MUMBAI UNIVERSITY

UNIVERSITY OF MUMBAI ★ VIDYANAGARI, MUMBAI-98 ★

No. Exam./Thesis/Univ./VCD/947 of 2018

MINIMUM STANDARDS AND PROCEDURE FOR THE AWARD OF M.Phil. AND Ph.D. DEGREES

(With effect from date of promulgation of VCD)

WHEREAS the University Grants Commission has issued a Notification, University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016, on 5th May 2016, and the subsequent notification in the Gazette of India on July 5, 2016 (Asadha 14, 1938), in supersession of the earlier UGC (Minimum Standards and Procedure for Award of M.Phil. / Ph.D. Degrees) Regulations, 2009; applicable to all Universities in India from the date of their publications in the Gazette of India;

AND

WHEREAS as per the provisions of Sub-Section (1) of Section 73 of the Maharashtra Public Universities Act 2016, the conditions under which students shall be admitted to courses of study for degrees, diplomas, certificates, and other academic distinctions are required to be prescribed by the Ordinances and, therefore, it is expedient to prescribe minimum standards and procedure for award of M.Phil./Ph.D. degrees by Ordinances;

AND

WHEREAS currently various matters related to M.Phil./Ph.D. degrees are governed by the Rules and Regulations made by different Authorities and Officers of the University, from time to time;

AND

WHEREAS on the recommendations made by the then Faculty of Technology the Academic Council and the Management Council have made Ordinances and Regulations relating to Eligibility, Entrance Test, Admission, Course Work, Registration and Examinations for Ph.D. under the Faculty of Technology (Engineering, Pharmacy, Architecture and MCA), with reference to the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2009;

AND

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WHEREAS the Academic Council at its meeting dated 27th February 2013, vide Item No. 7.7 considered and adopted a resolution to modify the existing rules for

conducting the PET and authorizing the Vice-Chancellor to take appropriate decisions in this matter;

AND

WHEREAS it will take considerable time to make the Ordinances prescribing minimum standards and procedure for award of M.Phil./Ph.D. degrees of the University of Mumbai and applicable to the University Departments, affiliated colleges, recognized institutions and conducted colleges, as per the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016; as per the provisions of Section 74 of the Maharashtra Public Universities Act, 2016;

NOW THEREFORE, I, Professor Suhas R. Pednekar, Vice-Chancellor of the University of Mumbai, by and under the power vested in me under Sub-section (8) of Section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the following directives:

1. **These Directives shall be applicable to the University Departments, affiliated colleges, conducted colleges, and recognized institutions of the Mumbai University.**

2. **The provisions of this VCD shall be applicable to the candidates admitted after the date of the VCD**

   Provided that the candidates admitted prior to the date of this VCD, but after 5th July 2016, shall be governed by the provisions of the UGC Regulations 5th July 2016;

   Provided further that the candidates admitted after 11th July 2009, but prior to 5th July 2016, shall be governed by the UGC Regulations 11th July 2009;

   Provided further that the candidates admitted prior to 11th July 2009 shall be governed by the provisions of the relevant Rules and Regulations prevailing at the time.

3. **These Directives shall come into force immediately from the date of circulation and remain in force till the Ordinances in this regard come into force.**

4. **In these Directives unless the context otherwise requires:**

   1) "*The Act'* Means the Maharashtra Public Universities Act, 2016;

   2) "*Admission*" means the admission taken at the University Department/Conducted College/Affiliated College/Recognized Institution by completing the formalities and paying the prescribed fee;

   3) *Head of Centre*" means the Head of the Affiliated College/Conducted College/Recognized Institution/University Department where the Ph.D. programme is conducted;

   4) "*MU*" means the Mumbai University;

   5) "*PET*" means the Pre-Entrance Test conducted for the admissions to the M.Phil./Ph.D. programmes of the University;

6) "*Recognized*" means recognized by the appropriate Statutory/Regulatory Authority;

7) "*Research Centre*" or "*Centre*" means the University Department/Recognized Research Institute/Affiliated College/Conducted College, including the respective autonomous units, which is recognized by the University to conduct the Ph.D. programme/s;

8) "*Research and Recognition Committee*" or "*RRC*" means Research and Recognition Committee of the Mumbai University;

9) "*Candidate*" means a person seeking admission to the M.Phil./Ph.D. programme; and also a person registered for a Ph.D. programme and working for the degree, as the case may be;

10) "*Research Guide*" or "*Guide*" means the person recognized by the University for guiding students for a Ph.D. programme of the University;

11) "*University*" means the University of Mumbai;

12) "*UGC*" means the University Grants Commission", New Delhi.

5. Eligibility criteria for admission to the M. Phil. programme:

Subject to the conditions stipulated in these Directives, the following persons are eligible to seek admission to the M.Phil. programme:

5.1. A candidate seeking admission to the M.Phil. programme shall have a Master's degree 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 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

5.2. Relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to reserved categories/Differently-Abled and other categories of candidates as per policies of the Government of Maharashtra prescribed from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. 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.

6. Eligibility criteria for admission to the Ph.D. programme:

Subject to the conditions stipulated in these Directives, the following persons are eligible to seek admission to the Ph.D. programme:

A candidate holding a Master's Degree and satisfying the criteria stipulated under **Clause 5** above.

OR

A Candidate who has cleared the course work of M. Phil. 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) and successfully completed the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to reserved categories/Differently-Abled and other categories of candidates as per policies of the Government of Maharashtra prescribed from time to time.

OR

A person whose M.Phil. dissertation has been evaluated and the *viva voce* is pending may be admitted to the Ph.D. programme at the same centre.

OR

A candidate possessing a Degree considered equivalent to M.Phil. Degree of an Indian institution, or 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

OR

A candidate possessing PhD. Degree of UoM or any other recognized university, as per the guidelines of the UGC from time to time, in a given subject and wants to pursue Ph.D. in the same or other subject.

7. Duration of the Programme:

1) Duration of M.Phil. programme shall be of a minimum duration of two consecutive semesters/one year and a maximum of four consecutive semesters/two years.

2) Duration of Ph.D. programme shall be a period from the date of admission to the programme to the date of submission of thesis for the degree.

3) Ph.D. programme shall be of a minimum duration of three years and a maximum

of six years from the date of admission, including course work;

Provided that the candidate has spent at least one year after registration;

Provided further that the minimum period shall be two years from the date of admission for candidates who have pursued Ph.D. after Master's degree by research and registers for PhD in the same subject;

4) Extension up to a maximum period of two semesters/one year for M. Phil. and a maximum period of four semesters/two years for Ph.D. shall be given by the Research and Recognition Committee (RRC) concerned on the recommendation of the Guide and the respective Research Advisory Committee (RAC). The candidate concerned shall submit the application in prescribed format for extension through his/her Research Guide and Head of the Research Centre three months prior to the expiry of the registration period. Further extension to the PhD. tenure, for not more than two years, may be granted only by the Vice-Chancellor on case to case basis.

   Provided that no candidate shall be permitted to extend the duration of PhD programme beyond TEN years from the date of admission, and after this period the registration of the candidate shall be deemed to have ceased.

5) Women candidates and persons with disability (more than 40% disability) may be allowed an additional relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration. In addition, women candidates may be provided Maternity Leave once in the entire duration of M. Phil. /Ph.D. for up to 240 days.

8. Procedure for admission to M.Phil./Ph.D. Programmes:

1) All admissions for M.Phil./Ph.D. programmes shall be through an **Entrance Test (PET)** conducted by the University and the **Interviews** conducted by the Research Centres.

2) The University shall notify on an annual basis a predetermined and manageable number of vacant seats of M.Phil./Ph.D., depending on the number of available research guides, prescribed quota at the centres, and academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio.

3) The University shall notify well in advance on its website and through advertisement in at least two national newspapers, of which at least one shall be a Marathi newspaper, the procedure of admission to the M.Phil./Ph.D. programmes. The details notified shall include the number of seats vacant, subject/discipline-wise distribution of vacant seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.

4) The admissions shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government prescribed from time to time.

9. Pre-Entrance Test (PET):

1) The PET shall be conducted subject-wise for pre-declared subjects, jointly for M.Phil. and Ph.D. admissions. The details of the test such as syllabus, format, day and date, venue and time, etc., shall be declared by the University well in advance. The syllabus of the PET shall consist of 50% based on research methodology and 50% shall be subject specific.

2) The University may conduct the PET only for the subjects where there are vacancies to be filled.

3) The PET shall be conducted at the centre(s) to be notified in advance. Changes of centres, if any, shall also be notified well in advance.

4) The PET should be conducted by the University normally within three months of the date of beginning of the academic year.

5) The validity of the PET result for taking admission for M.Phil/Ph.D. programme shall be for three years from the declaration of the respective result.

6) The candidate seeking admission to a Ph.D. programme in a subject other than the subject in which he/she has obtained the Master's degree shall take the PET in the subject in which he/she has obtained Master's degree and clear an **Aptitude Test** in the subject in which he/she is seeking admission, specially designed and conducted by the Research Centre where he/she is seeking admission;

   Provided that both the subjects are from the same faculty.

7) For the candidate seeking admission to a Ph.D. programme in a subject of a faculty other than the faculty in which he/she has obtained the Master's degree, the rules of change in faculty shall be applicable.

8) The PET should be conducted in online mode in controlled environment and the candidates will not be allowed to take the test from a location other than those specified by the University.

10. Exemption from PET:

The following candidates shall be exempted from PET:

a) Candidates qualified in UGC-NET/UGC-CSIR NET /SLET/GATE /INSPIRE and any other JRF holder of the apex bodies like CSIR/ UGC/ ICAR/ ICMR/ DBT/ DST/ ICSSR;

b) Candidates who have passed M. Phil. Programme of UOM or any other recognized University/Institution, provided the M.Phil. is as per the UGC guidelines;

c) Ph.D. degree holder of this University or any other recognized University who desires to pursue Ph.D. at this University

11. The structure of PET:

a) The PET shall be of Multiple Choice Questions (MCQ) and of 100 marks.

b) The PET shall consist of 100 MCQs of one mark each.

c) The test shall comprise of two Papers. Paper I shall be on Research Methodology, research aptitude, logical reasoning, comprehension, communication, and general knowledge. Paper II shall be subject-specific and the examination of this section shall be based on the respective Master's syllabus of MU.

d) Each Paper will have 50 questions and the **qualifying marks** shall be 50% of the aggregate, taking Paper I and II together.

e) Relaxation of 5% of marks, from 50% to 45%, shall be allowed for those belonging to reserved categories/Differently-Abled and other categories of candidates as per policies of the Government of Maharashtra prescribed from time to time.

f) Online PET certificates shall be issued by the university.

g) No request for Revaluation and Photo Copy shall be entertained.

12. Interviews for admission to M.Phil./Ph.D. programme:

(1) Interviews of the candidates who have cleared PET shall be organized by the Research Centres.

(2) The candidates who have cleared the PET shall apply, in prescribed format, to the Research Centres where they desire to pursue M.Phil./Ph.D.

(3) The Centres shall compile all such applications and after due verification shall invite the candidates for interviews.

(4) The Heads of the Research Centres shall constitute M.Phil/Ph.D. Interview Committees subject-wise. The constitution of the Interview Committees shall be as follows:

The committee shall comprise of- The Head/Principal/Director as the chairperson; one or two subject experts from outside, who are PhD holders in the discipline; one University/ College teacher, not below the rank of Associate Professor, from the reserved category of the faculty concerned, where applicable; and the recognized guide/s from the discipline concerned.

(5) The interview shall be conducted at the respective Research Centres and the following aspects shall be considered during the interview:

i. whether the candidate has basic knowledge of the chosen area;
ii. whether the candidate possesses the competence for the proposed research;
iii. whether the research work can be suitably undertaken at the Institution/

College;

iv. whether the proposed area of research can contribute to new/additional knowledge.

(6) The Research Centres shall submit the reports of the committees to the University (Thesis Section) within a period of not more than 30 days from the date of completion of the interviews.

(7) The University and the Research Centre shall publish the lists of candidates selected for admission.

(8) The University shall maintain the list of all the M.Phil./Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

13. Allocation of Research Guides:

(1) The recognitions granted by the University to the teachers/scientists to guide M.Phil./Ph.D. students prior to these Directives shall continue.

(2) The allocation of Research Guide for a selected research student shall be decided by the Head of Research Centre, depending on the number of students per Research Guide, the available specializations among the Guides, research interests of the students as indicated by them at the interviews, and the facilities available; with due regard to the reservation policy.

(3) In case of a topic which is of inter-disciplinary nature, where the Research Guide and the Head of Department feel that the expertise in the Centre has to be supplemented from outside, the Head of Centre may appoint Co-Guide from outside the Research Centre; *provided that* the terms and conditions as may be specified and are agreed upon by the consenting Centre.

(4) At any given time, a Professor cannot guide more than three M.Phil. and eight Ph.D. students; an Associate Professor cannot guide more than two M.Phil. and six Ph.D. students; and an Assistant Professor cannot guide more than one M.Phil. and four Ph.D. scholars.

(5) In case of relocation of an M.Phil./Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar 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 University/ Research Guide from any funding agency. The student will however give due credit to the parent Research Guide and the Research Centre for the part of research already done.

14. Admission:

The selected student shall complete the formalities of admission at the Research Centre by paying the prescribed **fees.**

15. Research Advisory Committee (RAC) for Ph.D. students

(1) There shall be a Research Advisory Committee (RAC) for each Ph.D. student, which shall be constituted by the Head of Research Centre immediately after the admission of the candidate.

(2) The RAC has the following composition -

(i) Head of Department or his/her nominee – Chairperson; *provided that* the Head is a Ph.D. holder; *provided further that* if the Head is not a Ph.D. holder the Head of the Centre shall appoint a Senior Professor as the Chairperson;
(ii) Research Guide – Convenor;
(iii) One or Two outside expert/s from the same field – Nominated by the Head of Research Centre; *provided that* the experts are Ph.D. holders in the same or related areas and senior in teaching/research.

(3) The candidate shall submit a six-monthly progress report of his/her work to the RAC through his/her Guide and also make a presentation before the committee about his/her research work once in six months.

(4) The Research Advisory Committee shall have the following responsibilities:

i. to review the research proposal and finalize the topic of research;
ii. to guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to complete;
iii. to periodically review and assist in the progress of the research work of the research scholar.

(5) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the RAC to the Head of Centre, with a copy to the research student.

(6) In case of any suggestions given by the Research Advisory Committee for improvement of the work, the candidate should make the changes accordingly.

(7) In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the student fails to implement these, the RAC may recommend to the Centre, with specific reasons, cancellation of the registration of the research student.

16. Topic Approval:

(1) The candidate in consultation with the Research Guide and RAC shall decide the topic of research and shall write a suitable research proposal in the format prescribed. The candidate shall submit, along with the application, eight copies of his/her research proposal.

(2) The research proposal shall be placed before the respective Research and Recognition Committee (RRC).

(3) The RRC shall consider the topic of research and research proposal, and if satisfied shall give approval to the topic of research and research proposal.

(4) If the RRC may suggest minor changes to the title and the proposal if it deems fit, such changes will be made by the student in consultation with the Guide and RAC, and the same shall be conveyed to the RRC.

(5) If the RRC rejects the topic and proposal the student shall consult the RAC and the Guide and can send a fresh proposal/title after three months, but within one year.

(6) The registered student shall not be allowed to register simultaneously for any other degree course.

(7) The registration is deemed to be confirmed once the topic and proposal are approved by the RRC.

(8) If the candidate desires to modify the title and/or the proposed plan of the research, he/she shall apply at least six months before the date of submission of synopsis. The RRC concerned may approve such changes on the basis of recommendation of the RAC, Research Guide and the Head of Research Centre.

17. Registration of Ph.D. candidate:

The candidate shall apply to the Registrar, MU, in the prescribed format for Registration, along with the prescribed registration fee.

18. Course Work for Ph.D.:

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc., for Ph.D. programme shall be as under:

(1) Ph.D. course work shall be of 12 credits.

(2) The course work shall be treated as prerequisite for Ph.D.

(3) A minimum of four credits shall be assigned to one or more courses on Research Methodology, which could cover areas such as quantitative methods, qualitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advance level courses preparing the student for degree.

(4) All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, and instructional and assessment methods. They shall be duly approved by the respective Board of Studies.

(5) The courses shall be arranged in a formal way by the University through University Departments and also at identified Institutions where experts in the

areas of course work shall deliver requisite number of lectures. Record of attendance of the students shall be kept. The attendance of a candidate less than that prescribed by the University shall make the course null and void for the candidate.

(6) The Department where the student pursues research shall prescribe the courses relevant to the student based on the recommendation of the RAC.

(7) The course work may be completed either at the research centre/s or University departments or premier institutions such as IIT, HBNI, BARC, TISS, ICSSR, TIFR, IIM etc; provided it is conducted in formal way.

(8) All the students admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

(9) The candidates already holding M.Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated programme, may be exempted by the Department from the Ph.D. course work. All the other students admitted to the Ph.D. programme shall be required to complete the course work approved by the University.

(10) The grades in the course work, including research methodology courses, shall be finalized after a combined assessment by the RAC and the Department and the final grades shall be communicated to the Head of Centre and to the University.

(11) An M.Phil. /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 submit the synopsis of dissertation /Thesis continue in the programme and submit the dissertation/thesis.

19. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

(1) Upon satisfactory completion of course work, and obtaining of a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale, the M.Phil. scholar shall be required to undertake research work and produce a draft dissertation/thesis before completion of two years from the date of registration for M.Phil. and six years for the Ph.D. student. Women candidates and persons with disability (more than 40 % disability) may be allowed a relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration.

(2) **Colloquium:** At least three months prior to the submission of the dissertation/thesis, the student shall make a presentation (Colloquium) before

the Research Advisory Committee, which shall also be open to all faculty members and other research students. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the RAC.

(3) **Synopsis:** The candidate shall submit to the University fifteen copies of the synopsis of his/her thesis through his/her Research Supervisor at least two months before submission of thesis. The format of the thesis shall be as prescribed.

(4) **Research Publications:** M.Phil. scholars shall present at least one research paper in a conference/seminar and Ph.D. scholars shall publish at least one research paper in a refereed and cited journal/UGC approved journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints/ acceptance letter from the publisher/editor.

(5) Before submission of M. Phil./ Ph. D. dissertation/thesis, every candidate shall fulfil the requirements prescribed with respect to detection of plagiarism and any other form of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research student and a certificate from the Research Guide attesting to the originality of the work, vouching that there is no plagiarism and any other academic dishonesty and that the work has not been submitted for the award of any other degree/diploma of the same University or to any other University.

(6) **Appointment of referees for M.Phil./PhD thesis:**

The existing practice of appointment of referees shall continue.

(7) **Submission of thesis:**

a) The thesis/dissertation shall be submitted in the prescribed format in a spiral bound form and printing on both sides of a paper, along with a soft copy (CD).

b) The Ph.D. candidate shall submit three copies of his/her thesis. The M.Phil candidate shall submit two copies of his/her thesis.

(8) **Evaluation of Dissertation/Thesis:**

a) The M.Phil. dissertation submitted by a research student shall be evaluated by his/her Research Guide and one external examiner.

b) The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research Guide and two external examiners.

(9) ***Viva voce*:**

a) The *viva voce* of M.Phil./Ph.D. candidates shall be in the form of Open

Defence of the thesis.

b) The *viva voce* of the research student to defend the M.Phil. dissertation shall be conducted only if the evaluation report of the external examiner is satisfactory and includes a specific recommendation for conducting the *viva voce*.

c) The *viva voce* of the research student to defend the Ph.D. thesis shall be conducted only if the evaluation reports of the two external examiners are satisfactory and include a specific recommendation for conducting the *viva voce*.

d) The *viva voce* shall be conducted by – (i) the guide and the external examiner in the case of M.Phil. dissertation/thesis and (ii) the *viva voce* committee in the case of Ph.D. thesis

e) The Ph.D. *viva voce* committee shall be constituted by the Head of the University Department/Head of the Research Centre and shall consist of the following:

(i) The Head of Department in case of University Department/ Head of Research Centre or his/her nominee – Chairperson
(ii) The Research Guide as convenor
(iii) The External Examiner who is appointed to conduct the *viva voce*
(iv) One Professor/Associate Professor from any department other than the Department concerned;

Provided that if the *viva voce* is conducted outside the University campus, with prior permission from the Director, BOEE, the member at (iv) above will be a nominee of the University who is a Teacher/University Officer not below the rank of Assistant Registrar and will be nominated by the Director, BOEE;

Provided further that this nominee shall submit his/her report in the prescribed format confidentially to the University at the conclusion of the *viva voce* regarding the conduct of the *viva voce*.

f) The *viva voce* shall be open to the members of the RAC, all faculty members of the Centre, other research scholars and other interested experts/ researchers.

g) The *viva voce* shall include a brief presentation by the candidate with respect to the research work done and the candidate should be tested for his/her knowledge in the research/subject area concerned and on the critiques given in the evaluation reports.

h) If the evaluation report of the external examiner in case of M.Phil. dissertation or one of the evaluation reports of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend *viva voce*, the dissertation/ thesis shall be sent to subsequent external examiner out of the approved list of examiners and the *viva voce* shall be held only if

the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research student shall be declared ineligible for the award of the degree.

i) The day, date, time and the place for the *viva voce* shall be notified by the Head of the Centre, at least eight days in advance.

j) When the Head of the Research Centre or Head of University Department himself/herself is the Guide for the Ph.D. student the *viva voce* committee shall be appointed by the Dean of the Faculty concerned.

k) In case of dispute, the Dean of the Faculty concerned shall take an appropriate decision.

l) If neither of the external examiners is able to be present at the time of the *viva voce*, the Vice-Chancellor, on the recommendation of the Research Guide and the Dean of Faculty concerned, may appoint a senior Research Guide to act as an external examiner for the *viva voce*.

m) In case the Research Guide concerned is not available for the *viva voce*, the Vice-Chancellor, on the recommendation of the Dean of Faculty concerned and the Head of the Centre, may appoint one of the senior Research Guides.

n) The *viva voce* committee shall evaluate the performance of the candidate and make a consolidated report signed by all the members along with the reply given to the queries raised by the external examiners and submit it to the University. This report, signed by all the members of the committee, shall be included in the thesis at the beginning. Further, along with the report a list of the persons attending the open defence (attendance sheet) shall also be submitted to the University.

o) In case the *viva voce* is not satisfactory, the examiners may unanimously recommend, with reasons, that a fresh *viva voce* be organized within a period of not less than one month. If the defence is still not satisfactory, the panel should record the reasons for the same. The Committee may recommend the resubmission of the thesis with suggested changes or recommend the rejection of the thesis.

20. Provisional Certificate:

Prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the degree has been awarded from the date of *vive voce* in accordance with the provisions of University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph. D. Degrees) Regulations, 2016.

21. Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degrees, the CD of M.Phil.

dissertation/ Ph. D. thesis, along with the hard copy of the dissertation/thesis, in the prescribed format, shall be sent to the University Library. After receiving the CD of the thesis in the format suggested, the Library shall prepare metadata of the dissertation/thesis and shall then submit an electronic copy of the M.Phil. dissertation /Ph. D. thesis to the INFLIBNET, for hosting of the same so as to make it accessible to all institutions/colleges.

The VCD shall come into force with immediate effect i.e. from the date of circulation in addition to the above mentioned existing ordinances and shall remain in force till the amendment in ordinances and new rules and regulations are formulated in pursuant to the subject matters dealt with in this VCD is made by the appropriate authorities.

Place- Mumbai
Date- June 15, 2018

Prof. Suhas Pednekar
Vice-Chancellor