

University of Mumbai



Thesis Section,
UNIVERSITY of MUMBAI,
Mumbai - 400 032

E mail - universitythesis2011@gmail.com

No. Th/ICD/2017-18/ 853

Circular :

The Directors / Heads of the University Departments, Principals of the affiliated colleges in the Faculties of Humanities, Science & Technology, Commerce & Management and Interdisciplinary subject and Heads of Recognized Institutions enrolling students for M.A. (By Research) M.Sc. (By Research), M.Arch. (Partly by papers & Partly by Research), M. Pharm. and Ph.D. Degree course in various subjects, are hereby requested to follow the following procedure for submission of Topic for Approval, Registration, Synopsis, Thesis, Request of extension by the student, Request of continuation of guideship after retirement, Change of guide, Change of Research Center, Change in title, Co-guide and Change of Faculty.

Submission of Topic Approval Proposal : Topic Approval Proposal should be submitted within six months from the date of interview

1. Application form for Topic Approval duly certified by the Guide and Head / Director / Principal of Recognition Research Center
2. Interview Report in Original – In case of the interview report already submitted by the Research Institute, then a copy of forwarding letter of the Research Institute.
3. Selection Letter by the Department / College / Recognized Institute
4. In case of delay in submission of topic after six months of interview – Explanation letter by the Head / Director / Principal of the concerned Recognized Institute
5. In case of Faculty of Technology – Course Work in original
6. College / Institute Recognition Letter
- 7a) Guide Recognition Letter 7b) RAC report .
8. Eligibility : PET / NET / SET / GATE / M.Phil./ Teachers – Teaching Experience Certificate
9. Mark sheets of Bachelors & Masters Degree for Ph.D. Course Student. In the cases of M.A. By Research, M.Sc. By Research, M.Arch. By Research, M. Pharm. Mark sheets of Bachelors Degree
10. In the case of Change of Subject (at Master Degree Level) – Report of the Aptitude Test
11. Change in Name : Marriage Certificate / Gazette Copy
12. Topic Proposal 10 copies (Topic Proposal must be in the form of stapling and not in the form spiral binding) (If topic is other than English Language – 10 copies each in English as well as in Other Language)
13. Timing for Acceptance: Monday to Friday and 1st, 3rd & 5th Saturday – between 11.00 a.m. to 2.30 p.m. (Lunch Time 1.00 p.m. to 1.30 p.m.)

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Submission of Registration Form : Registration should be done within six months from the date of letter issued by the University for topic approval

1. Registration Form duly certified by the Recognized Guide and Head / Director / Principal of Recognized Research Center
2. Challan copy
3. Letter of Topic Approval issued by the University
4. Eligibility : PET / NET / SET / GATE / M.Phil. / Teachers – Teaching Experience Certificate
5. Provisional Statement of Eligibility issued by the University of Mumbai (If Student is from other than University of Mumbai)
6. Mark sheets of Bachelors & Masters Degree for Ph.D. Course Student.
In the cases of M.A. By Research, M.Sc. By Research, M.Arch. By Research, M. Pharm. Mark sheets of Bachelors Degree
7. In the case of Change of Subject (at Master Degree Level) – Report of the Aptitude Test
8. If Change in Name : Marriage Certificate / Gazette
9. Timing for Acceptance: Monday to Friday and 1st, 3rd & 5th Saturday – between 11.00 a.m. to 2.30 p.m. (Lunch Time 1.00 p.m. to 1.30 p.m.)

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Submission of Synopsis :

1. Synopsis Form duly certified by the Recognized Guide and Head / Director / Principal of Recognized Research Center
2. a Challan copy 2b) RAC reports of every 6 months (for admitted after 15th June 2013)
3. Eligibility : PET / NET / SET / GATE / M.Phil. / Teachers – Teaching Experience Certificate
4. Confirmation of Eligibility issued by the University of Mumbai (If the student is from other than University of Mumbai)
5. Degree Certificates of Bachelors & Masters Degree for Ph.D. Students.
In the cases of M.A. By Research, M.Sc. By Research and M.Arch. – Bachelors Degree. In case of M.Pharm. – Bachelors Degree and M.Pharm. Sem. I & II Mark Lists.
6. In the case of Change of Subject (at Master Degree Level) – Report of the Aptitude Test
7. Change in Name : Marriage Certificate / Gazette
8. Synopsis 10 copies (Synopsis must be in the form of stapling and not in the form spiral binding)
(If synopsis is in other than English Language – 10 copies each in English as well as in Other Language alongwith letter of the University)
9. Extension Letter issued by the University : In case of delay in submission of synopsis after four years from the date of registration. (In case of M.Pharm Students delay in submission of synopsis after two years from the date of registration)
10. In case of retirement of Guide – Guide Continuation Letter issued by the University of Mumbai
11. Change of Title : Letter issued by the University in the matter
12. Change of Guide : Letter issued by the University in the matter
13. Timing for Acceptance: Monday to Friday and 1st, 3rd & 5th Saturday – between 11.00 a.m. to 2.30 p.m. (Lunch Time 1.00 p.m. to 1.30 p.m.)

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Submission of Thesis : Thesis should be submitted after two months from the date of submission of synopsis

1. Thesis Submission Form duly certified by the Recognized Guide and Head / Director / Principal of Recognized Research Center
2. Challan copy (If student willing to pay the requisite fee)
3. Eligibility : PET / NET / SET / GATE / M.Phil. / Teachers – Teaching Experience Certificate
4. Confirmation of Eligibility issued by the University of Mumbai (If the student is from other than University of Mumbai)
5. Degree Certificates of Bachelors & Masters Degree for Ph.D. Students.
In the cases of M.A. (By Research), M.Sc. By Research, M.Arch. – Only Bachelors Degree Certificate
M.Pharm. Bachelor Degree + Mark Sheet of M.Pharm. Sem. I & II, Colloquium Report and Attendance Report)
6. In the case of Change of Subject (at Master Degree Level) – Result of Aptitude Test
7. Change in Name : Marriage Certificate / Gazette Copy
8. Two Hard copies of Thesis (2 CD)
(In case of M.Pharm. / M.Sc.(By Research) / M.Arch. / M.A. (By Research) – one hard copy and one CD)
(If thesis is in other than English Language – $\frac{1}{10}$ copy in English and two hard copies in Other Language alongwith letter of the University)
9. Extension Letter : Thesis should be submitted after two months from the date of submission of synopsis and before six months. In case of delay, the student has to submit letter of extension issued by the University. (In case of M.Pharm Students delay in submission of thesis after two months from the date of submission of thesis)
10. In case of retirement of Guide – Guide Continuation Letter issued by the University of Mumbai
- 11a) Change of Title : Letter issued by the University in the matter
12. Change of Guide : Letter issued by the University in the matter
13. Timing for Acceptance: Monday to Friday and 1st, 3rd & 5th Saturday – between 11.00 a.m. to 2.30 p.m. (Lunch Time 1.00 p.m. to 1.30 p.m.)

11b) RAC reports of every 6 months (for admitted after 15th June 2019)



Change in Title :

The student may apply for change in title, with specific reason, through the Research Supervisor/Guide and duly forwarded by the Head / Principal / Director of the Research Institute.

Co-guide : The student may apply for Co-guide for his/her research, with specific reason alongwith NOC from the present guide and Head / Principal / Director of Research Institute and also willingness of Co-guide and NOC from the Co-guide's Institute.

Change of Faculty : If the student desires to register for the Ph.D. degree in a Faculty / Subject different from the one in which he/she obtained his/her Master's Degree. The student has to submit his /her application to the University for Change of Faculty as per prevailing O.5476 :

Ordinance 5476 reads as under :-

"Where a student desires to register for the Ph.D. degree in a Faculty different from the one in which he/she obtained his/her Qualifying degree such that he/she satisfies, the condition of O.5473.

He/she shall submit an application to the Controller of Examinations along with the prescribed processing fee for permission to do so through the recognized guide under whom he/she proposes to work and the Head of the concerned institution through which he/she desires to be registered. The student shall also submit a relevant proposal with this application. The Research and Recognition Committee of the respective Board/Ad-hoc Board/Committee will recommend the names of two experts to scrutinize the proposal.

Subsequently, the Research and Recognition Committee of the respective Board shall interview the student. The above mentioned experts shall be invited as special invitees at the Research and Recognition Committee meeting. The Research and Recognition Committee will test the fitness of the students to undertake the proposed topic of research. The committee in its report will clearly recommend the proposal for acceptance or rejection or resubmission with modification. The report of the Research and Recognition Committee of the respective Board shall be placed before the Vice-Chancellor for consideration.

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Extension to student : The student, who failed to complete the research work within stipulated time period, must have to apply in writing for extension for completion of research work mentioning specific reason thereof, duly forwarded by the concerned Guide / Research Supervisor alongwith letter of the concerned Head / Principal / Director of the concerned College / Recognized Institution. Only such applications will be entertained by the University.

Continuation of Guide after retirement: The concerned guide / Research Supervisor must have to apply in writing for continuation of guideship only for those students, who have registered themselves during period of his / her service. The detail information may be given in following format.

Sr. No.	Name of the student	Course	Registration No. / Date	% of work completed	Period required by student for submission of thesis

He / She is also requested to submit an undertaking that he / she will not undertake any new students for guidance. The concerned guide is also requested to obtain the letters from the concerned students, stating therein specific reason thereof. Such application must be forwarded through the concerned Head / Principal / Director of the concerned College / Recognized Institution, with specific recommendations thereof. Only such applications will be entertained by the University.

Change of Guide : The student may apply for change of guide alongwith the following documents. (In the case of no Change of Research Center)

Application of the Research Student with specific reason

No Objection Certificate from former and present guide, with specific reason.

No Objection Certificates from the present guide's Head / Principal / Director of the concerned College / Recognized Institution.

Change in Research Center : The student may apply for change of Research Center alongwith the following documents

Application of the Research Student with specific reason

No Objection Certificate from former and present guide, with specific reason.

No Objection Certificates from the former and present guide's Head / Principal / Director of the concerned College / Recognized Institution.

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In case the proposal of any student for change of faculty for registration at the Ph.D. degree course is recommended for revision with modification by the Committee, such student will not be required to pay again the processing fee prescribed by the University".

Mumbai 400 032

31st March 2018

sd/-
Prof. (Dr.) Arjun Ghatule
Director
Board of Examinations & Evaluation

To,
The Directors / Heads of the University Departments, Principals of the affiliated colleges in the Faculties of Humanities, Science & Technology, Commerce & Management and Interdisciplinary subject and Heads of Recognized Institutions enrolling students for M.A. (By Research) M.Sc. (By Research), M.Arch. (Partly by papers & Partly by Research), M. Pharm. and Ph.D. Degree course in various subjects