

PH.D. PROGRAMME IN SOCIAL WORK 2019-20

COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN (AUTONOMOUS)

PH.D. PROGRAMME IN SOCIAL WORK

2019-20

The College of Social Work, Nirmala Niketan (Autonomous) has been recognized for registration of students to the Ph.D. programme since 1996.

Applicants who meet the requirements given below will be considered for registration:

- a. demonstrate a capacity for satisfactory performance of advanced academic work and potential for scholarship,
- b. possess adequate knowledge of research and statistics,
- c. have a Master's Degree in Social Work from a recognized University with a minimum of 55% and for SC/ST applicants with a minimum of 50%,
- d. have at least three years of field / teaching experience after acquiring the Master's degree in Social Work,
- e. have completed the advanced research methodology course inclusive of four modules on Quantitative Design, Qualitative design, Statistics, and SPSS from CSWNN or any other recognized Institution,
- f. have passed the UGC NET/ PhD Entrance examination (PET) from any University as per Regulation, 2009 of UGC (minimum standard and procedure for award of M. Phil. / Ph. D. Degree), issued by University Grants Commission on 1st June, 2009 and 5th May 2016 thereof and the subsequent Gazette of India, (**ASADHA 20, 1931**) on 11th July, 2009 for the award of M. Phil/ Ph.D. Degree, directing all the Universities in India to follow the same with immediate effect from the date of publication in the Gazette of India **OR** have passed M. Phil, Programme of UOM or any other recognized University/Institution, provided the M. Phil is as per the UGC guidelines.

As per the requirement of the University of Mumbai, students registered for the doctoral programme will have to reside in Mumbai for two years till they complete their thesis submission.

A student from another University will have to obtain a provisional statement of eligibility from the University of Mumbai in the prescribed form and on payment of the prescribed fee before registering for Ph.D.

The selection of students for the enrolment in the doctoral programme is done entirely at the discretion of the Research Review Committee of the University of Mumbai.

Duration of the Programme:

1. Duration of the 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.
2. The 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 PhD after Master's degree by research and registers for PhD in the same subject;*
3. Extension upto a maximum period of four semesters/two years for PhD 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, UoM, on a 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.*
4. Women candidates and Persons with Disability, with more than 40% disability may be allowed an additional relaxation two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave once in the entire duration of Ph.D. for up to 240 days.

Procedure for admission:

1. All admissions for Ph.D programmes shall be through an Entrance Test (PET) conducted by the University and the Interviews conducted by the Research Centre, CSWNN.
2. The College shall notify on an annual basis a predetermined and manageable number of vacant seats for Ph.D., depending on the number of available research guides, prescribed quota, and academic and physical facilities available, keeping in mind the norms regarding the scholar-guide ratio.
3. 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.

Interviews for admission to Ph.D programme:

The candidates who have cleared the PET and course work on Research methodology will be required to appear for an interview, as part of the admission process.

1. The interview shall be conducted at CSWNN on the following aspects:

- i. Basic knowledge of the chosen area;
- ii. 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 related to social work.

2. The Research Centre of CSWNN shall submit the reports of the admission committee to the University (Thesis Section) within a period of not more than 30 days from the date of completion of the interviews.

3. The University and the Research Centre of CSWNN shall publish the lists of candidates selected for admission.

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

Allocation of Research Guides:

1. The allocation of Research Guide for a selected research student shall be decided by the Head of Research Centre/Principal of CSWNN, 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.
2. At any given time, a Professor cannot guide more than eight Ph.D. students; an Associate Professor cannot guide more than six Ph.D. students; and an Assistant Professor cannot guide more than four Ph.D. scholars.

Admission:

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

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. The six-monthly progress reports shall be submitted by the RAC to the Head of the Centre, with a copy to the research student.
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.
 - iii. To periodically review and assist in the progress of the research work of the research scholar.
5. In case of any suggestions given by the Research Advisory Committee for improvement of the work, the candidate should make the changes accordingly.
6. 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.

Topic Approval:

1. The candidate in consultation with the Research Guide and RAC shall decide the topic of the Research and shall write a suitable research proposal in the format prescribed. The candidate shall submit, along with that 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.

Registration of Ph.D. candidate:

1. The candidate shall apply to the Register, MU, in the prescribed format for Registration, along with the prescribed registration fee.
2. Withdrawal • Research scholars may withdraw from the Ph.D. programme for genuine reasons, for duration of a semester or a year but only with a prior permission from the Head of the Research Centre, and recommended by the guide. The duration of withdrawal will not be counted into the period of registration. It is expected that Ph.D. students will complete all the requirements for their doctoral programme in three years. However, in case of critical events, an outer limit of five years for completion of the programme excluding the period of withdrawal/deregistration will be allowed.
3. De-registration • Scholars who wish to withdraw from the programme completely or for more than a year but wish to return to re-register can de-register. De-registration entails removal from the rolls and the settlement of deposits.
4. Re-registration • Scholars who wish to re-register can do so within two years from the date of de-registration and an overall period of five years from the date of registration to the Ph.D. programme. The procedures for re-registration may be different depending on the stage of research at which the research scholar left the programme.

Course Work for Ph.D.:

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

1. PhD course work shall be of 12 credits.
2. The course work shall be treated as prerequisite for Ph.D.
3. A minimum of 12 credits shall be assigned to the theory course on Research Methodology, which could cover areas such as basic philosophy of research, quantitative methods, qualitative methods, statistics, and computer applications.
4. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, 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 PhD Centre at CSWNN 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 75% shall make the course null and void for the candidate.
6. The course work may be completed by the candidate either at the CSWNN or University departments, or premier institutions such as TISS and ICSSR, provided the syllabus is equivalent to the syllabus of CSWNN.
7. All the students admitted to the Ph.D. programmes shall be required to complete the course work prescribed within the initial two semesters.
8. The candidates already holding M. Phil. Degree as per the UGC guidelines may be exempted by CSWNN from the Ph.D. course work. All the other students admitted to the Ph.D. programme shall be required to complete the approved course work.
9. The grades in the course work, including research methodology courses shall be finalized after a combined assessment by the RAC and the final grades shall be communicated to the Head of the Centre and to the University.
10. A Ph.D. student has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7 or 10 point (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 and continue in the programme and submit the dissertation/thesis.

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

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

2. Research Publications: Ph.D. scholars shall publish at least one research paper in 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.

3. Before submission of 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 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.

4.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).

The Ph.D. candidate shall submit three copies of her/his thesis.

5.Evaluation of Dissertation/Thesis:

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

6.Viva Voce:

- a. 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*.
 - b. The *viva voce* shall be conducted by i) the *viva voce* committee in the case of Ph.D. thesis.
 - c. The Ph.D. *viva voce* committee shall be constituted by the Head of the University Department/Head of the Research Centre and shall comprise the following:
 - i. Head of Research Centre or her/his nominee –Chairperson
 - ii. The Research Guide as convenor
 - a. Two External Examiners, of which one examiner is appointed to conduct the *viva voce*. Both examiners are required to send in their comments on the thesis 10 days before the *viva voce*.
 - b. The open defence *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.
 - c. 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 her/his knowledge in the research/subject area concerned and, on the comments given in the evaluation reports.
 - d. If the evaluation report 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.
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