submit the thesis for evaluation<sup>8</sup>, along with (a) an undertaking that there is no plagiarism and (b) a certificate from the Guide attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- e. The thesis submitted by a M.S. scholar shall be evaluated by at least two external examiners who are experts in the field and not in employment of the University. Such examiner(s) should be an academic or an industry expert with a good record of scholarly publications in the field. The viva-voce board shall consist of the Guide and at least one of the two external examiners. The viva-voce shall be open to the members of the Monitoring Committee, faculty, research scholars and students.
- f. The viva-voce of the Scholar to defend the thesis shall be conducted if both the external examiners recommend the acceptance of the thesis after incorporating any corrections suggested by them. If one

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<sup>7</sup> Refer to Administrative Order No. MS 04-Guidelines for Plagiarism Check, exclusions and level of Acceptance.

<sup>8</sup> Refer to Administrative Order No. MS 05-Guidelines for adjudication procedures, panel of examiners, etc..

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of the external examiners recommends rejection, University shall send the thesis to an alternate external examiner from the approved panel of examiners and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected and the Scholar shall be declared ineligible for the award of a M.S. (By Research) degree.

- g. The University shall complete the entire process of evaluating a thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

**13. Issuing a Provisional Certificate:** Prior to the actual award of the M.S. (By Research) degree, University shall issue a provisional certificate to the effect that the M.S. (By Research) is being awarded in accordance with the provisions of the Ordinance.

**14. Publication of the Thesis:**

- a. A thesis may be published, only with prior 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.

**15. Plagiarism**

- a. In case it is found that a scholar has copied a research work/dissertation/thesis and submitted the same as his/her own work for a M.S (By Research) degree, then the candidate may be liable for such action as prescribed by the University.
- b. For the abetment of such an act as mentioned above, the recognition of the Guide shall be liable for such action prescribed by the University.

  
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- c. In cases of detection of Plagiarism against an ex-scholar, IMU shall have the right to withdraw the degree awarded by it and initiate action against the Guide.

**16. Cancellation of Registration:** The registration of the Scholar is liable to be cancelled on account of any of the following reasons:

- a. If the Scholar wishes to exit /withdraw from pursuing the M.S (By Research) programme;
- b. If the Monitoring Committee finds that the progress of the scholar is not satisfactory despite two consecutive warnings;
- c. If the scholar fails to pay the annual fee within prescribed time for continuing the programme;
- d. In case, a M.S scholar fails to submit the thesis within the permissible maximum period, the registration shall stand cancelled.
- e. If the scholar is found to be involved in any academic malpractice, which may include (but not limited to), fabrication of results, plagiarizing, or other forms of academic dishonesty.

**17. 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 this Ordinance, to remove any difficulties that may arise either in the course of the transition from the previous Ordinance or in the course of implementing the Ordinance.

**18.** The Ordinance 31 of 2018 published in the Gazette No. 62 dated 13.02.2019 is hereby repealed.

This issues with approval of the Competent Authority

  
**DY. REGISTRAR (CTR) i/c**

**To**

1. All Campus Directors
2. The Principals of Affiliated Colleges
3. IT Section Manger with a request to upload in IMU Website.