

SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY



RULES AND GUIDELINES FOR M.PHIL./ PH.D. AND NORMS FOR RECOGNITION OF M.PHIL./PH.D. GUIDES

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Index

Sr.No.	Description	Page No.
1.	R (1) Eligibility to appear for M.Phil. / Ph.D. test	4
	R (2) Application	5
	R (3) Entrance Test	5
	R (4) Admission	6
	R (5) The Ph.D. Programme	7
	Part A: Course work	7
	Exemption from course work	8
	Part B: Research Work	8
	Re -registration	10
	R (6) Duration of the Course	10
	R (7) Cancellation of Registration	11
	R (8) Change of Guide	11
	R (9) Submission of Synopsis & Thesis, Evaluation and Assessment	11
	R (10) Appointment of Referees	13
	R (11) Evaluation of the Thesis	13
	Depository with UGC	14
	R (12) Schedule of Fees	15
	Guidelines for doctoral students	16
	Administrative guidelines	16
	Departmental research committee	17
	Research and recognition committee	19
	Declaration	23
	Recognition of M.Phil. / Ph.D. Guide	24
	Rules for Co-Guide System	25
	Format of Ph. D. Thesis – M. Phil. Dissertation	26

RULES FOR DOCTORAL STUDY:

Students who are interested in M.Phil. / Ph.D. programme will be required to appear for an entrance test. Students who clear the entrance test, will be required to appear for an interview. Selected candidates may register for the M.Phil. / Ph.D. programme.

R (1) Eligibility to appear for M.Phil. / Ph.D. Entrance test

- a. Women having a Master's Degree in the subject (with 55% marks for open category and 50% for reserved category (SC/ST) or B grade) of any statutory university in the country or any other examination recognized by the University as equivalent to the Master's Degree are eligible to appear for the M.Phil. /Ph.D. Entrance Test.
- b. A person with graduate qualifications in Engineering/Medicine (MBBS, BDS and Physiotherapy) who has developed important new techniques/products/special instruments/apparatus, which are deemed to be a valuable contribution to her field, may be recommended by the appropriate Board of Studies and may be allowed to appear for the written test.
- c. Fellow members of the Institute of Chartered Accountants/ Institute of Cost and Work Accountants can apply for Ph.D. in a subject under the Faculty of Commerce provided they have a Bachelor's degree in the subject of any statutory University, and have at least 5 years' work experience in their respective fields.

Exemption from appearing for written test for Ph D. Degree:

1. Candidates who have cleared NET/SET/GATE/JRF/examination of apex bodies such as CSIR/ICMR/ICAR/UGC/DBT are exempted from appearing or the written examination but will be required to appear for personal interview at the respective departments.
2. M.Phil. Degree completed from S.N.D.T. Women's University/other statutory University.

The above mentioned rules will also be applicable to the foreign candidates who have obtained a Master's degree from the statutory Indian Universities. For Foreign students who have not obtained their Master's degree from an Indian University, minimum percentage should be 55% or the equivalent GPA.

The University will advertise the date of Ph.D. / M.Phil. Entrance Examination alongwith availability of seats in each Subject and Department.

R (2) Application

- a) Application form for the Entrance test will be available on payment of Rs500/- (SC/ST Rs. 350/-) at the Accounts Section of SNDT Women's University of the University between 10.30 a.m. and 1.00 p.m. from Monday to Friday except public holidays. Application forms can also be downloaded from University website: <http://www.sndt.ac.in/downloads.htm> and applicants will be required to pay Rs 500/- (SC/ST Rs. 350/-) at the time of submission of the form, to the Accounts section. Payment should be made in the form of a demand draft in favour of "Registrar, S.N.D.T. Women's University," payable at Mumbai.
- b) Application forms should be complete in all respects and should be submitted to the office of BCUD as declared in the advertisement.

- c) The following documents should be submitted with the application form.
Two Attested copies of
1. The Mark-sheet of Post Graduate Examination or the mark sheet of the highest qualification acquired.
 2. Passing Certificate / Degree Certificate of Post Graduate examination
 3. Marriage Certificate (in case of name change).
 4. Caste Certificate (except for Open Category).
 5. Medical Certificate given by a Competent Authority in case of blind/visually or physically handicapped candidates.

Only those candidates who meet the eligibility criteria fully will be permitted to appear for the entrance test.

Important note: **i) Downloaded marksheets will not be accepted.**
 ii) Students whose result is awaited are not eligible.

R (3) Entrance Test

Candidates will be required to appear for an Entrance Test. The Entrance test will consist of 2 papers: (i) Research Aptitude Test (100 marks) and (ii) Subject Specific Test (100 marks). The results of the Entrance Test will be displayed in all the Campuses of the University and also on the University website. Those who clear the test (with minimum of 50% marks **separately** in the Research Aptitude Test and Subject Specific Test for open category and 45% for reserved category) will be invited for interview.

Research Aptitude test

The research aptitude test will include:

- Reasoning ability (15% weightage)
- Analytical ability (15% weightage)
- Critical thinking (20% weightage)
- Language comprehension (25% weightage)
- Elementary mathematics ability (20% weightage)
- Perseverance (5% weightage)

The Test will be prepared by an Inter-Disciplinary Expert Committee Consisting of Experts from all faculties.

Subject Specific test

The Subject Specific Test will include:

- Objective questions (30 marks)
- Short answer questions [approx 250 words per answer] (30 marks)
- Long answer questions (40 marks)

The subject test will be prepared by the department. Each test will be of 3 hours of duration and will be held on one day only. The date of the test will be announced by the University. The test will be held at Mumbai and Pune in June and December and admissions will be given in January and July.

Interview:

Students are expected to make presentation in their area of **interest** before an Interview committee. Students will be assessed on following criteria:

- Conceptual understanding of the area of interest : 20 marks
- Awareness of research in the area of interest : 20 marks
- Communication skills : 10 marks

Passing criteria: 50% for open and 45% for reserved category.

Interview will be conducted by an Interview Committee constituted by the Head of the concerned University Department consisting of:

- (i) Head of the Department
- (ii) One senior faculty member who is a Ph.D. guide and
- (iii) Preferably one External Expert.

Validity of result: For 3 years

Ph. D. candidates are required to remain present for the written test and the interview. Those who remain absent for interview, will have to appear for written test again.

R (4) Admission

Candidates will be shortlisted on the basis of merit and admission will be granted as per availability of seats in the specific subjects. While granting admission to students to M.Phil. / Ph.D. programmes, the Department / Institute should follow the National / State Reservation Policy.

Allocation of Supervisor / Guide

The allocation of the Supervisor/Guide for a selected student shall be decided by the Departmental Committee (consisting of the Head and the guides in the department) within one week of the interview, depending on the number of students per faculty member, the available specialization among the faculty supervisors /guides and the research interest of the student, as indicated during the interview by the student. The allotment / allocation of Supervisor / Guide shall not be left to the individual student or teacher.

R (5) The Ph.D. Programme

The Ph.D. programme will be offered only at the University departments/Institutes and Recognized Institutions. **M.Phil/Ph.D. programme will not be conducted through the Distance Education mode.**

The Ph.D. programme shall consist of a combination of course work (Part A) and research work (Part B).

Part A: Course work (1 year/two semesters)

After having been admitted, each M.Phil. / Ph.D. student shall be required to undertake course work for a period of two semesters (in the 1st year). The course work shall be treated as Pre-M.Phil. /Ph.D. preparation. The candidate will be allowed a maximum of 2 attempts (to be cleared within the first year after admission to the M.Phil. / Ph.D. programme). The syllabus for the course work will be framed by the concerned Board of Studies.

The course work will be of 12 credits and will include:

- (i) **Research Methodology(4 credits/100 marks).** This may include quantitative, qualitative methods of research, use of information and communication technology in research, wherever applicable. The student will be required to appear for a Written test.

This Written test will be conducted by the University Department at the end of the first and second semester. The Departments will make syllabi available to the students. It will arrange for guidance sessions. The students may attend guidance sessions for

research methodology organized by sister departments / institutes either within or outside the University. Attendance of guidance sessions is not compulsory.

The date of the written test will be communicated to the students well in advance. The answer paper may be shown to the students on demand. The result of the test will be communicated to the students within 30 days.

Marks will be allotted as follows:

Written test	30 marks
Preparation of research proposal	30 marks
Presentation of research proposal	20 marks
Assignment on methodological review of a large project/book on research methodology	20 marks

- (ii) **Two courses (4 credits / 100 marks each).** These courses will be subject-specific. The course work will be done on the basis of guided reading supervised by the guide. For evaluation purposes the student should prepare review of literature and carry out assignments given by the guide (book review, content analysis, action research, need assessment survey etc.)

The papers/assignments may be written in English, Marathi, Gujarati or Hindi provided both the guide and co-guide if anyone is conversant with the chosen medium.

The purpose of course work is to broaden the students' understanding of the subject. Students should submit these assignments to the guide. The assignments/papers should be evaluated by the guide. The mark sheet will be prepared by the respective Departments.

Marks allotment

Course II	
Review of literature	40 marks
Presentation	30 marks
Assignment	30 marks
Course III	
Concept note based on the content of the research	40 marks
Presentation	30 marks
Report of 2 books related to research topic/report of visit/interviews/seminar attended (1000-1500 words)	30 marks

Minimum percentage for passing the examination in all these courses will be 50%.

The coursework shall be completed in first two semesters (which could be extended to a maximum of 4 semesters, failing which her registration for the Ph.D. Programme will be cancelled. She can apply for Ph D. Entrance test again.

Exemption from course work:

Students who have successfully completed M.Phil. from a recognized University will be exempted from the course work on Research Methodology.

Students who do not complete Ph.D. within the required time period and therefore reregister for Ph.D. within a period of three years of expiry of terms, will be exempted from coursework, provided the course work was completed previously.

For students who are interested in doing Ph.D. in a subject (that allows for interdisciplinary work), that is not their subject of specialization at the Master's and/or M.Phil., will be required to successfully complete Bridge Course (of 8 credits) in the chosen field as prescribed by BOS in addition to the above course work. Internal examination of Bridge course will be conducted by the Department for such students.

Part B: Research Work

The student shall carry out research using acceptable research methods in the field under the supervision of approved guide(s).

A work which has already been considered for a Degree/Diploma by this or any other University/Institution shall not be considered for the conferment of Ph.D. degree by this University.

The thesis may be written in English, Marathi, Gujarati or Hindi provided the guide and/or co-guide is conversant with the chosen medium.

After completing the course work (all 3 courses) the student will prepare a research proposal under the guidance of the assigned guide. The student will submit 5 copies of the proposal to the Head of University Department/ Institutethrough the guide. If the proposal is in a language other than English, the student should submit two additional copies in English.

- a) The Head of University Department shall call for a meeting of the Department Research Committee (DRC) within 30 days of receipt of the proposal.
- b) The Departmental Research Committee (DRC) shall scrutinize the research proposal and interview the student to determine the feasibility of the research proposal.
- c) Each candidate shall be required to make a presentation of her proposal to the DRC.
- d) The DRC shall approve, suggest modification(s) or reject the proposal. If a proposal is rejected, the candidate may resubmit a fresh proposal within three months. The DRC may recommend, if necessary a Co-guide to the candidate. The guide or the co-guide shall not be a collateral relation of the candidate.
- e) If the DRC approves the proposal, the same will be forwarded to the Research and Recognition Committee (RRC).

Head of the Department (HOD) should forward 5 copies of the proposal approved by DRC to the Director, Board of College and University Development (BCUD) to be placed before Research Recognition Committee (RRC).

- f) The RRC shall approve, suggest modification(s) or reject the proposal. If a proposal is rejected the candidate may submit a fresh proposal within six months of intimation from the University.
- g) If the RRC approves the proposal, Director, BCUD will issue letter of approval of the title (within 30 days) with a copy to the concerned Guide, HOD, Controller of Examinations.
- h) Terms of six months each, shall commence from January or July immediately on registration. Terms will be from January to June and July to December.

- i) Students from other Universities shall be required to submit a migration certificate to the concerned Department within one year of enrolment. They will also have to pay the eligibility fee as prescribed by the University at the time of their registration.

The concerned Department will forward the migration certificate to the Controller of Examinations.

A candidate may revise her research proposal/modify the title by the end of second year of registration. The proposal/title if revised shall be presented to the DRCand subsequently to RRC for approval. The number of academic terms for Ph.D. programme will remain unchanged in such cases.

Re-registration:

- Re-registration may be allowed only once with or without break.
- Students who re-register with a break of 3 years or more will be required to do the prescribed coursework.

R (6) Duration of the Course

- a) The Ph.D. course shall be of five years duration (i.e. 10 terms) with a minimum of three years (i.e. 6 terms) programme. For extension after 6 terms upto 10th term, the student should apply to the Head of the department through the Guide.
- b) The student shall be required to complete the course work and the research work within this period. During this period, each student shall be required to submit a progress report (certified by the guide) to the Head of the Department, every six months. (Pl see attached proforma for progress report)
- c) H.O.D. will consolidate and forward the Annual Progress Reports of all the scholars in the month of July every year to the Director, BCUD.
- d) Head of the Department should intimate to the Director, BCUD every year in the month of July about cancellation of registration, if any.
- e) If a candidate is unable to complete the Ph. D. work within the five year period, she shall be required to apply for extension of duration for one year i.e. 2 terms (6th year) with the recommendation of the Guide to the Head of the Department at least two months before the expiry of the prescribed period of study on the prescribed form (Format attached). Extensions up to 2 additional terms (sixth year) will be granted by the RRC on recommendation of the guide and the HOD. Extension will be granted for one additional term at a time.
- f) Students who are unable to complete their Ph.D. within six years may apply for final extension on the prescribed form and recommended by Guide to Head of the Department for another year (7th year). The HOD will forward the same to the Director BCUD for placing before the RRC. The RRC should forward it to Vice Chancellor with or without recommendation for extension of 13th and 14th term.
- g) After the 10th semester the student will be required to pay a fee equivalent to the 10th semester.
- h) The candidate ceases to be a Ph.D. student, if she is not granted approval for extension by the RRC/VC or is unable to submit the Ph.D. thesis within the specified time period of six/seven years.

R (7) Cancellation of Registration

- a. The HOD will forward the case of a student for cancellation of registration to RRC through the Director, BCUD.
 - If the student fails to clear written test (of Research methodology course) in two attempts.
 - If the student fails to submit progress reports for two consecutive terms.
 - If two consecutive progress reports are not satisfactory.
- b. The Director, BCUD will notify about the cancellation of registration to the concerned student along with copy to the concerned authorities.
- c. In such cases the student may apply for re-registration if she so desires. She will be treated as a fresh Ph.D. applicant and will be required to appear for the entrance test.

R (8) Change of Guide

- If a scholar desires a change of guide, she should submit her application with reasons given in writing, through the HOD along with NOC from Guide to the Director, BCUD.
- HOD will forward the application to Director, BCUD to be placed before Research Recognition Committee (RRC). The new guide will be assigned by the RRC.
- In the event of NOC not being available from the Guide within two months of application from the student, the decision of RRC shall be final.
- In cases such as Guide's unwillingness/inability to continue with the guidance, above mentioned procedure shall be followed.

R (9) Submission of Synopsis & Thesis, Evaluation and Assessment

- a) Prior to submission of the thesis for adjudication, the student will publish one research paper based on her research in a refereed journal, and produce evidence for the same in the form of acceptance letter or the reprint.

Procedure for submission of synopsis: The student must present the synopsis before the DRC. If the DRC approves then only the synopsis should be sent to D/BCUD to be placed before RRC.

- b) Synopsis of the thesis (8 copies for Examination Department, 3 for Director, BCUD and 2 copies for Department [total copies – 13]) shall be submitted by the scholar (approximately six months before submitting the thesis) to the Controller of Examinations through the Head of the Department with her guide's recommendation along with the Examination form, fees, completion of course work/exemption certificate. The examination form will be available at the cash counter of the University office at Pariksha Bhavan, Juhu. Head of the Department will forward three copies of synopsis to the Director, BCUD.

If the thesis is to be written in a language other than English, five copies of the synopsis should be submitted in English, in addition to the 8 copies submitted to the Examination Department (total copies 13+ 5 in English) be submitted in the respective medium.

Note:

At time of submission, of the synopsis, the students must also produce all original fee receipts with a photocopy of each to the concerned Department. The Department will verify the payment of fees and a set of photocopies of fee receipts shall be retained by the Department. The HOD will certify payment of fees.

- c) After submission of the synopsis, the concerned RRC will be called within 3 months period for recommending the panel of referees for evaluation of the thesis, which in turn shall be forwarded to the Board of Examinations. The thesis shall be evaluated by two referees, out of which at least one shall be from outside the State / outside the University.
- d) The Board of Examinations will recommend the panel of referees within 3 months after receiving the panel from the Director, BCUD.
- e) The Examination Department will send the synopsis to the referees within one month after approval by the Board of Examinations.
- f) The thesis will be sent to the referees immediately upon their acceptance and as soon as the thesis is submitted to the Examination Department by the candidate.

Thesis:

- a. The M.Phil. / Ph. D. scholar will produce a draft thesis within the stipulated time period.
- b. Prior to submission of the thesis, the student shall make a pre- M.Phil. / Ph. D. presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor/guide.
- c. In addition, candidate should include in the appendix of the thesis, the acceptance letter for publication of research paper or the first page of the reprint of the published paper.
- d. The thesis shall be typed with 1.5 line spacing, font size 12 for all languages and in Times New Roman for English. The thesis should be typed on both sides of the paper.
- e. Five hard copies and two soft copies of the thesis shall be submitted to the Examination Department (duly signed by the Guide) and forwarded by Head of the Department (within a period of six months of submission of the synopsis) or until the registration is valid (whichever is later) not before two months from the time of submission of the synopsis. However the rules regarding the extension of the term and the payment of penalty will be applicable even after the submission of the synopsis.
- f. The declaration duly signed by both the guide and the candidate must appear in the thesis after the title page. (Format attached).

R (10) Appointment of Referees

Letters appointing referees along with the synopsis shall be sent by the Controller of Examinations as per procedure. The referee is expected to accept examinership within 30 days failing which the next referee on the panel will be appointed. Referee shall be requested to evaluate the thesis within 60 days of receiving it. The referees shall also be requested to re-examine the thesis if he/she recommends a revision. In such cases the referees shall be paid extra remuneration as per rules.

R (11) Evaluation of the Thesis:

- a) The thesis shall be evaluated by two referees from the approved panel of External referees, out of which at least one shall be from outside the State. A copy of the reports of external referees shall be forwarded to the Guide by COE before the viva-voce.
- b) On receipt of a satisfactory evaluation report from both the External referees, the Controller of Examinations shall organize a Viva-Voce Examination at a suitable date. Viva-Voce Examination shall be organized at any one of the campuses of the University. **The thesis will be openly defended by the candidate.**
- c) If the evaluation report from both the External referees, are not satisfactory, the candidate shall be considered to have failed and shall be accordingly informed by the University.
- d) If the report of one external referee is favorable and the report of the other referee is not favorable, it shall be sent to a third external referee from the panel. If the third referee's report is favorable, the thesis will be accepted. If the third referee's report is unfavorable the thesis shall be rejected. If it is rejected, the candidate shall be considered to have failed and will be informed accordingly by the University.
- e) Modification / Revision:
 - If the report given by one external referee is satisfactory and the second referee suggests revision, the student will be informed through the Guide by the Department of Examinations. The student shall make the necessary revisions and re-submit it within six months from the date of intimation from the Department of Examinations. Then it shall be sent to the same referee who had recommended revision. If the referee rejects the thesis / report is unfavorable even after revision it shall be sent to the third examiner on the panel. If the third examiner's report is favorable the thesis shall be accepted. If the third examiner suggests revision the same procedure shall be followed as outlined above. If it is rejected by the third examiner, the thesis shall be rejected. The student shall be considered to have failed and will be informed accordingly by the University.
 - In case both the referees suggest revision, the thesis shall be sent back to the student for revision through the guide. The student shall be required to re-submit the thesis within six months. Thereafter, it shall be sent back to the same referees. The procedure thereafter regarding accepting and rejecting the thesis will be as mentioned earlier.

(**Note:** In all of the above cases of revision and re-submission, the student will have to pay complete tuition fee for that term and full examination fees again as per the prescribed rules.)

f) Conduct of Viva-Voce

When the two external referees accept the thesis, the Viva-Voce shall be held and the external referee whose name is first in the panel shall normally be invited for the Viva-Voce. In case that person regrets, the second person will be invited. The guide shall be required to be present. The Department of Examinations will arrange for the same.

The viva voce examination shall be openly defended by the M.Phil. / Ph. D. scholar.

g) A Joint report of viva-voce examination:

The Referee and the Guide shall prepare a consolidated joint report on the basis of the written reports of the referees and performance at the Viva-Voce Examination, and

submit the same to the Controller of Examinations immediately after the viva-voce examination. They shall make a recommendation for acceptance/non acceptance of the thesis for the award of the Doctoral Degree.

h) Result:

The Board of Examinations shall accept the recommendations of the referees. The result shall be declared by the University, and **the notification shall be sent to the student and a copy of the same shall be sent to the Guide and the HOD.**

DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcements of the award of M.Phil. / Ph.D., the University shall submit a soft copy of the thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities. Along with the Degree, the University shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to the Regulations of the UGC.

R (12) Revised Schedule of Fees:

Ph. D. Fee Structure

Particulars	Mode of payment	Old fees	Approved fees for July 2011	Payable at
Fees to be paid at the Time of Registration				
Registration Fee	One time	150	1000	Examination Dept.
Enrolment Fee	One time	150	250	Examination Dept.
Eligibility Fee	One time	150	250	Examination Dept.
Admission Fee	One time	200	500	Concerned Dept.
Fees to be paid per semester				
Tuition Fee	Per Semester	800	3000*	Concerned Dept.
Laboratory Fee **	Per Semester	1000	To be decided by the department	Concerned Dept.
Department Activities	Per Semester	50	1000	Concerned Dept.
Deposits				
Caution Money	One time	150	500	Concerned Dept.
Library Deposit	One time	500	2000	Library
Fees to be paid per annum				
Library Fee ***	Per annum	800	2000	Library
Gymkhana Fee	Per annum	50	-	Concerned Dept.
Diary Fee	Per annum	25	50	Concerned Dept.
One Time fees				
Evaluation Fee (1st year)	One time	-	1000	Concerned Dept.
Examination & Viva Voce Fee (At the time of submission of Synopsis)	One Time	3000	8000	Examination Dept.

The above fee structure will be reviewed every year

* Tuition fee will be increased by Rs. 500/- per Semester. So the students will pay Rs. 3000/- in 1st Sem, Rs. 3500/- in 2nd, Rs. 4000/- in 3rd, Rs.4500/- in 4th, Rs.5000/- in 5th Sem and Rs.5500/- in 6th Semester. In the 4th year (semester 7th) student will have to pay Rs. 8000/- with an increase of Rs. 500/- in each subsequent remaining Semesters (till end of 5 years).

** Laboratory fee/computer fee, field work fees will be decided by the concerned Head of the Department with the approval of Madam Vice-Chancellor.

*** Library Fee for faculty of Arts and Social Science will be Rs. 1000/- and for other faculties Rs. 2000/-.

Fees for Foreign Students:

Foreign students will be charged 5 times of the above proposed fee.

Honorarium to External Guides:

External Guide will be paid honorarium (at the end of the year) as under

First year Rs.2000/-, Second and 3rd year Rs.1500/- per year.

Note:

- i) Prescribed fees except Examination Fee will be collected by the respective Institution Department of the University from 10.30 a.m. to 1.00 p.m. from Monday to Friday. The department will send the Library fee and deposit amount to Library and other fees (Enrolment/Eligibility etc) to respective sections of the university.
- ii) Examination fees will be collected at the Examination Department between 10.30 a.m. to 1.00 p.m. from Monday to Friday.
- ii) Fees once paid will not be refunded. **Late fees i.e. 20%** of the tuition fees will be charged per month of delayed payment.

GUIDELINES FOR DOCTORAL STUDENTS

1. Ph.D. students should carefully go through the rules pertaining to Ph.D.
2. Ph.D. students are advised to:
 - a. Follow all procedures as per the relevant rules.
 - b. Be in touch with the guide regularly and keep record of the progress.
 - c. Adhere to the prescribed academic schedule and submit sixmonthly progress reports to the guide.
 - d. Apply for extension of terms to the Head of the Department well in advance, with the recommendations of the Guide.
 - e. Pay fees regularly whenever due and preserve the original feereceipts to be reproduced along with photocopies while submitting the synopsis.

ADMINISTRATIVE GUIDELINES

1. The Head of the Department will receive the Ph.D. Research proposal through the guide, from the student during the first semester after admission.
2. HOD will organize DRC at least once in every term.
3. The research proposal shall be placed before the Departmental Research Committee for consideration, within 60 days of receipt of the proposal.
4. On approval of the DRC, the proposal shall be forwarded to RRC.
5. Director, BCUD shall issue the letter of approval of the title to the Research Scholar, (within 30 days) with a copy to the guide and the HOD.
6. The Ph.D. student shall be registered with the University, during which she shall be required to complete her course work and research work.
7. After completing the course work and within two years of enrolment a Ph.D. student may revise and re-submit her final research proposal to the Departmental Research Committee to be forwarded to RRC.
8. During her period of Registration, the student shall submit six monthly progress reports, to the guide.
9. The candidate may apply to the Head of the Department for extension of terms, recommended by the Guide at least two months before the end of sixth year. The candidate may be given extension for one year (6th) by the Head of Department.
10. The scholar may apply for additional extension (7th year), to the H.O.D. for extension of two terms, duly recommended by the Guide at least two months before the end of 6th year. Head of the Department will forward the application to Director, BCUD. Extension for the 7th year may be given by the Honorable Vice Chancellor on recommendation of RRC.
11. Before submitting the synopsis, the student shall have to make presentation of the work including findings to DRC. On recommendation of DRC the candidate will submit the Synopsis (pl see rule 12 below),
12. Approximately, six months before submitting the thesis the candidate shall submit to the Controller of Examinations through the Guide and the Head of the Department a synopsis of the thesis (8+5 copies) along with the Examination form and fees and a certificate of completion / exemption of course work. If the thesis is to be written in a language other than English, five copies of the synopsis should be submitted in English, in addition to 8 copies to be submitted in the respective medium.
13. The thesis (3 hard copies and 2 soft copies) shall be submitted to the Examination Department within a period of six months and not before two months from the date of submission of the synopsis. Fees shall be payable till the submission of the thesis.
14. The thesis shall be evaluated by a panel of two referees. On receipt of a satisfactory evaluation report from the referees, the University shall organize an open viva-voce at a suitable date. Vice-voce examination for Ph.D. candidate shall be conducted at any one campus of the University.

DEPARTMENTAL RESEARCH COMMITTEE

Composition:

Every Postgraduate Department shall constitute a Departmental Research Committee comprising of the Head of the University Department/Director of the Institute, one senior member of the Department/related department and at least one subject expert. The Head of the Department may invite additional expert to the Departmental Research Committee meeting as may be required. When research proposals are discussed, the research Guides must be present. The Head of the Department/Director of the Institute shall be the Convener.

Functions of DRC

1. Evaluate the research proposal to determine:
 - Whether the proposal is academically sound
 - Whether the proposal is feasible
2. If the proposed study is in an interdisciplinary area, the committee should recommend a co-guide, if required.
3. To decide whether to accept or reject the proposal or accept it with the revision after the presentation of the proposal by the candidate
4. Scrutinize the revised / re-submitted proposal.
5. Grant exemption to the candidates from the course work.
6. Approve the change in the title of the thesis. And recommend to RRC
7. Forward the application for the change in the title of the thesis to the RRC.
8. Approve the change in the title of the thesis.
9. Forward the application for the change in the title of the thesis to the RRC.

RESEARCH AND RECOGNITION COMMITTEE

There shall be a Research and Recognition Committee for each Board of Studies. The Committee shall consist of:

- | | | |
|----|---|---------------|
| 1) | <i>The Pro-Vice Chancellor</i> | Chairman |
| 2) | <i>The Dean of the Faculty</i> | Member |
| 3) | <i>The Chairman of the Board of Studies</i> | Member |
| 4) | <i>The Head of the University Departments, if any</i> | Member |
| 5) | <i>Two experts in the subject not below the rank of Readers, who have successfully guided at least five Ph.D. Students and have published research work in recognised or reputed national or international journals, anthologies, etc. one of them being from outside the University to be nominated by the Vice-chancellor</i> | Expert Member |
| 6) | <i>An expert in the area of specialisation nominated by the Vice-Chancellor, where a referee is to be appointed for evaluation of highly specialized topic or subject.</i> | |

The nominated members shall attend the meeting only for the particular item.

The Functions of the Research and Recognition Committee:

The Research and Recognition Committee for a Board of Studies shall:

- I. Approve the topic of thesis or dissertation in the subject,*
- II. Recommend panel of referees for thesis or dissertation to the Board of Examination*
- III. Recommend names of Post-Graduate teachers and research guides to the BUTR*
- IV. Advise the Boards of Studies or the faculty on measures to improve courses of studies at the post-graduate level.*
- V. Recommend to the Board, the course structure for Ph.D., Pre Ph.D. and M.Phil. courses for approval.*

Meetings of RRC:

Chairperson shall call a meeting of RRC at least on quarterly basis. After the submission of synopsis, it should be placed before the Research and Recognition Committee within a period of three months, to recommend the panel of referees for evaluation of the thesis.

Head of the Department:

Functions and Duties:

1. Ensuring that the subject paper is set for the entrance examination
2. Conducting the interviews and conveying (in writing) the results to the Research Cell.
3. Ensuring that admitted students are assigned to a Guide as per availability of seats and area of research interest, adhering to the reservation policy.
4. As the Convener of the Departmental Research Committee, call for meetings of the Departmental Research Committee (once in each term, if there are candidates) giving at least 7 clear days of notice and attend to all administrative responsibilities thereof.

5. If DRC recommends revision of the proposal - HOD will intimate about the recommendation of the DRC to the student and the Guide.
6. Forward the proposals recommended by Departmental Research Committee to the Director, BCUD for placing before Research and Recognition Committee.
7. Convene DRC at least once in each term.
8. Notify to the Director, BCUD and Controller of Examinations any anomalies and drop out cases.
9. Forward the application of the scholar duly recommended by the Guide and approved by Departmental Research Committee regarding change in the title to the Director BCUD (to be placed before RRC).
10. Forward the application of the scholar for change of Guide/Co-Guide with NOC from the concerned Guide-Co-Guide to the Director BCUD. (to be placed before RRC).
11. Intimate the student, the change in the title of the thesis, if any, after the intimation is received to this effect from Director, BCUD.
12. To arrange for the test and evaluation of Research Methodology and other course work as well as
13. To place the application of the scholar for the exemption from course work before DRC.
14. In case of exemption from the coursework the Exemption Certificate will be issued by HOD on the recommendation of the DRC.
15. Inform about any cancellation of registration to the Controller of Examinations and Director, BCUD.
16. Issue a letter of extension of two terms on receiving such an application from a candidate duly recommended by the Guide for a maximum period of one year (6th year).
17. To forward the application of the scholar for the final extension (7th year) duly recommended by the Guide to the Director, BCUD to be placed before RRC.
18. Forward the synopsis, to the Director, BCUD who will in turn place the synopsis and the proposed panel of referees in the respective RRC.
19. Receive from the guide a panel of eight referees (4 from within and 4 from outside State) – and forward it to the Director, BCUD for placing before RRC.
20. Forward the three hard copies and two soft copies of the thesis submitted by the scholar to the Department of Examinations.

C: Guide

1. To maintain a separate file for monitoring the progress of each scholar.
1. File should contain application form, Xerox copies of fee receipts, proposal, and progress reports and all other relevant documents.
2. Monitor the student's work on a regular basis and endorse the six monthly progress reports of students to be submitted to the Head of the Department.
3. Ensure completion of course work, by the student and evaluation and ensure issuing of a certificate by the Head of the Department.

4. Recommend extension of two terms to the HOD (after completion of 5 years) on receiving such application from the candidate for the 6th year.
5. Recommend to the Head of the Department, in special cases, applications received from candidates for extension for the final seventh year to be forwarded to the RRC for the approval honorable Vice Chancellor.
6. Recommend to the HOD any change in the title of the proposed thesis on application of the student to be placed before DRC and then to forward it to the RRC.
7. Recommend any cancellation of registration to HOD for information of the Director, BCUD.
8. Suggest a panel of 8 (4 from Maharashtra & 4 from outside Maharashtra) referees to HOD.

D. Evaluation

a. Course work

- The HOD will arrange for the compulsory test in Research Methodology and evaluation of the other course work.
 - Certificate of satisfactory completion of the coursework will be issued by the HOD to the student (format enclosed).
 - Certificate of Exemption of the coursework will be issued by the HOD to the student (format enclosed).
- b. The Guide shall forward a panel of suggested referees (for evaluation of thesis) to the Head of the Department which will be forwarded to Director, BCUD.
 - c. The panel approved by RRC will be forwarded by the Director, BCUD to the COE to be placed before the BOE.

E. Preservation of Thesis:

COE will forward the accepted/approved thesis to

- a. The university library
- b. The concerned Department
- a. The Guide and
- b. Two soft copies to UGC.

D E C L A R A T I O N

Certified that this dissertation/thesis is a bonafide record of work done by _____ Ms. _____ during the Period _____ at the Department of _____ SNDT Women's University, Mumbai. It is submitted in partial fulfillment of the requirements for M.Phil./Ph.D. Degree in _____.

Signature _____

Guide _____

Date: _____

I declare that the form and content of the above mentioned thesis are original and have not been submitted, in part or full, for any other degree/ diploma of this OR any other University or Institution.

Signature _____

Guide _____

Date: _____

Certificates to be submitted

- (a) The original statement of marks of the qualifying examination along with its copy.
- (b) The original certificates of passing the qualifying examination along with its copy.
- (c) The Migration Certificate from the Statutory University of Board duly recognized by the University, from where she is migrating.
- (d) Attested copy of marriage certificate (in case of name change)

RECOGNITION OF M.Phil. / Ph.D. GUIDE

The eligibility criteria for recognition of M.Phil/Ph.D guide are as follows:

1. The following faculty members who themselves have a Ph.D. degree will be treated automatically as Ph.D. guides.
 - a. Professor in University departments (By selection /under CAS)
 - b. Associate Professor in University departments (By selection /under CAS)
 - c. Librarian of the University with Ph.D.
2. The following members can apply to the University in prescribed proforma along with the prescribed fee for recognition of Ph. D. Guideship
 - a. Principal with Ph.D.
 - b. Teaching faculty who have three years of teaching experience (including in PG Teaching) **after** acquiring Ph.D. degree in the concerned subject. Three years teaching experience at PG level or 10 years full-time teaching experience at Undergraduate level and recognized as a P.G.Teacher.
 - c. Those who are recognized PG Teacher.
 - d. College librarians with Ph.D. degree in the concerned subject with 10 years' experience
 - e. University Deputy Librarians with Ph.D. degree in the concerned subject with 10 years' experience
 - f. Eminent scholars/Artists who have made path-breaking contributions including construction of knowledge in the irrespective field
 - g. A person with Ph.D. degree working as a senior research fellow for a period of 10 years in a reputed national or a regional research institute/industries

Criteria for granting recognition as Guide

The RRC will consider the following criteria before granting recognition as M.Phil/Ph.D. guide. In addition to the teaching experience they will be required to fulfill the following criteria.

- a. At least 5 publications in peer-reviewed/refereed journals or books (Edited or authored other than text books) –waiver may be admissible for any two of the following—research project with a minimum budget of Rs. 3 lakhs - (1), Two minor research projects with less than Rs.3 lakhs budget(1), (research projects of UGC, ICSSR and other official national and international organizations) Chapters in books with ISBN number (1)
- b. Research publication such as Ph.D. thesis or any other dissertation at the University level shall not be considered as requisite publication for the purpose of recognition as a guide.
- c. The decision of RRC about the quality of publications to determine their acceptability will be final.

Other guidelines

- I) All the guides from the University departments and its institutions where Ph.D. program mes are initiated will be "Internal Guides".
- II) Guides from conducted and affiliated colleges as well as recognized institutions will be "External Guides"

- III) Recognition as External Guides' will be valid for a period of 5 years.
- IV) Senior research scholars/fellows and eminent scholars will be "Invited Guides".
- V) Recognized guides of the University departments can guide maximum five M.Phil and eight Ph.D. students at any given time. The reservation policy will be applicable as per the Government directives.
- VI) The external and invited guides shall be entitled to guide maximum two M.Phil/two Ph.D. students
- VII) The recognized guides of the University can register the students for Ph.D. guidance up to the age of 65 years.
- VIII) The recognized guides may continue to guide Ph.D. students not beyond the age of 70 years.

Rules for Co-Guide System:

1. The "Principal Guide" shall be from the University Department/ University Institution, while the co-guide can be from:
 - a. The same University Department / University
 - b. Any other Department of the University.
 - c. Outside organization.
 - d. The guide should have no objection for the co-guide.
2. The primary responsibility for proper conduct of research work shall rest with the principal guide.
3. The Principal guide shall be solely responsible for all the administrative and academic duties. The academic responsibilities may be shared as mutually decided by the principal guide and co-guide.
4. BCUD Director shall intimate to the Principal guide and Co-guide about allotment of student along with a copy of the Ph.D. rules.
5. The dissertation when completed shall be certified and duly signed by both the principal guide and co-guide.
6. At the Viva-Voce Examination, the presence of the co-guide may not be essential. However, the co-guide must be informed about the Viva-Voce Examination and be invited to attend.
7. There shall not be more than one co-guide for a Ph.D. research at any given time.
8. The principal guide will be solely responsible for the entire coursework of the student.

Format of Ph. D. Thesis - M. Phil. Dissertation

- Title Page : (In capital letters)

TITLE OF THE THESIS /DISSERTATION

NAME OF THE STUDENT

NAME OF THE GUIDE

NAME AND ADDRESS OF THE DEPARTMENT

YEAR OF SUBMISSION OF THE THESIS

- The title page should be included inside the thesis also. It will not have any page number.
- Declaration of the student with the signature of the student and the guide (Draft attached).
- Acknowledgements
- Contents

Chapters	Page Nos.
Index (if any)	i
1. Chapter title	1
1.1 Section	2
Appendices	
List of Tables	
List of Graphs	
List of Figures	
List of abbreviations	
Bibliography (inclusive of references in the text)	

- Thesis / dissertation should be typed with 12 font and double spacing, Times / New Roman on A4 size white bond paper.
- Title page will not have any page number. From the Declaration till the Chapter no. 1 page numbers should be in small roman numbers.
- First chapter will begin with page no. 1
- Each chapter will begin on a new page.
- The titles of the chapters will be in capital letters.
- The titles of the tables, graphs and figures will be in capital letters.

- The numbers of the tables, graphs and figures should contain the chapter number and the number of the table e.g.

TABLE 1.1: TITLE OF THE TABLE

- The references that appear in the text should have the name of the writer and the year of publication in brackets.
- Appendices may come at the end of the chapter or after the final chapter and before the bibliography.
- Bibliography will be given at the end of the thesis.
- A standard format should be followed for the references and the bibliography as it is prevalent in the respective discipline. They should appear in the alphabetical order.
- Internet references for a writer will appear in the bibliography in the alphabetical order.
- Other website references should appear after the references.
- Thesis should be hard bound (and not spiral bound). Embossing on the thesis should be in gold.
- At the side of the bound thesis in gold embossing following will appear:

Degree

Name of the Student

Year of submission of the thesis