

## **Guidelines for Procedures Related to PhD Centre of Sir Vithaldas Thackersey College of Home Science (Empowered Autonomous Status), SNDT Women's University, Mumbai**

(Drafted as per the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 and PhD Degree Regulation -2022 of SNDT Women's University)

### **Overview of Institution**

Established in 1959, Sir Vithaldas Thackersey College of Home Science is the constituent college of the SNDT Women's University, Mumbai. Sir Vithaldas Thackersey College of Home Science is the First Autonomous College in the state of Maharashtra and has retained its Autonomous status for two decades with Academic Excellence and has recently been awarded the Empowered Autonomous status. The institute has been Re-accredited by NAAC with an "A" Grade and a coveted honor of College with Potential for Excellence (CPE PHASE-IV; 2021-2026) from the University Grants Commission (UGC). The college has been honored with the prestigious Rashtriya Uchatar Shiksha Abhiyan (RUSA 2) Infrastructure Grant in 2018-2019 and was awarded the prestigious Best College Award of the SNDT Women's University, Mumbai in 2021. The mission is to create a conducive environment for academic excellence, inclusiveness, and entrepreneurship mindset, and rigor among new-age women. The motto of the institute, "An Enlightened Woman is a Source of Infinite Strength" is fostered by empowering women to contribute towards a society that promotes and protects dignity, equality, social justice, and human rights for all.

### **Overview of SVT Research and Development Centre**

To strengthen a multidisciplinary research ecosystem, the college initiated a Research and Development Centre in 2019. The college has been recognized as a PhD Centre of the university in the academic year 2023 vide Resolution Agenda Item 9 of the Academic Council meeting of SNDT Women's University held on 21<sup>st</sup> and 26<sup>th</sup> July 2022

The Research and Development Centre works in close collaboration with researchers from higher education institutes, experts from industry and qualified scientists and mentors with an overarching focus on enriching the faculty and students with the latest expertise and skills in their area of specialization and research interest. The specific functions of the R&D Centre include developing faculty research priorities in interdisciplinary areas, establishing collaborations with other universities, research-intensive organizations, and industries, and implementation, follow-up, progress, and monitoring of ongoing research projects. The center has also been responsible for informing students about intercollegiate research opportunities, organizing Academic Writing workshops to hone the writing and analytical skills of students and faculty, and conducting expert lectures, hands-on training workshops, and faculty enrichment programs. Apart from the program requirements of dissertation and seminar, students engage in intensive research work and field investigations under the mentorship of experts at the Research & Development Centre.

## 1. Rules for Award of PhD Degree

In exercise of the powers conferred by clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the UGC (Minimum Standards and Procedure for Awards of M.Phil. /Ph.D. Degree) Regulation, 2016 and its two amendments, viz. the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) (1st amendment ) Regulations, 2018 dated the 27th August 2018 and the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) (2nd amendment ) Regulations, 2018 dated 16th October 2018, the University Grants Commission issued the Draft University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.

As per the University Grants Commission Minimum Standards and Procedure for Award of Ph.D. Degree Regulations, 2022), SNDT Women's University, Mumbai released the PhD Degree Regulations 2022 including eligibility criteria and procedure for registration of candidates, allotment of supervisors/ and research topics, submission of PhD. thesis and its evaluation for the award of degree of PhD (Doctor of Philosophy).

Based on the guidelines issued by the SNDT Women's University and subsequent to the recognition of Sir Vithaldas Thackesery College of Home Science (Empowered Autonomous Status), SNDT Women's' University, Mumbai as a recognized PhD Centre of the SNDT Women's University, the following guidelines are drafted as Minimum Standards and Procedures for Award of PhD in discipline specific programs offered at the college.

These guidelines shall be applicable to all students registered at the SVT PhD Centre and the faculty advisors who hold permanent/ regular full time appointment in the college. The guidelines are subject to change as per revisions suggested from time to time by the University Grants Commission and SNDT Women's University, Mumbai and the Research and Development Centre of the college.

- A. The provisions of these rules shall be applicable to candidates admitted for the PhD programs at SVT PhD Centre from academic year 2023
- B. This Direction shall come into force from the date of its issuance.
- C. Scope:
  - a. This Direction shall govern the award of Ph.D. Degree to candidates from all the faculties in the University and registered at the SVT PhD Centre
  - b. In this Direction, unless the context requires otherwise;
    - 1) '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
    - 2) College means Sir Vithaldas Thackesery College of Home Science (Empowered Autonomous Status), SNDT Women's' University, Mumbai
    - 3) "Faculty" means a faculty constituted as per the provisions of Section 34(4) of the Act.

- 4) Candidate/ Scholar means a women/ female seeking admission to the PhD programs and registered for a PhD program at the SVT PhD Centre
- 5) “Head, Place of Research” means the Head /Principal of the College/Director of the Institute.
- 6) “Place of Research” means the PhD Centre of Sir Vithaldas Thackesery College of Home Science (Empowered Autonomous Status), SNTD Women’s’ University, Mumbai which is duly recognized as the “place of research” by the University.
- 7) “Ph.D. Entrance Test (PET)” means the entrance test conducted by the S.N.D.T. Women’s University in accordance with the (applicable) rules framed by the University in this regard. h. “Ph.D. degree program in Regular Mode” either full-time Ph.D. degree program of the University.
- 8) Centre Head means the coordinator of the Research and Development Centre including the PhD Centre at Sir Vithaldas Thackesery College of Home Science (Empowered Autonomous Status), SNTD Women’s’ University, Mumbai
- 9) ‘Recognized’ means recognized by appropriate statutory Regulatory Authority
- 10) “Supervisor “and/ or ‘Research Guide’ and/ or ‘Guide’ means Ph.D. supervisor who holds a permanent / regular appointment at Sir Vithaldas Thackesery College of Home Science (Empowered Autonomous Status), SNTD Womens’ University, Mumbai and is recognized as a supervisor as per the provisions of this Direction and PhD Degree Regulation -2022 of SNTD Women’s University.
- 11) “University” means SNTD Women’s University, Mumbai.

## **2. Eligibility criteria for admission to the Ph.D. program**

Subject to compliance with the requirements of the eligibility as provided in the PhD regulations of SNTD Women’s University and the directions of this document:

- a) Women Candidates who have completed 1-year/2-semester master's degree program after a 4-year/8-semester bachelor’s degree program or a 2-year/4-semester master’s degree program after a 3-year bachelor’s degree program 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.
- b) 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 program 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.

- c) Candidates who have completed the M.Phil. program 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. program. 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.**

- a) Application form for the Ph.D. program will be available on the official website of the University and college. 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 and college website at the time of the announcement of the PET.
- b) The scanned copies of the following documents should be uploaded with the application form.
1. The mark-sheet of Post Graduate Examination or that of the corresponding equivalent degree.
  2. Passing Certificate / Degree Certificate of Post Graduate examination or that of the corresponding equivalent degree.
  3. In case of name change Marriage Certificate / Affidavit / copy of gazette.
  4. Caste Certificate (except for Open Category) and Caste Validity Certificate where ever applicable
  5. Medical certificate given by a competent authority in case of specially abled candidates
  6. Certificate of any other qualifying examination (as mentioned under eligibility criteria)
  7. Income certificate (where applicable)
- c) Those candidates who satisfy the eligibility criteria will be permitted to appear for the entrance test. The details of PET are provided in subsequent sections
- d) Exemption from appearing for written test
1. 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.

2. 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.
- e) 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.
  - f) The college shall notify on an annual basis a predetermined and manageable number of vacant seats of PhD across the departments of the college, depending on the number of available research guides, prescribed quota at the departments and academic and physical facilities available.
  - g) The details regarding the number of seats vacant at each department of the college, eligibility criteria for application, application forms and admission procedures, examination dates, center and other related regulations will be notified on college website for the benefit of prospective candidates.
  - h) The admission shall be based on the criteria notified by the college in line with the guidelines/ norms issued by UGC, SNTD WU and other statutory bodies of the university and college.

#### **4. Declaration of Result & Admission of Student**

- a. The merit list of the selected candidates based on performance in the interview will be made available on the website of the University/ college within 30 working days of the conduct of the interviews.
- b. The admission will be granted as per the availability of seats in the specific subjects, verification of submitted documents with original documents and completion of payment of fees for the first semester of the discipline specific PhD programs
- c. The college shall submit the details of the registered students, name of allocated research guide/ co-guide to the University and will also maintain these records on the college website.
- d. The results of PET will be valid for only three years.

#### **5. Allocation of Research Supervisor**

- a) The recognition of teachers to guide PhD scholars shall be done by the SNTD Women's University through its subject specific RRCs.
- b) The Research Guides holding a permanent / regular appointment at Sir Vithaldas Thackesary College of Home Science (Empowered Autonomous Status), SNTD Women's University, Mumbai and recognized as a PhD Guide/ Supervisor by the SNTD Women's University, will be allocated selected research students who are declared eligible for admission to PhD program by

the SNDT Women's University. These PhD students will be registered at the PhD Centre of Sir Vithaldas Thackersey College of Home Science.

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

d) 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. If the Supervisor agrees to guide the student, He/she may inform his/her consent to the PhD Centre Coordinator and the head of the department in which the student will be registered.

g) The concerned student will then pay fees to the PhD Centre of Sir Vithaldas Thackersey College of Home Science and get registered for the Ph.D. program.

h) 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.

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

j) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars. 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

k) Change of Supervisor- 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 Principal/ Director with a copy to the Coordinator, SVT Research and Development Centre.

## **6. Registration and Admission**

- a) The date of registration shall be 1st January / 1st July.
- b) After receiving the letter from the Ph.D. Centre regarding the admission, the student will fill up the registration form (Annexure-1) and pay the Registration and the First Term fee (Annexure 2) in the Accounts department of the college. Fees once paid will not be refunded.
- c) 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.

- d) Fees for each term shall be paid to the PhD Centre of Sir Vithaldas Thackersey College of Home Science (Annexure 2)
- e) 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.
- f) The Ph.D. Centre 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.
- g) The names of the registered candidates shall be uploaded on the college website specifying the name of the supervisor, his or her designation, and the department), 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). These details will be sent to the University for records.

## 7. Conduct of the Ph.D. Program

- 1) Course-work- The Ph.D. program 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.

**Table 1: Details of PhD Coursework**

Sr. No.	Course Title	Semester	Credits	Marks
1.	Orientation Programme (to be conducted by Ph.D. Cell)	I		
	a. Research and Publication Ethics		01	25
	b. Teaching – Learning Pedagogy		01	25
2.	Research Methodology	I	04	100
3.	Research Proposal (Write up + Presentation)	II	02	50 (25 + 25)
4.	Term Paper – I Review of Literature	II	02	50
5.	Term Paper – II Topic related assignment	II	02	50

Note: As part of term paper-I Review of Literature research scholars shall be required to do a course on Indian traditional knowledge system (to be organized by Bhartiya Gyan Sanskrit Evam Yog Kendra of SNDT WU in co-ordination with Ph.D. Centre)

- a) PhD coursework shall be of 12 credits as per the details provided in Table 1
- b) The coursework shall be treated as a pre requisite for PhD
- c) The Research Supervisor will arrange to conduct the coursework in consultation with the Head of the Department and the PhD Centre of Sir Vithaldas Thackersey College of Home Science
- d) The faculty supervisor will forward the result of all course work for 12 credits in the given format (Annexure - III) to the Director and Coordinator, PhD Centre of the college.
- e) After the completion of the coursework (including Research methodology coursework), a completion certificate will be issued.
- f) Minimum passing marks for the Ph.D. coursework evaluation will be 55% in order to be eligible to continue in the program.
- g) 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.
- h) 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

### **8. Research Proposal**

- a) 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 Director and Coordinator, PhD Centre through the supervisor.
- b) The Research student shall be required to make a presentation of the proposal to the institutional Research Advisory Committee. The RAC shall scrutinize the research proposal and interview the student to consider the feasibility of the research proposal. 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.
- c) The RAC may recommend, if necessary a Co-supervisor to the candidate even at this stage. The Head of Institution shall call for a meeting of the RAC within 30 days of receipt of the research proposal.
- d) The minutes of the RAC will be prepared by the PhD center and sent to university within one month of holding RAC meeting to be placed in RRC.
- e) The approved research proposal (eight copies) will be forwarded through the Ph.D. Centre of Sir Vithaldas Thackersey College of Home Science to the university to be placed before RRC for the approval of the proposal and the title.
- f) 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 PhD centre of Sir Vithaldas Thackersey College of Home Science 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.

- g) If the RRC approves the title, the Ph.D. Centre 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 Institution, Coordinator of PhD Centre of Sir Vithaldas Thackersey College of Home Science and Director, Board of Examinations and Evaluation, SNDTWU.

### **9. Duration of the Ph. D. Program**

- a) Ph.D. Program 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. program.
- b) 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. program should not exceed eight (8) years from the date of admission in the Ph.D. program.
- c) 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. program in such cases should not exceed ten (10) years from the date of admission in the Ph.D. program

### **10. Extension of terms**

- a) The extension of two years for Ph.D. is permissible for all students.
- b) Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. program. 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.
- c) The 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.
- d) The Ph.D. student should apply to the Head of the Institution and Coordinator, PhD Centre through the supervisor for extension, if required, two months prior to the semester end (for 13th semester to 16th semester). The Head of 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.
- e) The Research student's registration stands cancelled, if she is not granted approval for extension by the RRC/Vice-Chancellor or is unable to submit the Ph.D. thesis within the specified time period.

### **13. Progress Reports**

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

#### **14. Submission of Ph.D. Synopsis**

- a) The student will submit the synopsis (5 copies) to the PhD Centre of Sir Vithaldas Thackersey College of Home Science through the Supervisor.
- b) At the time of submission of the synopsis, the student shall submit the required documents (Annexure - VII)
- c) The Head of the Institution and Coordinator, PhD Centre will arrange for the RAC for the presentation of the synopsis within one month of the submission of the synopsis by the student.
- d) 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.
- e) After the approval of the synopsis by the RAC five (5) copies of the synopsis shall be sent by the Ph.D. Centre to the University within one month to be placed before the RRC along with the required documents (Annexure - VIII)
- f) The panel of examiners recommended by the supervisor will be forwarded through Ph.D. Centre to the University to be placed before RRC. This in turn shall be forwarded to the Vice-Chancellor for selection of the final examiners.
- g) 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.
- h) 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

#### **15. Preservation of Thesis**

a) The Director, Examinations and Evaluation, SNDT Women's University will forward the accepted thesis (both hard and soft copies) to:

1. The University Library

2. The Institution/ SVT PhD Centre.

#### **16. 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 Institution/ Director, Research and Development Centre

(If the complaint is against the Dean of Faculty / Head of Institution, s/he shall not be members of the committee. In such a case the Vice-Chancellor or 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.