



JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce.
and Sheila Gopal Raheja College of Management
Autonomous

Ph.D. Policy

Eligibility criteria for Enrolment

1. Candidate should be a post graduate in the respective subject of doctoral work **and** cleared approved entrance examinations for PhD such as GATE/GPAT/SET/NET/JRF/PET or any other as approved by the UGC
 2. The candidate should have done a 1-year/2-semester Master's programme (after 4-year undergraduate degree) with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 10- point scale (or an equivalent grade in a point scale wherever grading system is followed)
- OR**
3. A 2-year/4-semester Master's programme (after 3-year undergraduate degree), with the same conditions as in sub-clause above
 4. In case of teachers who wish to enroll for PhD, all the above sub-clauses shall apply in addition to having a teaching experience of not less than 5 years

Duration of the Programme

1. The Ph.D. programme shall be for a minimum duration of two years, excluding course work, and a maximum of six years.
2. Extension beyond the above limits will be granted under extraneous circumstances, beyond one's control and as permissible on the basis of the deliberations by the RAC in consultation with the PhD supervisor and candidate. However, the maximum period of extension that can be granted will not be more than two years.

3. Women candidates and/or persons with disabilities (more than 40% disability) may be allowed a further relaxation of two years for earning the Ph.D. degree. In addition, women candidates may be further provided with Maternity Leave/Child Care Leave for up to 240 days, once in the entire duration of Ph.D.

Selection Procedure

1. The PhD supervisor shall, through the formal channels of the institution, circulate an advertisement for enrolment, in leading newspapers. The same should specify the place of work, the broad area of work and the name of the Supervisor. A time limit of 14 days or a fortnight shall be given for application from interested candidates.
2. The PhD supervisor along with the Head of Department and one/two senior faculty of department shall scrutinise the application forms and grade candidates in accordance with metrics decided upon by the Research Advisory Committee (RAC).
3. The screened candidates shall be called for an interview for final selection and a minimum of one week's notification time will be kept to facilitate outstation candidates to appear for same.
4. The interview panel for the final selection will consist of: PhD supervisor, Head of department in case the PhD supervisor is not the same as Head, Two Senior faculty of department, RAC Chairperson, Two Subject experts from outside the institution who are qualified Research Guides and Associate Professors selected from a panel of 5 experts by the Principal, RAC College Committee
5. The candidates will be required to make a presentation and have an interactive discussion with the Panel, marks for which will be awarded by the Panel on pre-decided metrics by the RAC
6. The final score of the candidate will be a cumulative score of his/her academic qualifications and Interview, as assessed by the Subject experts and PhD supervisor

Topic Approval

1. The student in consultation with the Research Supervisor and RAC, or the expert Committee constituted by RAC for the purpose, shall finalize the topic of research and shall write a suitable research proposal in the format prescribed. The candidate shall submit, along with the application, as many copies as stipulated by the RAC of his/her research proposal.
2. The research proposal shall be placed before the respective Expert Committee constituted by the RAC for the purpose and the student shall be asked to make a presentation of the same.

3. The Committee shall consider the topic of research and research proposal and, if satisfied, shall give approval.
4. If the Committee suggests any change to the title and/or the details of the proposal, as it may deem fit, such changes will be incorporated in the best manner possible by the student in consultation with the Research Supervisor and RAC, and the same shall be conveyed to the Expert Committee and placed on record.
5. If the Expert Committee rejects the topic and/or proposal, the student shall consult the RAC and the Research Supervisor and will submit a fresh proposal/title after a period of three months but within one year.
6. The registration is deemed to be confirmed once the topic and proposal are approved by the appropriate committees.
7. 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 desired modifications may be approved only after due consideration by the Expert committee, and the recommendations of the RAC in consultation with the Research Supervisor.
8. The student will be required to submit a report of his/her work to the RAC every six months, and discuss the same with the help of a presentation for evaluation and further guidance. The six-monthly progress reports shall be kept on record by the RAC, with a copy made available to the student and Research Supervisor.
9. The registered student shall not be permitted to register simultaneously for any other degree.

Registration of Ph.D. candidate

1. The candidate shall apply to the Registrar of the affiliating university, MU, in the prescribed format for Registration, along with the prescribed registration fee in accordance with the guidelines set by the affiliating University.
2. The approved topic for research proposal is to be submitted to the affiliating University within six months from the date of interview. (vide Mumbai University circular No. Th/ICD/2017-18/853, <https://mu.ac.in/wpcontent/uploads/2020/10/THicd853201718.pdf>)
3. The application form for topic approval is to be duly certified by the Research Supervisor, Chairperson of RAC and the Principal of the institution.

Documents to be submitted/kept on record

- 1. Interview Report in Original**
- 2. Selection Letter by the Institute**
- 3. Explanation letter by the Principal of the Institution** - In case of delay in submission of topic after six months of interview
- 4. PhD Centre/Department Recognition Letter**
- 5. PhD Guide Recognition Letter**
- 6. RAC report(s)**
- 7. Change in Name - Marriage Certificate/Gazette Copy** – for Women candidates
- 8. Teaching Experience Certificate** – in case of teachers enrolled as PhD student
- 9. Mark sheets** of Bachelors & Master's Degree. In the case of M.A./MSc/ by Research, Mark sheets of the Bachelor's Degree.

Role of Research Advisory Committee (RAC)

1. To review the research proposal and give suggestions to finalize the topic of research in consultation with the Expert Committee constituted by RAC for the purpose;
2. To provide advice to the research scholar and help develop the study, design and methodology of research and identify the course(s) that he/she may have to complete in fulfilment of the required conditions for the award of degree;
3. To periodically review and assist in the progress of the research work of the research scholar

Ph.D. Course work for PhD degree (As per the UGC guidelines)

The coursework for Ph.D. is as per the minimum standard laid down by the UGC for award of the degree as notified in the Gazette of India (No 28 part III section 4 for the week July 11-July 17, 2009) .

1. Each candidate after having been admitted to the Ph.D. degree programme shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as pre-Ph.D. preparation.
2. The Ph.D. course work shall be offered with credit system. The candidate will have to earn 16 credits in maximum of three semesters.
3. The candidate is allowed to take the advantage of **Credit Transfer** from other recognized universities, In consultation with the BOS, the Principal is authorized to allow the candidate to avail this facility on a case by case basis.
4. Course work will be handled by the concerned supervisor/s in association with the department.
5. A 7- point scale will be followed for assigning the final grade. The candidate should get a minimum of ‘B+ ‘ grade to qualify.
6. After completion of the course work, the supervisor will submit the certificate of completion in the format given below
7. PhD candidates admitted in other centres are also eligible to be admitted for such coursework with prior consent from the Principal and the Head of the concerned department.

Jai Hind College Autonomous, Churchgate, Mumbai

This is to certify that Mr/Ms/Mrs...(Surname) (First name)(Middle name)..... has been a regular student of Ph.D. with registration number He/She has attended the course work conducted at the recognized research centre/department from to during the year He/She has successfully completed the Ph.D. course work prescribed by the guidelines of the Autonomous institution and as per the Guidelines stipulated by the affiliating university, Mumbai university and the UGC. He/She secured grade on the 7-point scale.

Date:

Signature

(Research Supervisor)

(Principal)
