



SNDT Women's University, Mumbai

Award of M.Phil./Ph.D. Degrees Regulations 2016

**(As per the University Grants Commission Minimum Standards and Procedure for Award of
M. Phil. / Ph. D. Degrees Regulations, 2016)**

**SNDT Women's University, Mumbai
1, Nathibai Thackersey Road
Mumbai - 400 020
sndt.ac.in**

Academic Council
16.05.2019

**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road,
Mumbai - 400 020.

Ref.No.: Acad. Council.03/2019-20/ 145

June 26, 2019

To,
Dr. Archana Bhatnagar,
Officer on Special Duty,
SNDT Women's University,
Mumbai - 400 020.

Madam,

This is to inform you that, the Academic Council at its meeting held on May 16, 2019 has considered the following items and passed the resolutions as attached herewith.

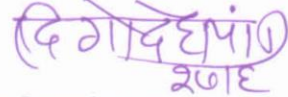
Agenda Item No.19

To consider the revised M.Phil/Ph.D Degrees Regulations 2019.

In view of the above you are hereby requested to take necessary action in the matter in accordance with the resolution passed by the Academic Council and submit the compliance report in the prescribed format, within eight days of action taken.

Thanking you,

Yours faithfully,



(Dr. Deepak Deshpande)
Registrar

Encl: As above

C.C.to:

1. Director, Board of Examinations and Evaluation, Juhu, Mumbai,
2. The Assistant Registrar, Academic Section.

Academic Council
16.05.2019

Agenda Item No.19

To consider the revised M.Phil/Ph.D Degrees Regulations 2019.

Information/ Discussion:

The revised M.Phil/Ph.D Degrees Regulations (**Appendix Q**) are placed before the house for consideration

Resolution:

Resolved that, the revised M.Phil/Ph.D. Degrees Regulations, 2019 annexed as **Appendix Q** be approved and confirmed.


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(Dr. Deepak Deshpande)
Registrar

DIRECTION NO.1 OF 2017

ELIGIBILITY CRITERIA AND PROCEDURE FOR REGISTRATION OF CANDIDATES ALLOTMENT OF SUPERVISORS/ AND RESEARCH TOPICS, SUBMISSION OF M. Phil. DISSERTATION AND Ph.D. THESIS AND ITS EVALUATION FOR THE AWARD OF DEGREE OF M. Phil. DISSERTATION AND Ph.D. (DOCTOR OF PHILOSOPHY) THESIS DIRECTION, 2016

(Direction issued under Section 12(8) of the Maharashtra Public Universities Act, 2016)

Whereas the Maharashtra Public Universities Act 2016i.e. Maharashtra Act No. VI of 2017 (herein after referred to as the Act) has come into force with effect from 1st March, 2017.

AND

Whereas the University Grants Commission (UGC), in supersession of the UGC (Minimum Standards & Procedures for Awards of Ph.D. Degrees of the universities) Regulation, 2009 has issued University Grants Commission (Minimum Standards & Procedures for awards of M.Phil. / Ph.D. Degree) Regulations, 2016 vide its Notification dated 5th May 2016 published in the Gazette of India No. 278, Part III – Section 4, dated 5th July 2016, necessitating issuance of a Direction regarding Minimum Standards and Procedures for award of M .Phil. and Ph. D. Degrees.

AND

Whereas, the Secretary University Grants Commission, New Delhi Vide No. F.No.20-1/2014(PS) dated 17th March 2017 has issued the Public Notice for defining the words “Regular Mode” appearing in the University Grants Commission’s regulation on minimum qualifications for appointments of teachers and other academic staff in Universities and Colleges and measures for the Maintenance of Standards in Higher Education 2010 (4th Amendment) notified in Gazette of India on 11th July 2016, it has mentioned that the Ph.D. should be in a regular mode. The UGC at its meeting held on 22nd February 2017 has decided that Ph.D. degrees which are pursued either full-time or part-time will be treated as degrees awarded through ‘Regular Mode’ provided these are in conformity with the existing statutes/by-laws/ordinances, etc. of the degree awarding university. However, Ph.D. acquired under distance mode is not permitted.

AND

Whereas the Vice-Chancellor had appointed a committee for making appropriate recommendations and suggestions in the light of letters issued by the UGC from time to time

AND

Whereas, the committee has submitted its report on 08-12-2016 along with the recommendations and suggestions to be incorporated.

AND

Whereas, the Vice-Chancellor has accepted the report of the committee under provision of section 12(7) of the Act, on behalf of the authority namely – Board of Research which is competent to decide upon policy for maintenance of Standards of Research for M.Phil. / Ph.D. Degrees in consonance with the norms of the University Grants Commission and other Regulatory Bodies

AND

Whereas the Academic Council and the Management Council of the University in the meetings held on 09.02.2018 and 17.02.2018 respectively have accepted the said UGC Regulations, 2016 and have also decided to implement it in the University for which an Ordinance is required

AND

Whereas the process of making an ordinance is a time consuming one and since the existing ordinances for award of M.Phil. and Ph.D. Degree are found to be inconsistent with the UGC Regulations, 2016. (to verify ordinance from Exam Section)

AND

Now, therefore, I, Prof. Shashikala Wanjari, Vice-Chancellor, S.N.D.T. Women's University, in exercise of the powers vested in me under provision of Section 12(8) of the Act, do hereby issue the following Directions: - (to verify ordinance from Exam Section)

- 1) This Direction shall be called “Eligibility criteria and procedure for registration of candidates, allotment of supervisors and research topics, submission of thesis and its evaluation for the award of Degrees of M.Phil. and Ph.D. (Doctor of Philosophy) Direction, 2016” (hereinafter “the Direction”).
- 2) This Direction shall come into force from the date of its issuance.
- 3) **Scope:**
 - a. This Direction shall govern the award of M.Phil./Ph.D. Degree in all the faculties in the University.
 - b. This Direction shall apply to the university / institutions / conducted colleges / constituent colleges / affiliated colleges and an institution recognised by the University for the purpose of research
- 4) **Definitions**

In this Direction, unless the context requires otherwise;

 - a. “Act” means the Maharashtra Public Universities Act, 2017 (Maharashtra Act No.VI of 2017).
 - b. “Board of Studies” means a Board for a particular subject or group of subjects constituted as per provisions of Section 40(2) of the Act.

- c. College means a college as defined under section 2(12) and 2(22) of the Act.
- d. "Faculty" means a faculty constituted as per the provisions of Section 34(4) of the Act.
- e. "Head, Place of Research" means the Head of the "place of the research", designated by the University/Principal of the College/Director of the Institute.
- f. "Place of Research" means all the post-graduate teaching departments of the University and includes any other place, which is duly recognized as the "place of research" by the University.
- g. "Ph.D. Entrance Test(PET)" means the entrance test conducted by the S.N.D.T. Women's University in accordance with the (applicable) rules framed by the University in this regard.
- h. "Ph.D. degree programme in Regular Mode" means either full-time or part-time Ph.D. degree programme of the University
- i. "Post Graduate Department" means a department in a college or institution of higher learning, research, or specialized studies, recognized to be so by the University and imparting post-graduate instruction or guidance for research and includes the post-graduate teaching department of the University.
- j. "Research Advisory Committee means a committee as provided under this Direction
- k. "Research & Recognition Committee" means a committee for the particular Board of Studies constituted by the University as per provision of Section 37 (2) (a) of the Act.
- l. "Supervisor" means M.Phil./Ph.D. supervisor who is recognised as a supervisor as per the provisions of this Direction
- m. "University" means S.N.D.T. Women's University, Mumbai.

M.Phil./Ph.D. Degrees Regulations 2016

1. Short title, Application and Commencement

- 1.1. These Regulations may be called SNTD Women's University guidelines for M.Phil. & Ph.D. programme 2019 based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 First & Second Amendments.
- 1.2. These guidelines are the amendments to the guidelines issued vide Circular No. Mgmt.C/2017-2018/417 dated March, 9, 2018.
- 1.3. These guidelines shall come into force from the date of their issuance

2. Eligibility criteria for admission to the M.Phil.:

Subject to the compliance with the requirements of this Direction, an applicant fulfilling the following criteria shall be eligible for registration for the award of M.Phil. Degree of the University.

- 2.1 Women candidates for admission to the M.Phil. programme shall have a Master's degree in a relevant/allied discipline(s) from a University Grants Commission's (UGC) recognised university/ institution or a professional degree declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from an overseas educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC /ST / OBC (non-creamy layer)/Differently-Abled and other categories of candidates or for those who had obtained their Master's Degree prior to 19th September, 1991. (The relaxation will be as per the Direction of the Commission from time to time). The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3. Eligibility criteria for admission to the Ph.D. programme

Subject to the compliance with the requirements of this Direction, an applicant fulfilling the following criteria shall be eligible for registration for the award of Ph.D. Degree of the University

- 3.1 Women candidates for admission to the Ph. D. programme shall have a Master's degree in a relevant/allied discipline(s) from a University Grants Commission's (UGC) recognised university / institution or a professional degree declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from an overseas educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

3.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC /ST / OBC (non-creamy layer)/ Differently-Abled and other categories of candidates or for those who had obtained their Master's Degree prior to 19th September, 1991. (The relaxation will be as per the Direction of the Commission from time to time). The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3.3 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be provisionally admitted to the Ph.D. programme fulfilling other criteria of Ph.D. admission.

3.4 Candidates possessing a degree considered equivalent to M.Phil. degree in a relevant/allied discipline(s) of an Indian University/Institution or from an overseas educational institution accredited by an Assessment and Accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

4. Procedure for Admission for M.Phil./Ph.D.:

4.1 Procedure for Application

4.1.1 Application form for the M.Phil. / Ph.D. programme will be available on payment of prescribed application fee at the Academic Section of SNTD Women's University between 11.00 A.M. and 4.00 P.M. from Monday to Friday except public holidays. Application forms can also be downloaded from official website of the University and applicants will be required to pay the prescribed application fee at the time of submission of the form, to the University. Payment should be made in the form of a demand draft in favour of "Registrar, SNTD Women's University", payable at Mumbai. The details regarding the payment of the application fee will be made available on the University website at the time of the announcement of the PET.

4.1.2 Application forms should be complete in all respects and should be submitted to the Academic Section. Application form along with the demand draft may be submitted by post as well.

4.1.3 The following documents should be submitted with the application form. Two attested copies of:

- a. The mark-sheet of Post Graduate Examination or that of the corresponding equivalent degree.
- b. Passing Certificate / Degree Certificate of Post Graduate examination
- c. Marriage Certificate / Affidavit (in case of name change).
- d. Caste Certificate (except for Open Category).
- e. Medical certificate given by a competent authority in case of candidates with physical and sensory challenge
- f. Certificate of any other qualifying examination (as mentioned under eligibility criteria)

4.1.4 Those candidates who satisfy the eligibility criteria will be permitted to appear for the entrance test.

Important note:

- a. Only attested photo copies of the original mark-sheets will be accepted. (Downloaded mark-sheets will not be accepted.)
- b. Candidates, whose results of qualifying degree are not declared, are not eligible.

4.2 Ph.D. Entrance Test (PET)

Ph.D. Entrance Test will consist of Written Test and Interview.

4.2.1 Written Test

The written test will be conducted simultaneously at Mumbai and Pune campuses of the University in the month of November-December every year. The date of the test will be announced on the University website.

The written test will consist of two sections: (i) Research Methodology (50 marks) and (ii) Subject domain (50 marks). A relaxation of 5% of marks from 50% to 45% will be allowed for those belonging to SC/ST/OBC (non-creamy layer) and differently-abled candidates.

The result of the written test will be displayed on the University website. Those who clear the written test with minimum of 50% marks will be eligible for interview.

Format for each of the sections of the written test:

Objective type questions (20) : 20

Short answer questions (3) : 15

Long answer questions (1) : 15

The Academic Section will be responsible for the written test and will coordinate with the Heads of the concerned University Departments in this regard.

4.2.2 Exemption from appearing for written test

Candidates who have cleared NET/SET(Maharashtra) /GATE/JRF/GPAT examination of apex bodies such as CSIR/ICMR/ICAR/UGC/DBT/AICTE are exempted from appearing for the written test but will be required to appear for personal interview at the respective departments.

Those candidates who have completed M.Phil. Degree in a relevant/allied discipline(s) from a UGC recognised University/ Institute are exempted from appearing for the written test but will be required to appear for personal interview at the respective departments.

4.2.3 Interview

Those candidates who are qualified through the written test or are exempted from it will be eligible to appear for the interview and clear the interview at 50% passing criteria. The dates for the same will be declared on the website.

Students are expected to make a 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	: 10 marks
Competence for research	: 10 marks
Communication skills	: 10 marks

The interview will be conducted by an interview committee constituted by the Head of the concerned University Department consisting of:

- a. Head of the Department
- b. One senior member of the department who is also a doctoral supervisor. In the absence of such a member within the department, a senior member from any related department who is also a doctoral supervisor.
- c. One external expert.
- d. One member who is Professor/ Associate Professor/ Assistant Professor representing reserved category should also be a recognized Ph.D. Supervisor of the SNDT Women's University.

4.3. Declaration of result & Admission of student.

- 4.3.1. The merit list of the selected candidates will be made available on the website of the University. Weightage of 70% to the written test and 30% to the performance in the Interview shall be given while preparing the merit list.
- 4.3.2. The admission will be granted as per the availability of seats in the specific subjects. While granting admission to students to M.Phil. / Ph.D. programmes, the Department / Institute should follow the Maharashtra State Reservation Policy.
- 4.3.3. The results of PET will be valid for three years. In case of unavailability of supervisor beyond three years, the case will be referred to the University Authorities by the respective Head.

5. Allocation and Recognition of Research Supervisor:

5.1 The allocation of Research Supervisor for a selected research student shall be decided by the Research Advisory Committee (RAC) depending on the number of existing students per research Supervisor, the available specialization among the supervisors and research interests of the research students as indicated by them at the time of interview, by following procedure outlined below (5.1.1 to 5.1.6). The Maharashtra State Reservation Policy will be applicable at the time of allocation of research supervisor.

- 5.1.1. The students declared eligible for Ph.D. programme will be given a list of Supervisors available with the department/ recognized institutes in which they will be registered along with the vacancies available with the Supervisor.
- 5.1.2. The student may approach a Supervisor of her choice and interact with him/her giving both of them a chance to know if their areas of research interest match.
- 5.1.3. If the Supervisor agrees to guide the student, He/she may inform his/her consent to the Head of the department in which the student will be registered.
- 5.1.4. The Head in consultation with RAC will check the number of students already registered under the Supervisor and inform the Academic Section about allocation of a particular student to the respective Supervisor.

- 5.1.5. The Academic Section will send letter of allocation of guide to the Head, the Supervisor and the Student concern.
- 5.1.6. The student will then pay fees to the department and get registered for the Ph.D. programme.
- 5.2 A research supervisor may be allocated a new research student after a previous one has submitted her thesis.
- 5.3 In case of topics which are of an inter-disciplinary nature or require additional expertise, where the concerned Department/Institute etc. feels the need for external expertise, a Co-Supervisor from outside the Department/ College/Institution / Organisation may be suggested. The primary responsibility for entire research work shall rest with the principal supervisor from the department/in Institution etc.
- 5.4 The co-supervisor should be approved by the Research Advisory Committee(RAC) and Research and Recognition Committee (RRC).
- 5.5 In case certain facilities for research do not exist in the jurisdiction of the University, the research student may be permitted by the supervisor and the Head of the Place of Research to carry out her research work at an institution approved by any Statutory University or by Central/State Government outside the jurisdiction of the University for such period as may be approved by the RRC in advance.
- 5.6 In case of relocation (outgoing/incoming) of an M.Phil./Ph.D. student, the research data shall be allowed to be transferred to the University to which the student intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The student will however give due credit to the parent supervisor and the institution for the part of research already done.
- 5.7 Admission to the incoming students after relocation shall be considered subject to the vacant seats in the concerned department, Institution etc.
- 5.8 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot supervise up to three (3) M.Phil. and eight (8) Ph.D. students. An Associate Professor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. students and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. students.
- 5.9 Maharashtra state reservation **policy shall be applicable in allocation of research students to supervisors.**
- 5.10 The supervisor or the co-supervisor shall not be a direct or collateral relation of the candidate.
- 5.11 Any regular Professor of the University/Department/Institution/College with at least five research publications in refereed/peer reviewed journals and any regular Associate Professor of the University/Institution/College with a Ph.D. degree and at least five research publications in refereed/peer reviewed journals may be recognized as Research Supervisor.
- 5.12 Any regular Assistant Professor of the University/ post-graduate Institution/ post-graduate centres/Recognized Research centre/Constituent / Conducted/Affiliated College/ Recognized Institute of the SNTD Women's University with a Ph.D. degree and have at least five

independent research publications in refereed/peer reviewed journals (not based on Ph.D. work) after 2 years of Ph.D. degree. Such a faculty member must be approved as a research Supervisor with the approval by the RRC.

- 5.13 In areas/disciplines where there is no or only a limited number of refereed/peer reviewed journals, the University /Institution / College may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 5.14 All the publications referred above in 5.11 to 5.13 will be subjected to plagiarism check as per the prescribe norms by SNTD Women's University, BMK Knowledge Resource Center.
- 5.15 The existing external / retired Ph.D. supervisor shall continue as Ph.D. supervisor of the University until the last research student under her / him submitted the M.Phil. dissertation / Ph.D. thesis to the University or the period of registration of such research student has expired, whichever is earlier.

5.14 Change of Supervisor

- 5.14.1 If a student desires a change of her research supervisor, she should submit her application with reasons given in writing and with No Objection Certificate (NOC) from the supervisor to the Head of the Department. In the event of NOC not being available from the Supervisor within two months of application, the Head of the Department will forward the application to the University authorities to be placed before the RRC. The decision of RRC shall be final in allotment of new supervisor.
- 5.14.2 Head of the Department / Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute will place the applications or change of supervisors in RAC. RAC will allot a new supervisor and seek approval for the same from the RRC.
- 5.14.3 In event of demise/ineligibility/ inability of the supervisor on any grounds, the procedure mentioned in 5.14.1 & 5.14.2 shall be followed.
- 5.14.4 In case of such a change the student shall be required to work for a minimum period of twelve months under the new supervisor prior to submission of her synopsis.

6. Registration

- 6.1 The Head of the concerned Department / Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute will forward the list as per clause 5 (along with the merit list) of the selected candidates to the concerned University office. The list of qualified but waitlisted candidates should also be forwarded to the University Office.
- 6.2 As noted in 5.1.5. the letter of registration will be issued by the University to the candidates who may be admitted for M.Phil. / Ph.D. programme and to their respective supervisors through the Head of the Department.
- 6.3 The Head of the Department / Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute will notify the concerned University office on admission of the waitlisted students and the allotted supervisors (as list in 5.8) as per the merit list whenever there arises a vacancy.

- 6.4 After receiving the letter from the University regarding the admission the student will fill up the registration form (Annexure 1) and pay the Registration and the First Term fee (Annexure 2) in the concerned Department / Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute. Fees once paid will not be refunded.
- 6.5 Terms of six months each, shall commence from January and July immediately on registration. Terms will be from January to June and from July to December. Fees for each term shall be paid in the concerned Department/ Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute (Annexure 2)
- 6.6 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.
- 6.7 The concerned Department will forward the migration certificate to the Director of Examinations and Evaluation.
- 6.8 The University shall maintain the list of all the registered M.Phil. / Ph.D. students on a yearly basis. This will be updated every year in the month of January after the registration of the newly enrolled students. The list shall include the name of the registered student, the topic of the research, name of the supervisor and the date of the registration.

7. M.Phil. and Ph.D. Programme: Course-work

The M.Phil. and Ph.D. programme shall comprise of course-work and research work.

After admission, all M.Phil. / Ph.D. students shall be required to undertake course-work in the first two semesters. An extension of one term may be given on the recommendation of the Research Advisory Committee (RAC).

7.1 M.Phil. Course-work

The detailed syllabus for the M. Phil. Course-work will be framed by the Research Advisory Committee (RAC) based on the structure given below. This will be placed before the Research and Recognition Committee (RRC) and then to the Academic Council for approval.

Coursework for M. Phil.

Sr. No.	Course Content	Semester	Credits	Marks
	Coursework		12	300
1.	Research Methodology	I	04	100
2.	Review of Literature	I	02	50
3.	Research Proposal (Write up + Presentation)	II	02	50 (25 + 25)
4.	Theory Paper (In the concerned discipline)	II	04	100

The Head of the Department will arrange to conduct the coursework. The guidance lectures will be arranged by the Department / Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute for two papers – i. Research Methodology and ii. Advance Theory. A minimum of 20 hours each of guidance lectures for both the papers may be arranged by the Department. After the

completion of the coursework the mark sheet will be issued to the student by the Director, Board of Examination & Evaluation who will be informed by the Head of Department.

Minimum percentage for passing the M.Phil. coursework will be 55% (as per UGC guidelines, 2016). M.Phil. student has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation / thesis.

7.2 Ph.D. course-work

Coursework for Ph.D. (12 Credits)

Sr. No.	Course Content	Semester	Credits	Marks
1.	Research Methodology	I	04	100
2.	Research Proposal (Write up + Presentation)	I	02	50 (25 + 25)
3.	Review of Literature	II	02	50
4.	Term Paper – I	II	02	50
5.	Term Paper – II	II	02	50

The Research Supervisor will arrange to conduct the coursework in consultation with the Head of the Department. After the completion of the coursework, a completion certificate will be issued by the Director, Board of Examination & Evaluation which may also include bridge course certificate.

Minimum passing marks for the Ph.D. coursework evaluation will be 55 %. (as per UGC guidelines 2016). Ph.D. student has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation / thesis.

7.3 Exemption from Course-work:

Ph.D. students with M.Phil. degree are exempted from course-work 1, i.e. Research Methodology. They have to complete the remaining components of course work.

Students who do not complete M.Phil. / Ph.D. within the required time period and therefore re-register for Ph.D. within a period of three years will be exempted from course-work, provided the course-work was already successfully completed.

7.4 Bridge Courses:

For students who are interested in doing Ph.D. in a subject (that allows for interdisciplinary work), beyond the subject of their specialization at the Masters and/or M.Phil. level, will be required to successfully complete Bridge Course (of 8 credits) in the chosen field.

The Head of the Department will arrange the framing of the syllabus for the bridge courses. The Syllabus for the bridge courses will be designed by Department / Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute and approved by RAC. The syllabus will be forwarded to the University to be placed before the respective RRC.

The minimum passing requirement of bridge courses will be of 55%. If a student fails to clear bridge courses, along with the course-work, her registration will be cancelled.

8. Research:

8.1 Dissertation

M. Phil. Dissertation (12 Credits)

Sr. No.	Dissertation	Semester	Credits	Marks
1.	Research Report (Internal Examiner + External Examiner)	III & IV	08 (04+04)	200 (100+100)
2.	Viva-Voce (Internal Examiner + External Examiner)	IV	04 (02+02)	100 (50+50)

Minimum percentage for passing the M.Phil. examination will be 50%.

8.2 Ph.D. Research

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 SNDT Women's University.

The thesis may be written in English, Marathi, Gujarati or Hindi provided the supervisor is conversant with the chosen medium.

8.2.1 Research Proposal

8.2.1.1 Only after completion of Course-work (maximum 1.5 years), Ph.D. students will submit five copies of the research proposals to the Head of the Department / Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute through the supervisor.

8.2.1.2 If the proposal is in a language other than English, the student should submit two translated copies in English in addition to the five copies.

8.2.1.3 The Head of Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute shall call for a meeting of the RAC within 30 days of receipt of the research proposal, with prior intimation to the Academic Section and minutes of the RAC should be send to the Academic Section within 7 days of holding RAC meeting.

8.2.1.4 The Research student shall be required to make a presentation of the proposal to the RAC.

8.2.1.5 The RAC shall scrutinize the research proposal and interview the student to determine the feasibility of the research proposal.

- 8.2.1.6 The RAC shall approve, suggest modification(s) or reject the proposal. If a proposal is rejected, the candidate shall resubmit a fresh proposal within three months. The RAC may recommend, if necessary a Co-supervisor to the candidate even at this stage.
- 8.2.1.7 The approved research proposal (eight copies) will be forwarded to the Academic Section to be placed before RRC for the approval of the proposal/title.
- 8.2.1.8 The RRC shall approve or suggest modification(s) or reject the proposal/title. If a proposal/title is rejected the student may submit a fresh proposal/title to the Academic Section for the confirmation of the title within three months of intimation from the University.
- 8.2.1.9 If the RRC approves the title, the University will issue letter of approval of the title (within 30 days) with a copy to the concerned Supervisor(s), Head of the Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute and Director of Examinations and Evaluation.
- 8.2.1.10 If a student requires to revise her research proposal/title due to unforeseen circumstances, she shall submit the revised proposal/title to RAC and subsequently to RRC for re-approval within a year of approval. The number of academic terms for Ph.D. programme shall remain unchanged in such cases.

9. Duration of the Course M. Phil. and Ph. D. Programme

M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters/ one year and a maximum of four (4) consecutive semesters / two years.

Ph.D. programme shall be for a minimum duration of six semesters /three years, including course work and a maximum of twelve semesters/ six years.

9.1 Extension of terms

- 9.1.1 The extension of one year for M.Phil. and two years for Ph.D. is permissible for all students.
- 9.1.2 In addition, the candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil./Ph.D. for up to 240 days. The student will be required to pay the respective term fees during the leave period.
- 9.1.3 The Ph.D. student should apply to the Head of the Department /Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute through the supervisor for extension, if required, two months prior to the semester end (for seventh semester to twelfth semester). The RAC of University Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute is empowered to grant this extension up to six years.
- 9.1.4 M.Phil. Student's extension for 3rd year (5th and 6th term) may be sanctioned by the RRC. For Ph.D. Students, the extension beyond six years, for the 7th year (13th and 14th term) may be

sanctioned by the RRC and the application for the extension for the 8th year (15th and 16th term) may be forwarded to the Vice-Chancellor through RRC. The approval for the 8th year (15th and 16th term) may be granted by the Vice-Chancellor.

9.1.5 The application for extension should be submitted in the prescribed format (Annexure 3) along with a covering letter by the student with the recommendation of the supervisor.

9.1.6 The Research student's registration stands cancelled, if she is not granted approval for extension by the RRC/Vice-Chancellor or is unable to submit the M.Phil./Ph.D. thesis within the specified time period.

9.2 Progress Reports

9.2.1 From the date of registration, progressively at the end of every semester, the student should prepare the semester wise progress report (Annexure 4) and submit the same along with photocopy of fee receipt to the Head of the University Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute within one month.

9.2.2 The progress report will be placed before the RAC for approval after every term.

10. Cancellation of Registration

10.1 The registration of a student may be cancelled by the RRC-

- a. If the student fails to clear the bridge course/s along with the course-work (if applicable)
- b. If the student fails to complete course work within first 3 semesters.
- c. If progress reports of two consecutive semesters are not submitted or fees of two consecutive semesters are not paid.

10.2 On the recommendation of the RRC, the University will notify about the cancellation of registration to the concerned student along with a copy to the concerned authorities (Research supervisor, Head of the concerned University Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute and the Director of Examinations and Evaluation).

10.3 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 and interview.

11. Re-registration:

11.1 Re-registration will be allowed only once.

11.2 Students who re-register within three years of the date of expiry of registration may apply to RRC for exemption from coursework.

- 11.3 Students who re-register with a break of 3 years or more will be required to do the prescribed coursework.

12. Paper Presentation and/or Publication requirements:

- 12.1 M.Phil. students shall present at least one (1) research paper in a conference/seminar prior to the submission of the dissertation.
- 12.2 Ph.D. students must publish at least one (1) research paper in refereed/peer reviewed journal and make two paper presentations in conferences/seminars before the submission of the thesis.
- 12.3 Documents in the support of point no 12.2. in the form of acceptance letter / certificates of presentation / reprints shall be submitted at the time of thesis submission and put up in the Annexure.

13. Submission of Ph.D. Synopsis:

- 13.1 The student will submit the synopsis (8 copies) within the 6 months of satisfactory completion of the research work undertaken for the award of Ph.D. degree to the University Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute.
- 13.2 At the time of submission of the synopsis, the student must also produce all original semester fee receipts (inclusive of the current term) with a photocopy of each to the University Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute. The Head of the Department will verify the payment of fees and issue a certificate to that effect.
- 13.3 The University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute shall arrange for the meeting of the RAC for the presentation of the synopsis within one month of the submission of the synopsis by the student.
- 13.4 The student shall make a presentation in the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute on the M.Phil. dissertation/ Ph.D. synopsis before the Research Advisory Committee which shall also be open to all faculty members and students. The feedback and comments received at the time of presentation should be suitably incorporated into the draft dissertation / thesis in consultation with the Research Advisory Committee (RAC).
- 13.5 After the approval of the synopsis by the RAC eight copies of the synopsis shall be sent to the Academic Section by in the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute to be placed before the RRC. If the synopsis is written in a language other than English, the concerned head will get from the student two copies of English translation of the synopsis.
- 13.6 After the approval of the synopsis by the RAC, the student shall submit four copies of the synopsis, examination form and the synopsis fee to the Ph.D. Section at Pariksha Bhavan. (Annexure 5)
- 13.7 The panel of examiners recommended by the RRC shall be forwarded to the Vice-Chancellor for selection of the final examiners.

13.8 The panel of examiners suggested by RRC should comprise of three examiners for M.Phil. Dissertation and six examiners for Ph.D. of which at least three should be from outside the state (An exception may be exercised by the RRC for thesis written in languages other than English). The Ph.D. thesis submitted by a research student shall be evaluated by her research supervisor and at least two external examiners including one from outside the state, who are not in employment of the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute.

14. M.Phil. Dissertation / Ph.D. Thesis Submission Process:

14.1 The supervisor shall submit the soft copy of the M.Phil. Dissertation / Ph.D. thesis forwarded through University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute, to the Director of BMK Knowledge Resource Centre of SNTWU for plagiarism check. The Head of the Department will forward the certificate to the supervisor and the student.

14.2 M.Phil. Dissertation/ Ph.D. thesis shall be submitted by the student through the supervisor to the Head of the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute who in turn shall forward the same to the Director of Examinations and Evaluation.

14.3 Ph.D. thesis may be submitted to the Examination Department not before two months and not later than six months after approval of the synopsis by the RRC, failing which she has to resubmit the synopsis through RRC along with the requisite fees.

14.4 While submitting the dissertation / thesis the student should incorporate the following documents in the thesis and submit the same to the DOEE forwarded through the Head of the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute.

- a. Certificate of paper presentation in the seminar / conference, reprint of the published papers or the acceptance letters for publication of research papers.
- b. Clearance certificate related to plagiarism from SNTWU BMK Knowledge Resource Centre.

15. Format of M.Phil. Dissertation / Ph.D. Thesis:

15.1 The dissertation / thesis should be arranged in the following order:

- a. The cover page (Annexure 6)
- b. An undertaking from the research student and a certificate from the Research Supervisor attesting to the originality of the work. (Annexure 7)
- c. Acknowledgements
- d. Contents / Index
- e. Chapters
- f. Bibliography
- g. Appendices
- h. Certificate of paper presentation in the seminar / conference, reprint of the published papers or the acceptance letters for publication of research papers.
- i. Clearance certificate related to plagiarism from SNTWU BMK Knowledge Resource Centre.

15.2 The dissertation / thesis shall be printed using 1.5-line spacing, Verdana (size 10), Arial (size 10), or Times New Roman (size 12) fonts for English and preferably Unicode fonts for other approved languages. The dissertation/thesis should be printed on A4 size bond paper and on both sides of the paper with sufficient margins.

15.3 The student shall submit five hard bound copies of the dissertation / thesis at the time of submission.

15.4 After the viva-voce examination the students should submit two soft copies on DVD to the Examination Department.

16. Evaluation of the M. Phil Dissertation / Ph.D. Thesis:

16.1 The Examination Department will send the M.Phil. Dissertation / Ph.D. thesis to the examiners within one month after their appointment and within a week of receiving their consent.

16.2 The M.Phil. dissertation submitted by a research student shall be evaluated by her research supervisor and by one external examiner who is not in the employment of the home University/Institution.

16.3 The Ph.D. thesis submitted by a research student shall be evaluated by her research supervisor and two external examiners, who are not in employment of the home University/Institution, of whom one examiner may be from outside the State.

16.4 On receipt of a satisfactory evaluation report from both the external examiners, the Director of Examinations and Evaluation shall organize a viva-voce examination within one month. Viva-Voce Examination shall be organized at any one campus of the University / Institution. The student will face open defence.

16.5 If the report of one external examiner is favourable and the report of the other examiner is not favourable, it shall be sent to a third external examiner from the panel. If the third examiner's report is favourable, the thesis will be accepted. If the third examiner's report is unfavourable the thesis shall be rejected. If it is rejected, the student shall be considered to have failed and will be informed accordingly by the Department of Examinations and Evaluation.

16.6 If the evaluation reports from both the external examiner are not satisfactory, the candidate shall be considered to have failed and shall be accordingly informed by the Department of Examinations and Evaluation.

16.7. Revision:

16.7.1 If the report given by one external examiner is satisfactory and the second examiner suggests revision, the student will be informed through the supervisor 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 examiner who had recommended revision. If the examiner rejects the thesis / or the report is unsatisfactory even after revision it shall be sent to the third examiner on the panel. If the third examiner's report is satisfactory 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 Department of Examinations and Evaluation.

16.7.2 In case both the examiners suggest revision, the thesis shall be sent back to the student for revision through the supervisor. The student shall be required to re-submit the thesis within six months. Thereafter, it shall be sent back to the same examiners. The procedure thereafter regarding accepting and rejecting the thesis will be as mentioned earlier.

Note: In all of the above cases of revision the student will have to pay complete tuition fees of the last term and full examination fees again as per the prescribed rules until the thesis is resubmitted.

16.8 Conduct of Public Viva-Voce / or Open defence

16.8.1 The DoEE shall co-ordinate viva-voce examination in consultation with the research supervisor. The viva voce shall be conducted by internal and external examiners.

16.8.2 In case the Research Supervisor is not available for conducting the viva-voce after submission of his/her satisfactory report the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute, a person of the rank of Professor/Associate Professor/ Assistant Professor and recognized as Ph.D. Supervisor in the concerned subject will be appointed to act as an Internal Examiner by the Vice-Chancellor for the purpose of conducting Ph.D. viva-voce examination.

16.8.3 The viva voce shall be conducted by the external examiner.

16.8.4 After a satisfactory viva voce, the candidate shall become eligible for the award of the Ph.D.

16.9 Procedure for Open Defence:

16.9.1 The notice of the Open Defence shall be displayed on the website at least eight days prior to the viva voce by the Department of Examination and Evaluations. Notice will also be sent to all Heads of the Departments, Directors of Institutions, Centres in the University and to Recognised Institutes.

16.9.2 The student is required to make presentation based on the study undertaken. The examiner will conduct the viva-voce after the presentation. This will also include questions suggested by the second external examiner. Subsequently, the floor will be open for the audience. The question-answer session will not have any bearing on the result of the student. The Chairperson will conclude the Open Defence session.

16.10 Report of Viva-Voce Examination

The examiner and the supervisor shall prepare a consolidated joint report on the basis of the written reports of the examiners and performance of the candidate at the viva-voce examination, and submit the same to the Director of Board of Examinations and Evaluation immediately after the viva-voce.

16.11 Result

The Director of Board of Examinations and Evaluation shall accept the recommendations of the examiners and issue the notification to the concerned after following due procedure. The notification will include that the M. Phil / Ph.D. Programme has been carried out as per the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil. / Ph. D. Degrees) Regulations, 2016.

17. Preservation of Thesis

The Director of Examinations and Evaluation will forward the accepted thesis (both hard and soft copies) to:

- a. The University Library
- b. The University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute
- c. The Supervisor

18. Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the University shall submit an electronic copy of the M.Phil. dissertation/Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

19. Recognition for offering M.Phil./Ph.D. programmes by affiliated Colleges/Institutions

Academic, administrative and infrastructure requirement to be fulfilled by affiliated Colleges/Institutions for getting recognition for offering M.Phil./Ph.D. programmes:

19.1 Post-graduate departments of colleges, research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per the UGC Regulations 2016 shall be considered eligible to offer M.Phil./Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M.Phil./Ph.D. programme.

20. Grievance Redressal Committee:

There shall be a committee for redressal of grievances of the student. The constitution of the committee will be as follows:

- a. Dean of the concerned Faculty (Chairperson)
- b. Nominee of the Vice-Chancellor
- c. The Head of the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute

(If the complaint is against the Dean / Head, s/he shall not be members of the committee. In such a case the Vice-Chancellor may nominate other members).

The report shall include, among other things specific recommendations of the committee. Based on the recommendations of the committee, the Vice-Chancellor may issue appropriate orders. The orders of the Vice-Chancellor shall be final and binding on all parties.

21. Research Advisory Committee (RAC):

21.1. Composition of RAC:

Every department/post-graduate Institution/ post-graduate centres/Recognized Research centre/Constituent / Conducted/Affiliated College/ Recognized Institute shall have a Research Advisory Committee (RAC). The Research Supervisors of the student shall be the Convener and HOD will be the chairperson of this committee.

The constitution of the RAC will be as follows:

- a. Head of the Department – Chairperson
- b. Research Supervisors
- c. One External Expert from same/allied discipline
- d. An additional expert (Dean/ Associate Dean/BoS Chairperson/The Head of the University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute) for RAC other than University departments.

21.2 Functions of RAC

- To review the research proposal and finalise the topic of research.
- To scrutinize the revised /re-submitted research proposal and title within a month's time.
- To grant exemption to M.Phil. candidates from the Research Methodology course work.
- To approve any changes in the research proposal/and/or the title.
- To approve the progress report of the student for each term.
- To approve/ recommend to RRC the extension of the term for the student as per the guidelines.
- To approve and recommend to RRC the synopsis of the research student.
- To recommend a co-supervisor, if required.
- To recommend the matters to RRC wherever approval of RRC is required.
- In case the progress of the research student is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research student fails to implement these corrective measures, the Research Advisory Committee may recommend to RRC with specific reasons for cancellation of the registration of the research student.

21. Research and Recognition Committee (RRC)

The Research and Recognition Committee (RRC) for each Board of Studies will consist of:

1.	The Pro-Vice-Chancellor	Chairperson
2.	The Dean of the Faculty concerned and the Associate Dean of the concerned group of subjects (if any)	Member
3.	The Chairperson, Board of Studies	Member
4.	Two experts in the subject to be nominated by the Vice-Chancellor not below the rank of Professor, who have successfully guided at least three Doctorate of Philosophy (Ph.D.) students and have published research work in recognised or reputed national or international journals, anthologies, etc. one of whom shall be from outside the University.	
5.	The Head of the University Department will be a Permanent Invitee	

22.1 The Functions of RRC:

- To approve the title of research proposal base on the recommendation of RAC of thesis or dissertation in the subject
- To recommend to the Vice-Chancellor a panel of examiners for thesis / dissertation for awarding post-graduate, doctoral and higher degrees, based on the criteria as approved by the Academic Council
- To recommend to the Board of Deans, by following appropriate process, names of post-graduate teachers, research scientists in the recognised research and other institutions, active research and development experts having not less than ten years' experience in research and development laboratories or centres in variety of industries, for recognition as approved research Supervisors.
- To undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the faculty and the Academic Council.
- To approve the research Supervisors at University Department/Institution/ post-graduate Institution / post-graduate centres/ Recognized Research centre/ Constituent / Conducted / Affiliated College/ Recognized Institute).

(The registration form should be filled in by the research student after getting the registration letter from Director, BCUD)

REGISTRATION FORM

Name of the research student: _____

Registration No: _____

Address: _____

Email ID: _____

UID No.: _____

Telephone No.: _____

Name of the Department: _____

Faculty: _____

Subject: _____

Date of Registration: _____

Signature of the research student: _____

(Head of the Department)

FORM FOR THE PAYMENT OF FEES

Name of the research student: _____

Registration No: _____

Department: _____

Faculty: _____

Date of Registration: _____

Term: _____ January / June (Year): _____

Amount of fees: _____

Name of the Bank: _____

DD No.: _____

Date of DD: _____

Whether fees for the previous term is deposited: _____

Signature of Student: _____

(Supervisor)

(Head of the Department)

FOR OFFICE USE ONLY

Amount: _____ DD No.: _____

Date of the DD: _____ Receipt No.: _____

FORM FOR THE EXTENSION OF THE TERM

(This form should be accompanied by the written application of the student and it should be submitted to the Head of the Department)

Registration No.: _____

Name of the Student: _____

Department/Institution/ post-graduate Institution / post-graduate centres / Recognized Research centre/
Constituent / Conducted / Affiliated College/ Recognized Institute:

Faculty: _____

Date of Registration: _____

The current term: _____

Term: _____ January / June(Year): _____ July / December(Year): _____

The term for which extension is sought: _____

Term : _____ January / June(Year) : _____ July / December(Year) : _____

Date: _____

Signature of the research student: _____

Date: _____

Recommendation of the supervisor: _____

(Signature of the Supervisor)
Department)

(Signature of the Head of the

Date:

Date:

PROGRESS REPORT OF RESEARCH STUDENT

Term: _____ January / June(Year): _____ July / December(Year): _____

Name of the research student: _____

Department: _____

Faculty: _____

Date of registration: _____

Work completed during the term under review:

Details of meetings: _____

Stage of work: _____

Pace of progress: _____

Remarks of the supervisor: _____

Remarks of the RAC: _____

(Signature of the research student)

Date: _____

(Signature of the Supervisor)

Date: _____

(Signature of the Head of the Department)

Date: _____

EXAMINATION FORM

To be submitted to the Department of Examination at the time of payment of synopsis fee after the approval of the synopsis by the RRC

A copy of the letter of approval of the synopsis by RRC to be attached

Photocopies of earlier fee receipts to be attached (Original fee receipts to be produced for verification)

Name of the research student: _____

Department: _____

Faculty: _____

Date of registration: _____

Date of Approval of the Synopsis by the RRC: _____

Amount of the synopsis fees: _____ DD No.: _____

Name of the Bank: _____ Date of DD: _____

(DD should be in favour of: _____)

Signature of research student: _____

(Supervisor)

(Head of the Department)

FOR OFFICE USE ONLY

Amount: _____ DD No. : _____

Date of the DD: _____ Receipt No.: _____

SNDT WOMEN'S UNIVERSITY
Panel of Examiners

Department: _____

Name of the Student: _____

Name of the Supervisor: _____

M. Phil. (Three names) / Ph. D. (Six names): _____

Title of Dissertation / Thesis: _____

Sr. No.	Name of The Proposed Examiner	Designation	Address	Tel (M.) and Office	Email ID
1.					
2.					
3.					
4.					
5.					
6.					

Bio Data of the examiners Should be attached

(Supervisor)

(Head of the Department)

Cover Page

***The cover page should be included inside the thesis also. It will not have any page number.**

Title of the Dissertation / Thesis

Dissertation / Thesis submitted to the SNTD Women's University in partial fulfilment of the requirements for the Award of the Degree of

M. Phil. / Ph.D. in NAME OF THE SUBJECT

by

Name of the Student

Under the Supervision of

Name of The Supervisor

Name of The Co-Supervisor (If Any)

Name and Address of the Department

month and year of submission of the thesis

Declaration

(Undertaking and certificate to be typed on separate pages)

UNDERTAKING

I declare that the form and content of the dissertation / 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 _____

Name of Research Student _____

Date _____

CERTIFICATE

Certified that this dissertation/ thesis is a bonafide record of work done by Ms. _____ during the Period _____ at the Department of

_____/ Recognized Institute of SNDT Women's University, Mumbai.

It is submitted in partial fulfilment of the requirements for M.Phil. / Ph.D. Degree in _____.

Signature _____

Name of the Research Supervisor _____

Date: _____

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

Cover Page

- The cover page should be included inside the thesis also. It will not have any page number.
- From the Declaration till Chapter No. 1 pagination should be through small roman numerical.
- First chapter will begin with page no. 1. Each chapter should 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

Figure 1.1: Title of the Figure

Bibliography (inclusive of the references in the text) will be given at the end of the thesis. A standard format should be followed for the references and the bibliography as is prevalent in the respective discipline.

Appendices will be included after the bibliography.

Thesis should be printed on both the sides and it should be hard bound in black colour leather at the time of the submission. Embossing on the thesis cover page should be in gold.

Apart from title page, following will appear in gold letters on the spine of the thesis:

- Degree
- Name of the Student
- Year of submission of the thesis

(Information sheet to be kept updated by the student. It should be forwarded to the RRC along with the supporting documents whenever any matter is referred to the RRC)

Information about Ph.D. Student

Name of the student: _____

Department/Institution to which the student is attached

Name of the Supervisor:

Faculty: _____

Subject: _____

Date of Registration: _____

Fee Receipts (photo copies to be attached): _____

Six monthly progress report (photo copies to be attached): _____

Mark sheet of coursework (copy to be attached): _____

Minutes of RAC that recommended the title (copy to be attached): _____

Certificate of Supervisor that recommendations of RAC are incorporated: _____

Date of title approval in RRC: _____

Approved title: _____

Application for extension with the recommendation of the Supervisor, RAC (copies to be attached)

7thYear (From RRC): _____

13thterm: _____ 14thterm: _____

8thYear (From Vice-Chancellor): _____

15th term: _____ 16th term: _____

Grant of extension by RRC/VC (Copies to be attached): _____

Submission of synopsis through the Supervisor to the HOD (Copy to be attached): _____

Approval of synopsis by RAC (copy to be attached): _____

Date of submission of synopsis by HOD to Academic Section (Copy to be attached): _____

Approval of synopsis in RRC (Copy to be attached): _____

Submission of thesis through the Supervisor to Head of the Department (Copy to be attached): _____

Submission of thesis by the HOD to the Examination Department (Copy to be attached): _____

Date of Viva-voce examination: _____