

SNDT Women's University, Mumbai



Ph.D. Guidelines

for

students

The PhD Programme

The PhD programme consists of a combination of

- **Course work (Part A) and**
- **Research work (Part B)**



The PhD Programme

Part A-Course Work (One year/Two semesters)

- **It consists of three courses of four credits each**
 - **Course I – Research Methodology**
 - **Course II and III – Subject Specific Courses**



The PhD Programme

Part A-Course Work (One year/Two semesters)

Course I –Research Methodology

- **Research Methodology (4 credits/100 marks), This will include:**
 - **Quantitative Methods**
 - **Qualitative Methods**
 - **Use of information and communication technology in research, wherever applicable**

The PhD Programme

Part A-Course Work (One year/Two semesters)

Course I – Research Methodology

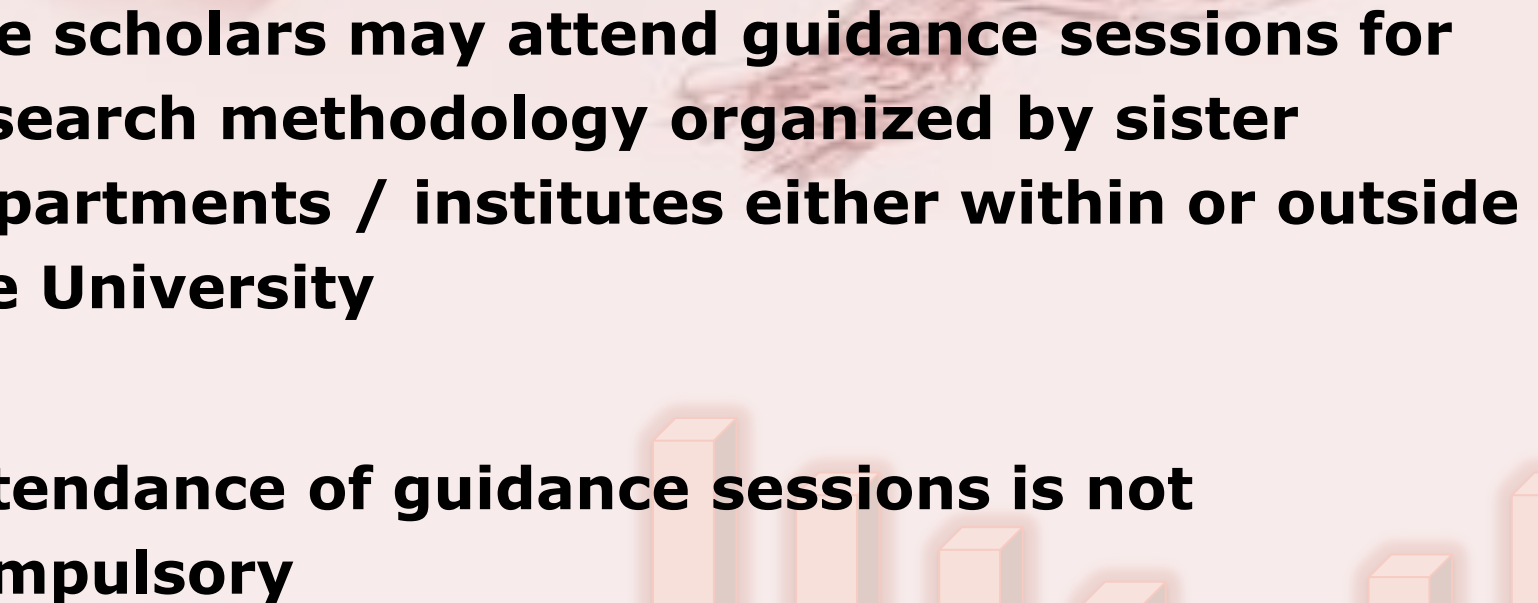
- **Departments will**
 - **make syllabi available to the scholars.**
 - **arrange for guidance sessions.**
 - **conduct written test at the end of the first and second semester.**



The PhD Programme

Part A-Course Work (One year/Two semesters)

Course I –Research Methodology

- **The scholars may attend guidance sessions for research methodology organized by sister departments / institutes either within or outside the University**
 - **Attendance of guidance sessions is not compulsory**
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The PhD Programme

Part A-Course Work (One year/Two semesters)

Course I –Research Methodology

Marks will be allotted as follows:

No.	Type of Tests	Marks
1	Written test	30
2	Preparation of research proposal	30
3	Presentation of research proposal	20
4	Assignment on methodological review of a large project/book on research methodology	20

The PhD Programme

Part A-Course Work (One year/Two semesters)

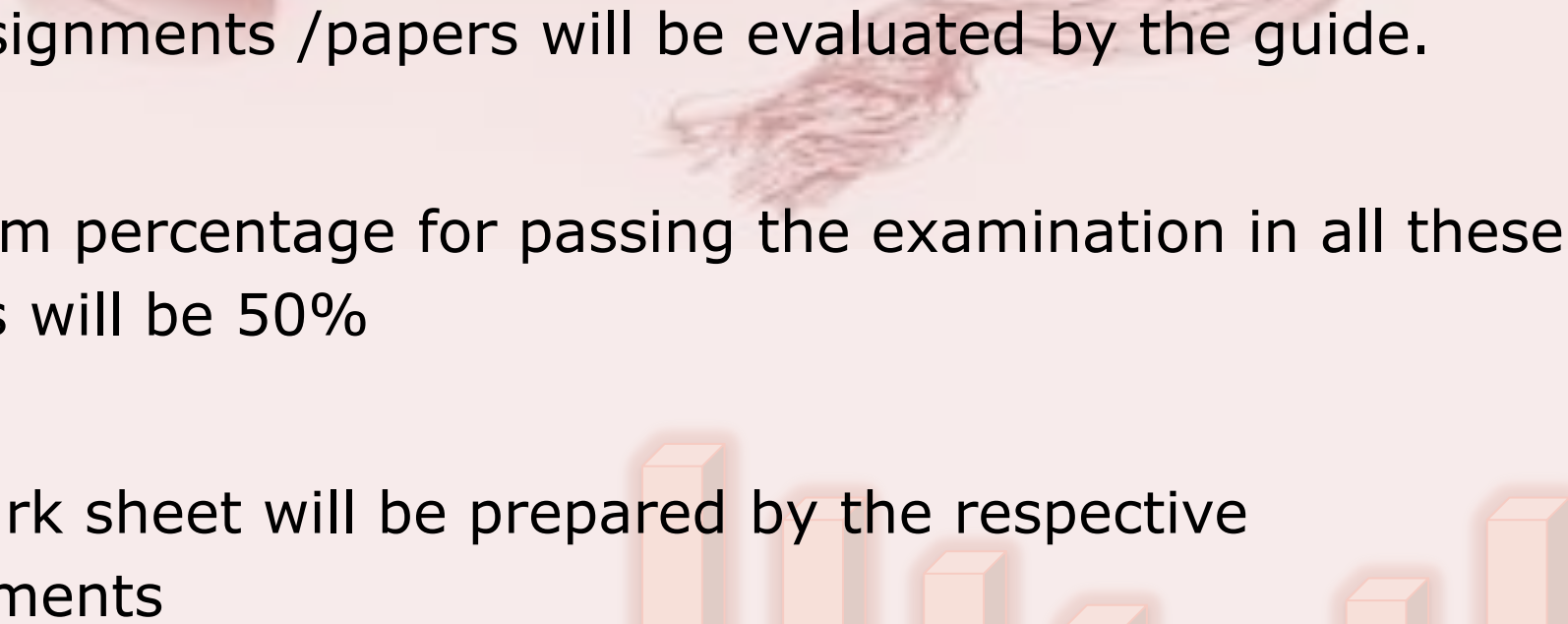
Course II and III- Subject Specific Courses

- Two courses (4 credits /100 marks each), This will include
 - Subject – specific, guided reading supervised by the guide
 - The Papers/Assignments may be written in English, Marathi, Gujarati or Hindi
 - Scholars should submit these assignments to the guide

The PhD Programme

Part A-Course Work (One year/Two semesters)

Course II and III- Subject Specific Courses

- The assignments /papers will be evaluated by the guide.
 - Minimum percentage for passing the examination in all these courses will be 50%
 - The mark sheet will be prepared by the respective Departments
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The PhD Programme

Part A-Course Work (One year/Two semesters)

Course II

Course II-Marks Allotted

No.	Subjects	Marks
1	Review of literature	40
2	Presentation	30
3	Assignment	30

The PhD Programme

Part A-Course Work (One year/Two semesters)

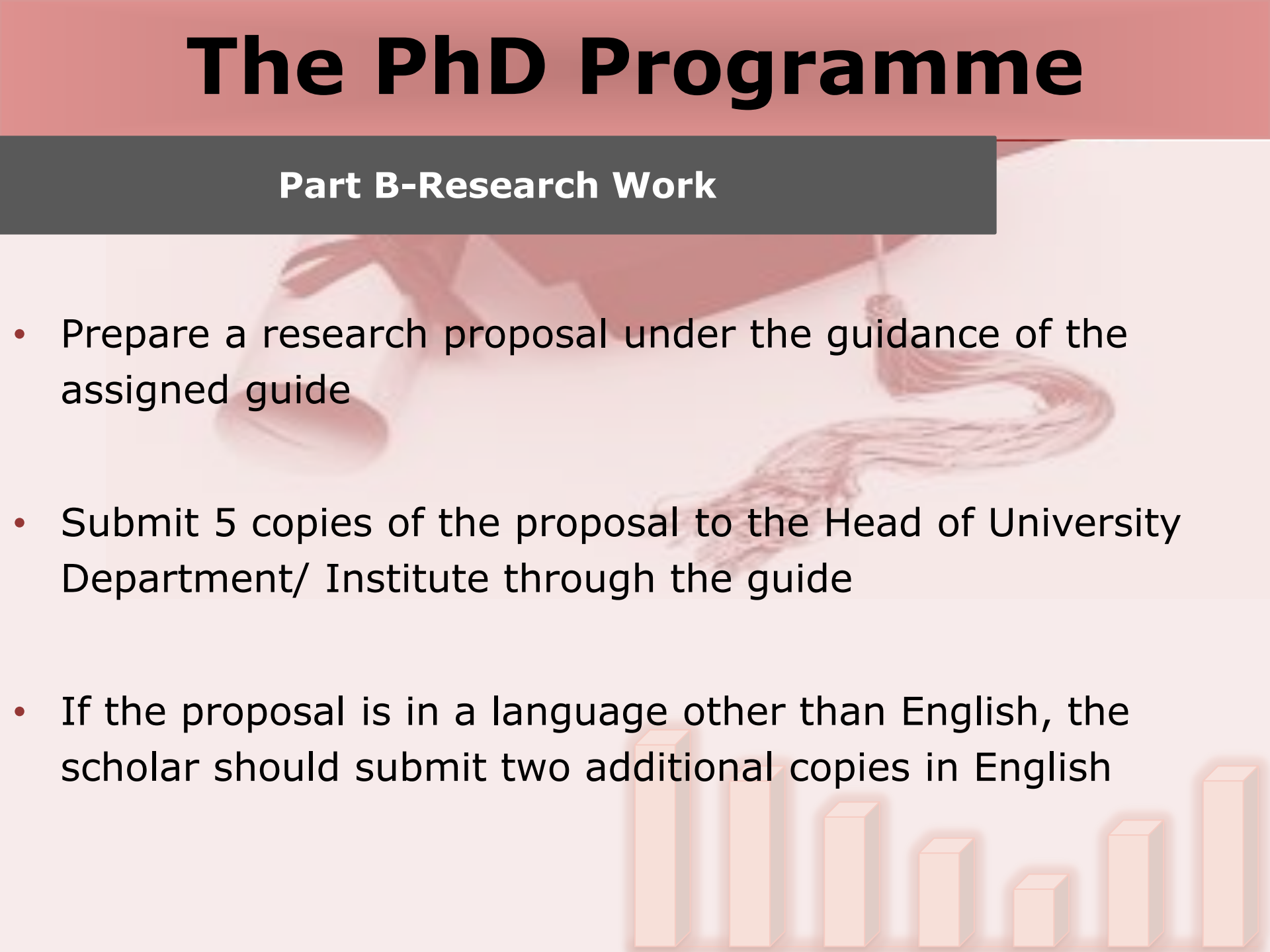
Course III

Course III-Marks Allotted

No	Subjects	Marks
1	Concept note based on the content of research	40
2	Presentation	30
3	Report of 2 books related to research topic/report of visit/interviews/seminar attended (1000-1500 words)	30

The PhD Programme

Part B-Research Work

- Prepare a research proposal under the guidance of the assigned guide
 - Submit 5 copies of the proposal to the Head of University Department/ Institute through the guide
 - If the proposal is in a language other than English, the scholar should submit two additional copies in English
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- The background of the slide features a faint, light-colored image of a graduation cap (mortarboard) with a tassel, positioned in the upper right quadrant. In the lower right corner, there is a decorative graphic of a bar chart with seven vertical bars of varying heights, rendered in a light orange or peach color.

The PhD Programme

Part B-Research Work

- Departmental Research Committee will be called within 30 days.
- Scholar will present the proposal in DRC.
- The DRC shall approve, suggest modification(s) or reject the proposal.



The PhD Programme

Part B-Research Work

- If rejected, the candidate may resubmit a fresh proposal within three months.
- The DRC may recommend, if necessary a Co-guide.



The PhD Programme

Part B-Research Work

- HOD will forward 5 copies of the proposal approved by DRC to the Director, BCUD to be placed before RRC.
- The RRC shall approve, suggest modification(s) or reject the proposal.
- If a proposal is rejected the scholar may submit a fresh proposal within six months of intimation from the University.

The PhD Programme

Part B-Research Work

- If the RRC approves the proposal, Director, BCUD will issue letter of approval of the title (within 30 days) with a copy to the concerned Guide, HOD, and Controller of Examinations



The PhD Programme

PhD Terms

- For the purpose of administration
 - Terms will be from January to June and July to December
 - The Ph.D. course shall be of five years duration (i.e. 10 terms)
 - The thesis can be submitted after 3 years
 - After 6 terms the student will have to seek extension up to 10th term

The PhD Programme

Extension of Terms

- Application for extension will be submitted through the guide to the HOD
- Extension from 7th to 10th term will be given by the HOD.



The PhD Programme

Re-registration

- The scholar ceases to be a Ph.D. scholar, if she is not granted approval for extension by the RRC/VC or is unable to submit the Ph.D. thesis within the specified time period.
- Re-registration may be allowed only once with or without break.
- Scholars who re-register with a break of 3 years or more will be required to do the prescribed coursework.

The PhD Programme

Cancellation of Registration

The HOD will forward the case of a scholar for cancellation of registration to RRC through the Director, BCUD.

- If the scholar fails to clear written test (of Research methodology course) in two attempts.
- If the scholar fails to complete course work of all 3 courses within 4 semesters
- If the scholar fails to submit progress reports for two consecutive terms.
- If two consecutive progress reports are not satisfactory.

The PhD Programme

A Piece of Advice

- Be regular in your work
- See your guide regularly – attend the supervisory meetings without fail
- Use the databases of our library
- Plan for two publications
- Make the best use of this phase in your life

Enjoy your work!