SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road,
Mumbai – 400 020.

Ref. No.: Univ. Sec. AC/2025-26/ 102

June 18, 2025

To,
Dr. Manisha Madhava,
Head, Dept. of Political Science,
SNDT Women's University,
Churchgate Campus,
Mumbai 400 020.

Madam,
This is to inform you that, the Academic Council at its meeting held on April 16, 17 & 25, 2025 has considered the following item and passed the resolution as attached herewith

AGENDA ITEM NO.7
To consider the minor Amendments to the Award of Ph. D Degree Regulations 2022.

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

Yours faithfully

(Prof. Vilas Nandavadekar)
Registrar

18/06/2025

c.c.to: 1. The Hon'ble VC office
2. The Hon'ble PVC office.
3. The Registrar office.
4. The Director, BOEE

AGENDA ITEM NO.7

To consider the minor Amendments to the Award of Ph. D Degree Regulations 2022.

ACADEMIC COUNCIL RESOLUTION:

Resolved that, the amendments to the award of Ph. D degree regulations 2022 is accepted as given below:

Registrar
S.N.D.T. Women's University
Mumbai-20

SNDT Women's University, Mumbai

Award of Ph.D. Degree Regulations - 2025

(As per the University Grants Commission Minimum Standards and Procedure for Award of Ph.D. Degree Regulations, 2022)

SNDT Women's University, Mumbai
1, NathibaThackersey Road Mumbai - 400 020

sndt.ac.in

Award of Ph.D. Degree Regulations - 2025

ELIGIBILITY CRITERIA AND PROCEDURE FOR REGISTRATION OF CANDIDATES ALLOTMENT OF SUPERVISORS/ AND RESEARCH TOPICS, SUBMISSION OF Ph.D. THESIS AND ITS EVALUATION FOR THE AWARD OF DEGREE OF Ph.D. (DOCTOR OF PHILOSOPHY) Regulation, 2025

1) Scope award of Ph.D. degree regulations -2025:

a. This regulation shall govern the award of Ph.D. Degree in all the faculties in the University.

b. This regulation shall apply to the university / institutions / conducted colleges / autonomous colleges / affiliated colleges / Ph.D. Research centers and an institution recognized by the University for the purpose of research.

2) Definitions

In this regulation, unless the context requires otherwise;

a. "Act" means the Maharashtra Public Universities Act, 2016 (Maharashtra Act No.VI of 2017) which has come into force with effect from 1.3.2017.

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. College means a college as defined under section 2(12) and 2(22) of the Act.

c. "Faculty" means a faculty constituted as per the provisions of Section 34(4) of the Act.

d. "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.

e. "Place of Research" means all the post-graduate teaching departments, PhD Research Centres in affiliated and Conducted colleges of the University, which is duly recognized as the "place of research" by the University.

f. "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.

g. "Ph.D. degree programme in Regular Mode" either full-time Ph.D. degree programme of the University.

h. "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.

i. Research Centre refers to Ph.D. Research Centers recognized by the University in the Conducted and Affiliated College of SNDTWU.

j. "Research Advisory Committee (RAC) means a committee as provided under this regulation.

k. "Research & Recognition Committee" (RRC) 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 Ph.D. supervisor who is recognized as a supervisor as per the provisions of this regulation.

m. "University" means SNDT Women's University, Mumbai.

Ph.D. Degree Regulations 2025

1. Short title, Application and Commencement

1.1. These guidelines for Ph.D. programme 2025 based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2022 and all subsequent 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

2.1 Women Candidates who have completed: i. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

2.2 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its

equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

2.3 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

3. Procedure for Admission for Ph.D.:

3.1 Procedure for Application

3.1.1 Application form for the Ph.D. programme is available on the official website of the University and applicants will be required to pay the prescribed application fee online at the time of submission of the form, to the University. 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.

3.1.2 The scanned copies of the following documents should be uploaded with the application form.

a. The mark-sheet of Post Graduate Examination or that of the corresponding equivalent degree.
b. Passing Certificate / Degree Certificate of Post Graduate examination or that of the corresponding equivalent degree.
c. In case of name change Marriage Certificate / Affidavit / copy of gazette.
d. Caste Certificate (except for Open Category) and Caste Validity Certificate where ever applicable
e. Medical certificate given by a competent authority in case of especially abled

candidates

f. Certificate of any other qualifying examination (as mentioned under eligibility criteria)

g. Income certificate (where applicable)

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

Note:

a. Uploaded documents shall be verified with the original at the time of interview

b. Candidates, whose results of qualifying degree are not declared, are not eligible.

c. Candidates allotted to the guides working in Ph.D. Research Centres of the University will be consider as the students of that particular Ph.D. Research Centre to which the guide is associated

3.2 Ph.D. Entrance Test (PET)

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

3.2.1 Written Test

The written test will be online/ offline tentatively in the month of May and November every year. The dates of the tests will be announced on the University website. If required special admission drive for the reserved category students will be conducted as per UGC guidelines.

The written test will consist of two sections: (i) Research Methodology (50 marks) and (ii) Subject domain (50 marks). Passing marks in each section independently is 50 percent. A relaxation of 5% of total marks from 50% to 45% will be allowed, where ever required, (not exceeding 5 percent in total marks) for those belonging to SC/ST/VJ-NT/SBC/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 Department of Examination and Evaluation (DOEE) SNDT WU will be responsible for the written test and will coordinate with the Ph.D. Cell in this regard.

3.2.2 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 recognized University/ Institute are exempted from appearing for the written test but will be required to appear for personal interview at the respective departments.

3.2.3 Interview

3.2.4

Interview is mandatory. All eligible candidates who are qualified through the written test or are exempted from it will be required to appear 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 passing criteria for reserve category candidates in PET interview shall be 45% which is 50% for open category students.

- **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 (Convenor).
b. VC Nominee.
c. 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.
d. One external expert.
e. 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.
f. All research supervisors of the Department/ Institution/ Ph.D Research Centre whose seats are vacant

3.3. Declaration of Result & Admission of Student.

3.3.1. The merit list of the selected candidates based on performance in the interview will be made available on the website of the University.

3.3.2 The admission will be granted as per the availability of seats in the specific subjects. While granting admission to students to Ph.D. programme, the Department / Institute should follow the Maharashtra State Reservation Policy.

3.3.2. The results of PET will be valid for only three years.

4. Allocation of Research Supervisor:

4.1 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.

4.1.1. The students declared eligible for Ph.D. programme will be given a list of Supervisors available with the department/ Ph.D. Research Centres/ recognized institutes in which they will be registered along with the vacancies available with the Supervisor.

4.1.2. 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.

4.1.3. 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 registered.

4.1.4. The Head in consultation with RAC will check the number of students already registered under the Supervisor and inform the Ph.D. Cell about allocation of a particular student to the respective Supervisor.

4.1.5. The Ph.D. Cell will send letter of allocation of guide to the Head, the Supervisor and the Student concerned.

4.1.6. The concerned student will then pay fees to the department and get registered for the Ph.D. programme.

4.2 A research supervisor may be allocated a new research student after a vacancy is created following a successful viva-voce of a previous student. The new registration will be effective from 1st January or 1st July.

4.3 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 additional expertise, a University recognized 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.

4.4 The co-supervisor, a university recognized co guide, shall be recommended by Research Advisory Committee (RAC) and approved by the Research and Recognition Committee (RRC).

4.5 In case of relocation (outgoing/incoming) of a 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.

4.6 Admission to the incoming students after relocation shall be considered subject to the vacant seats in the concerned department, Institution etc. subject to approval of the RAC & RRC.

4.7 A Professor can supervise maximum 8 students as supervisor and /or co-supervisor at any given point of time, An Associate Professor can supervise a maximum of 6 students as supervisor and /or co-supervisor at any given point of time, An Assistant Professor can supervise maximum of 4 students as supervisor and /or co-supervisor at any given point of time.

4.8 Maharashtra state reservation policy shall be applicable in allocation of research students to supervisors.

4.9 The supervisor or the co-supervisor shall not be in a direct or collateral relation of the candidate.

4.10 As per VC Order dated 22.05.2023 no. Exam/Ph.D./V.C Order/2023-24/046 (which was subsequently ratified in Academic Council) related to the allotment of Supervisor, a supervisor may be allotted research scholars under her/ his guidance till before 18 months of retirement.

Recognition of Ph.D. Supervisor

5.

Any eligible Assistant Professor shall be required to apply for recognition as Ph.D. Supervisor. The recognition shall be recommended by RRC and approved by Board of Deans.

5.1 Permanent faculty members with minimum five years teaching experience working as Professor/Associate Professor of the University/ Conducted and Affiliated Colleges/PhD Research Centres with a Ph.D., and at least five research publications in peer-reviewed or refereed journals of high repute after completion of their PhD and permanent faculty members working as Assistant Professors in the University/ Conducted and Affiliated Colleges/PhD Research Centres with a Ph.D., and at least three research publicationsin peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/PhD Research Centres /institutes. Such recognized research 11 supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of theuniversity or its affiliated Post- graduate Colleges/institutes would be in violation of these Regulations

5.2 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

5.3 Provided that in areas/disciplines where there is no, or only a limited number of peer- reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

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

5.5 Adjunct Faculty members shall not act as Research Supervisors and can only act as co- supervisors.

In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph. D scholars, respectively, at any given time.

In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

5.9 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

5.10 All the eligible guides holding tenure post for 5 years such as Director/ Deans / Principals etc. shall be allowed to take Ph.D. scholars within first 2 years of their tenure as per the University procedure for recognition of supervisors.

6. International students in Ph.D. programme. -

6.1. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 5.1, 5.2, 5.3 above.

6.2. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 5.1.

7. Change of Supervisor

7.1 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. The Head of the Department /Institution shall place the matter before the RAC within one month. In the event of NOC not being available from the Supervisor within one month of application, the Head of the Department /Institution will place the matter before the RAC. RAC will recommend the change of guide and allocate the new guide. The matter shall be placed before the RRC for approval. The decision of RRC shall be final in allotment of new supervisor.

7.2 In event of demise/ineligibility/ inability of the supervisor on any grounds, the procedure mentioned in 7.1.2 shall be followed.

8. Registration

8.1 The Head of the concerned Post Graduate Department / Ph.D. Research Centers/Institution will forward the list (along with the merit list) of the selected and waitlisted candidates to the Ph.D. Cell.

8.2 The letter of registration will be issued by the Ph.D. Cell to the candidates who may be admitted for Ph.D. programme and to their respective supervisors through the Head of the Department.

8.3 The Head of the Department / Institution will notify the Ph.D. Cell on admission of the selected students. As and when the vacancy occurs the Head of the Department / Institution will notify the Ph.D. Cell for the admission of the waitlisted students. The Ph.D. Cell will issue the letter of registration in the month of January / July.

8.4 The date of registration shall be 1st January / 1st July

8.5 After receiving the letter from the Ph.D. Cell regarding the admission the student will fill up the registration form (Annexure-I) and pay the Registration and the First Term fee (Annexure 2) in the concerned Department / Institution. Fees once paid will not be refunded.

8.6 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 (Annexure 2)

8.7 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

8.8 The concerned Department will forward the migration certificate to the Director of Examinations and Evaluation before completion of course work

8.9 The Ph.D. Cell shall maintain the list of all the registered Ph.D. students on a yearly basis. This will be updated every year in the month of January / July 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.

8.10 The names of the registered candidates shall be uploaded on the University website specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of her research and the date of registration).

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

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

Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

9.1 Ph.D. course-work

c	Course Title	Semester	Credits	Marks
1.	Component I Orientation Programme (to be conducted by Ph.D. Cell) a. Research and Publication Ethics b. Teaching – Learning Pedagogy	I	 01 01	 25 25
2.	Component II Research Methodology	I	04	100
3.	Component III Research Proposal (Write up + Presentation)	II	02	50 (25 + 25)
4.	Term Paper – I Component IV a. Review of Literature b. Indian Knowledge system	II	 01 01	50
5.	Component V Topic related assignment	II	02	50
	Total		**12**	**300**

Note:

As part of Component IV (a) on Review of Literature research scholars shall be required to do some reviews on Indian knowledge system which are relevant to the research topic.

2. As part of Component IV (b) on Indian Knowledge System research scholars shall be required to do a course on Indian traditional knowledge system to be organized by Bhartiya Gyan Sanskrit Evam Yog Kendra in co-ordination with Ph.D. Cell of SNDTWU.

1.1.1 All Ph.D. Scholars have to attend the Orientation Programme and Course work on Teaching learning Pedagogy and Ethics in research conducted by Ph.D. cell and appear for the exam so conducted. The minimum

marks required to pass is 55% or 14/25 in each of sections of component I. The certificate of completion of component I or course work shall be issued by the Ph.D. cell.

9.1.2. In case the student fails in the coursework examination, she will have to re appear for the exam and clear it or the department / guide may conduct a separate repearter exam / assignment for the repeater student

9.1.3. Course work has to be completed within the first two semesters of the PhD programme. In case, the student is unable to do so, the matter has been placed before RAC and the RRC for approval, with proper justification.

9.1.4. The mark list for course work organised by the Department (component II) has to be submitted to the Pariksha Bhavan for issue of certificate within one month of the completion of the second semester. In case of delay, the matter has to be approved by the RAC and RRC

9.1.5. The date of issue of certificate by the PhD cell/ Exam Unit shall not be more than 6 months of completion of the course work.

9.1.6. The mark list of course work must be submitted to the Exam Unit as per format. Mark list which are not as per format shall be rejected.

9.1.7. It shall be the responsibility of the Head of the Department/ PhD Research Centre to ensure that coursework is completed in stipulated time and certificate obtained.

9.1.8. The IKS completion certificate shall be obtained by the scholar within the first three semester of the PhD programme.

The Research Supervisor will arrange to conduct the coursework in consultation with the Head of the Department. The course work for PhD Candidates Shall be framed by the Department and approved in Board of Studies, Faculty and the Academic Council.

The Head of the Department / Institution will forward the result of the course work in the given format (Annexure - III) to the Director, Board of Examination & Evaluation within a period of one month. The Head of the Department / Institution will forward the M. Phil degree certificate to the to the Director, Board of Examination & Evaluation in case exemption is sought. 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% in order to be eligible to continue in the programme.

9.2 Exemption from Course-work:

Ph.D. students with M. Phil. degree are exempted from course-work 2, i.e. Research Methodology. They have to complete the remaining components of course work. In such a case the course work shall be of 8 credits i.e. 200 marks.

Students who do not complete 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.

9.3 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, may require to successfully complete Bridge Course/s 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 Ph.D. 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 course/s will be of 55%. If a student fails to clear bridge courses, her registration will be cancelled.

10. 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.

10.1 Research Proposal

10.1.1 Only after completion of Course-work (maximum 1.5 years), Ph.D. students will submit five copies of the research proposals (Annexure - IV) to the Head of the Department / PhD Research Centre /Institution through the supervisor.

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

10.1.3 The RAC shall scrutinize the research proposal and interview the student to consider the feasibility of the research proposal.

10.1.4 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.

10.1.5 The RAC may recommend, if necessary, a co-supervisor to the candidate even at this stage.

10.1.6 The Head of Department/PhD Research Centres /Institution shall call for a meeting of the RAC within 30 days of receipt of the research proposal. The minutes of the RAC should be sent to the Ph.D. Cell within one month of holding RAC meeting to be placed in RRC.

10.1.7 The approved research proposal (eight copies) will be forwarded to the Ph.D. Cell to be placed before RRC for the approval of the proposal and the title.

10.1.8 The RRC shall approve or suggest modification(s) or reject the proposal/title. If RRC suggests modification, the modified proposal / title shall be submitted to the Department /PhD Research Centres / Institution to be placed before RAC. The modified proposal / title will be forwarded to RRC if necessary. If a proposal/title is rejected the student may submit a fresh proposal/title to the Department / Institution to be placed in RAC and further approval of RRC.

10.1.9 If the RRC approves the title, the Ph.D. Cell will issue a letter of approval of the title (within 30 days) to the student with a copy to the

concerned Supervisor(s), Head of the Department/PhD Research Centres/Institution and Director, Board of Examinations and Evaluation

10.1.10 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 before submission of synopsis. The number of academic terms for Ph.D. programme shall remain unchanged in such cases.

10.1.11 The Report of RAC and RRC must be made available to the concerned research supervisors

11. Duration of the Ph. D. Programme

11.1 Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

11.2 A maximum of an additional two (2) years can be given through a process of extension provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

11.3 Provided further that, Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

Ph.D. through Part-time Mode.

12.1 Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

12.2 The University shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

i. The candidate is permitted to pursue studies on a part-time basis.

ii. His/her official duties permit him/her to devote sufficient time for research.

iii. If required, he/she will be relieved from the duty to complete the course work.

13. Extension of terms

13.1.1 The extension of two years for Ph.D. is permissible for all students.

13.1.2 Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme. The student will be required to pay the respective term fees during the leave period. The maximum period of Ph.D. of six years plus extension of two years shall remain the same.

13.1.3The application for extension should be submitted in the prescribed format (Annexure - V) along with a covering letter by the student with the recommendation of the supervisor.

13.1.4The Ph.D. student should apply to the Head of the Department /Institution through the supervisor for extension, if required, two months prior to the semester end (for 13th semester to 16th semester). The Head of the Department / Institution will place the extension application before the RAC for recommendation. The extension application recommended by the RAC will be forwarded to RRC. The extension for 13th and 14th terms may be approved by the RRC. The extension for 15th and 16th terms may be recommended by the RRC for the approval of the Vice Chancellor.

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

14. Progress Reports

14.1 The progress report should be submitted within a period of one month after the completion of every semester to the Head of Department /PhD Research Centre/Institution (Annexure - VI).

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

15. Cancellation of Registration

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

a. If the student applies for the same.
b. If the student fails to clear the bridge course/s and/or the course-work.
c. If the student fails to complete course work within first 3 semesters.
d. If progress reports of two consecutive semesters are not satisfactory.
e. If fees of two consecutive semesters are not paid.
f. If the extension is not approved by concerned authorities.

15.2 On the recommendation of the RRC, the Ph.D. Cell 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/PhD Research Centre/Institution and the Director, Board of Examinations and Evaluation).

15.3 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.

16. Re-registration

The students who are not able to complete their Ph.D. in stipulated time of eight years aregiven another opportunity to complete their Ph.D. if they wish to do so, by Re-registration.

16.1 Re-registration will be allowed only once.

16.2 Students who re-register within three years of the date of expiry of registrationmay apply to RAC for exemption from coursework provided they have successfully completed their coursework earlier.

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

16.4 Students who re-register will be exempted from Ph.D. Entrance (Written)

Test .However, they will have to apply for the same and will have to appear for the interview.

16.5 After re-registration, students can submit their thesis after minimum 2 years.

17. Submission of Ph.D. Synopsis

17.1 The student will submit the synopsis (5 copies) to the University Department/Institution through the Supervisor.

17.2 At the time of submission of the synopsis, the student shall submit the required documents (Annexure - VII).

17.3 The Head of the Department/PhD Research Centre /Institution will arrange for the RAC for the presentation of the synopsis within one month of the submission of the synopsis by the student.

17.4 The student shall make a presentation in RAC 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 synopsis in consultation with supervisor.

17.5 After the approval of the synopsis by the RAC five (5) copies of the synopsis shall be sent to the Ph.D. Cell within one month by Head of the Department/PhD Research Centre/ Institution to be placed before the RRC along with the required documents (Annexure - VIII)

17.7 The panel of examiners recommended by the supervisor will be forwarded to Ph.D. Cell to be placed before RRC through Head of the Department/PhD Research Centres Institution. This in turn shall be forwarded to the Vice-Chancellor for selection of the final examiners.

17.8 The panel of examiners should comprise of six examiners for Ph.D. of which at least three should be from outside the state (Annexure - IX). An exception may be exercised by the RRC for thesis written in languages other than English.

17.9 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 connected with the University.

17.10 At the time of submission of thesis the research scholar should have published at least one paper in Peer Reviewed / Refereed journal and should have presented two papers in national / international conference OR published 2 papers in Peer Reviewed / Refereed journal and should have presented one paper in national / international conference.

18. Ph.D. Thesis Submission Process

18.1 All the theses in languages other than English shall be typed in Unicode.

18.2 The student shall submit the soft copy of Ph.D. thesis through supervisor to the University Department/PhD Research Centres /Institution. The Head of the Department / PhD Research Centres / Institution will forward the soft copy of the Ph.D. thesis to the Director of BMK Knowledge Resource Centre of SNDTWU for plagiarism check. The Head of the Department / PhD Research Centres / Institution will forward the certificate (mentioning not more than 10% plagiarism) received from Director of BMK Knowledge Resource Centre to the supervisor and the student.

18.3 Soft bound Ph.D. thesis (3 copies) may be submitted to the Head of the Department / Institution not before two months and not later than six months after approval of the synopsis by the RRC through the supervisor.

18.4 In case the student fails to submit the same within the specified time period she will have to go through the process of submission of the synopsis again along with requisite fees.

18.5 Soft bound Ph.D. thesis (3 copies) shall be forwarded by the Head of the Department / Institution to the Director, Board of Examinations and Evaluation.

18.6 While submitting the thesis the student should attach Clearance certificate related to plagiarism from SNDTWU BMK Knowledge Resource Centre.

19. Format of Ph.D. Thesis

19.1 A format of Ph.D. thesis submission and Research proposal submission is included in Annexure IX.

20. Evaluation of the Ph.D. Thesis

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

20.2 The Ph.D. thesis submitted by a research student shall be evaluated by her research supervisor and two external examiners, who are not connected with the University, of whom one examiner may be from outside the State.

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

20.4 If the report of one external examiner is favourable and the report of the other external examiner is not favorable, 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.

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

21. Revision

21.1 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.

21.2 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.

21.3 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.

22. Conduct of Public Viva-Voce / or Open defence

22.1 The Director, Board of Examination & Evaluation shall co-ordinate viva-voce examination in consultation with the research supervisor and the Head of the Department / Institution. The viva voce shall be conducted by internal and one external examiner.

22.2 In case the Research Supervisor is not available for conducting the viva-voce after submission of his/her satisfactory report, the Vice Chancellor will appoint recognized Ph.D. supervisor in the concerned subject for the purpose of conducting Ph.D. viva-voce examination.

22.3 Procedure for Open Defence:

22.3.1 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.

22.3.2 The Chairperson will be appointed by the Director, Board of Examinations and Evaluation in consultation with the Dean of the concerned faculty. The Chairperson should be a recognized Ph.D. supervisor.

22.3.3 The student is required to make presentation based on the study undertaken. The external 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.

22.4 Report of Viva-Voce Examination

22.4.1 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, Board of Examinations and Evaluation immediately after the viva-voce.

22.4.2 After the viva-voce examination the students should submit in prescribed format soft copies (two DVDs / two Pen drives) and two hard bound copies of the thesis to the Examination Department.

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

22.5 Result

The Director, Board of Examinations and Evaluation shall accept the recommendations of the examiners and issue the notification to the concerned student after following due procedure. The notification will include that the Ph.D. Programme has been carried out as per the University Grants Commission **(Minimum Standards & Procedures for awards of Ph.D. Degree)**

Regulations, 2022 vide its Notification dated 7th November, 2022 published in the Gazette of India No. 278, Part III.

23. Preservation of Thesis

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

a. The University Library

b. The University Department/ Institution.

24. Depository with INFLIBNET

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

25. Grievance Redressal Committee:

There shall be a committee for redressal of grievances of the students.

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.

26. Research Advisory Committee (RAC):

26.1. Composition of RAC:

Every department/ Institution shall have a Research Advisory Committee (RAC).

The constitution of the RAC will be as follows:

a. Head of the Department/ PhD Research Centre – Chairperson
b. Concerned Research Supervisors
c. One External Expert from same/allied discipline
d. An additional expert (Dean/ Associate Dean/BOS Chairperson/The Head of any other University Department/Institution).
e. VC nominee (in case of Ph.D. Centre)

26.2 Functions of RAC

- To review the research proposal and finalise the topic of research.
- To scrutinize the revised /re-submitted research proposal and title.
- To grant exemption to 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.

27. Research and Recognition Committee (RRC) (as per the Maharashtra Public Universities Act, 2016).

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 theconcerned 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.	Expert Members
5.	The Head of the University Department/ Research Centre will be a Permanent Invitee	

27.1 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).

Annexure - I

(The registration form should be filled in by the research student after getting the registration letter from Ph.D. Cell)

REGISTRATION FORM

Name of the research student: _____

Registration No: _____

Address: _____

Email ID: _____

UID No.: _____

Telephone No.: _____

Category _____ Religion _____

Name of the Department: _____

Faculty: _____

Subject: _____

Date of Registration: _____

Signature of the research student: _____

(Head of the Department/Centre)

Annexure - II

FORM FOR THE PAYMENT OF FEES

Name of the research student: _____

Registration No: _____

Department/Research Centre Faculty: _____

Date of Registration: _____

Term: _____January to June (Year): _____July to December (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.: _____

Annexure – III

COMPLETION OF COURSE WORK

Registration No.: _____

Name of the Student: _____

Department/Institution/Centre: _____

Faculty: _____

Date of Registration: _____

The current term: _____

Term: _____January to June (Year): _____July to December (Year): ____

Name of the Paper	Marks Obtained
Total	

Signature of the Supervisor

Signature of the Head of the Department

Date

Stamp

Annexure IV

Format for Research Proposal

Format of Research Proposal

Registration No.: _____

Name of the Student: _____

Department/Institution/Centre: _____

Faculty: _____

Date of Registration: _____

The current term: _____

Term: _____January to June (Year): _____July to December (Year): ____

Proposal shall Contain Following Subheads

(i) Title of the Research Proposal

(ii) Introduction of the proposed study

(iii) Major existing research works reviewed including those from Traditional Indian Knowledge, National and International work

(iv) Research gap

(v) Objectives and/or Hypotheses

(vi) Framework and methods proposed for research

(vii) Innovativeness in the proposed research

(viii) Interdisciplinary / Multi- disciplinary Aspects

(ix) Expected path-breaking results in the research

(x) Expected Outputs such as papers, reports, books, documents, datasets etc.

(xi) Relevance of the proposed study for society

(xii) Reference

Declaration

1. The Research Proposal and its contents are entirely original and as per the standard practice.

2. I have not concealed any information in my application. If the University finds any contrary information at any stage, it may cancel my study out rightly.

Signature of the Candidate

Signature of the Research Supervisor:

Signature of the Head of the Department/Institution/Centre:

Place:

Date:

Annexure V

APPLICATION FOR 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/Centre: _____

Faculty: _____

Date of Registration: _____

The current term: _____

Term: _____January to June (Year): _____July to December (Year): _____

The term for which extension is sought: _____

Term: _____January to June (Year): _____July to December (Year): _____

Date: _____ Signature of the research student: _____

Date: _____ Recommendation of the supervisor: _____

(Signature of the Supervisor)

Date:

(Signature of the Head of the Department/

Research Centre)

Annexure VI

PROGRESS REPORT OF RESEARCH STUDENT

Term: _____January to June (Year): _____July to 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 researchstudent)

Date: _____

(Signature of the Supervisor)

Date: _____

(Signature of the Head of the Department/Research Centre)

Date: _____

Annexure VII

SYNOPSIS SUBMISSION FORM

From Exam Dept.

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/Research Centre)**

FOR OFFICE USE ONLY

Amount: _____ DD No. : _____

Date of the DD: _____ Receipt No.: _____

Annexure VIII

LIST OF DOCUMENTS REQUIRED FOR SUBMISSION OF THESIS

1. Registration Form
2. Fee Receipts
3. Progress Reports
4. Copies of Synopsis
5. Letter of approval by RRC
6. Receipt of Payment of Exam Fees
7. Approval of Extension (If any)

Annexure IX

SNDT WOMEN"S UNIVERSITY

Panel of Examiners

Department: _____

Name of the Student: _____

Name of the Supervisor: _____

Ph. D. (Six names): _____

Tittle of Dissertation / Thesis: _____

Panel of Referees from within the State:

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

Panel of Referees from outside the State:

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

Bio Data of the examiners should be attached

(Supervisor) **(Head of the Department/Research Centre)**

Annexure X

FORMAT OF THESIS

Cover Page

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

Title of the Thesis

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

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/Research Centre

month and year of submission of the thesis

UNDERTAKING

I declare that the form and content of the 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 Ph.D. Degree in __.

Signature

Name of the Research Supervisor

_____

Date: _____

Annexure XI

(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/Research Centre 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: _____

8th Year (From Vice-Chancellor): _____

15th term: _____ 16th term: _____

Submission of synopsis through the Grant of extension by RRC/VC (Copies to be attached): _____

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: _____

15th term: _____ 16th term: _____

Registrar
S.N.D.T. Women's University,
Mumbai-20