



Research and Development Cell of Hansraj Jivandas College of Education.



About:

Gujarat Research Society

Gujarat Research Society is the parent body of Hansraj Jivandas College of Education:

– The Missionary zeal of a few inspired and dedicated scholars and researchers who endeavoured to serve the community fructified into the establishment of Gujarat Research Society in 1936. It is now grown into Dr. Madhuri Shah Campus comprising of various units and institutes for dedicated contribution to the welfare of the community and education.

The Society achieved an all India status with new dimensions under the dynamic visionary leadership of late President Dr. Madhuri Shah a nationally and internationally acclaimed educationist and former Chairperson of University Grants Commission (UGC). The Society through its units, is involved in multifaceted activities for Human Resource Development.

The objective of the Society has been to promote, organize and coordinate Research in Education through the Research and Development Cell of Hansraj Jivandas College of Education.

Research & Development Cell (R & D Cell) of HJCE :

The R & D Cell of H J College is a vibrant, dynamic unit of the College and is actively involved in research and related activities.



Presently all the six faculty are approved guides with 18 students pursuing Ph.D. from the centre and the University Committee has sanctioned an intake of 45 students from the year 2023 – 24 vide University letter No. RAPC/ICD/2024-25/1281 dated 25th October, 2025.

Gujarat Research Society's Hansraj Jivandas College of Education List of Approved Guides at R & D Cell, HJCE		
R & D Cell at HJCE is granted permanent Recognition to admit Ph.D. students in subject Education vide letter No. Th/ICD/2022-23/1394 dtd 16th July, 2022 and Intake has been increased to 45 seats from 2023-24 vide University letter No. RAPC/ICD/2024-25/1281 dated 25th October, 2025		
No.	Name of the Guide	University Approval No. & Date
1	Prof. (Dr.) Karuna Sinha.	Approved as guide vide approval No. PG/2/ICD/2015-16/8048 dated 1/12/2015
2	Prof.(Dr.) Usha Borkar.	Approved as guide vide approval No. PG/2/ICD/2015-16/8056 dated 1/12/2015
3	Prof. (Dr.) Vaishali Sawant.	Approved as Guide vide No. Thesis/ICD/201-22/4208 dated 26th February, 2022
4	Prof. (Dr.) Shrima Bannerjee.	Approved as Guide Vide No. Thesis-RAPC/ICD/2021-22/633 dated 16th June, 2021
5	Dr. Archana Katgeri..	Approved as guide vide approval No. Thesis/ICD/2022-23/3819 dated 15th February, 2023
6	Dr. Pallavi Talekar.	Approved as guide vide approval No. Thesis/ICD/2022-23/3768 dated 15th February, 2023

Step 1 :

Visit College Website : www.hjce.in

- > HOME
- > RESEARCH
- > PH.D. RESEARCH CENTER

Procedure to be followed to apply for Ph.D.:

1. Download Ph.D. Admission Form, fill in the details and scan the duly signed form with PP size Photograph affixed to it.
2. Mail the scanned copy of Application Form along with PDF of following documents and BankTransaction details of processing fees of Rs.500/- on college mail id – hjce.phdcentre@gmail.com
 - a) Application form duly filled and signed with PP size photograph attached
 - b) Degree Marksheet,
 - c) Degree Certificate (Convocation)
 - d) Post-Graduation Marksheet,
 - e) PG Degree (Convocation),
 - f) PET / NET / SET Certificate
 - g) Additional qualifications: Marksheets and Certificates
 - h) Certificate of Marriage in case of married women,
 - i) Old PRN Number if student of University of Mumbai during previous degree course,
 - j) Students from other University: Eligibility Certificate, Migration Certificate.



Processing fees of Rs.500/- (non-refundable) to be deposited through online mode/UPI transfer.

Bank details :

Account Holder Name : **Hansraj Jivandas College of Education** New Account No:

03990200001606

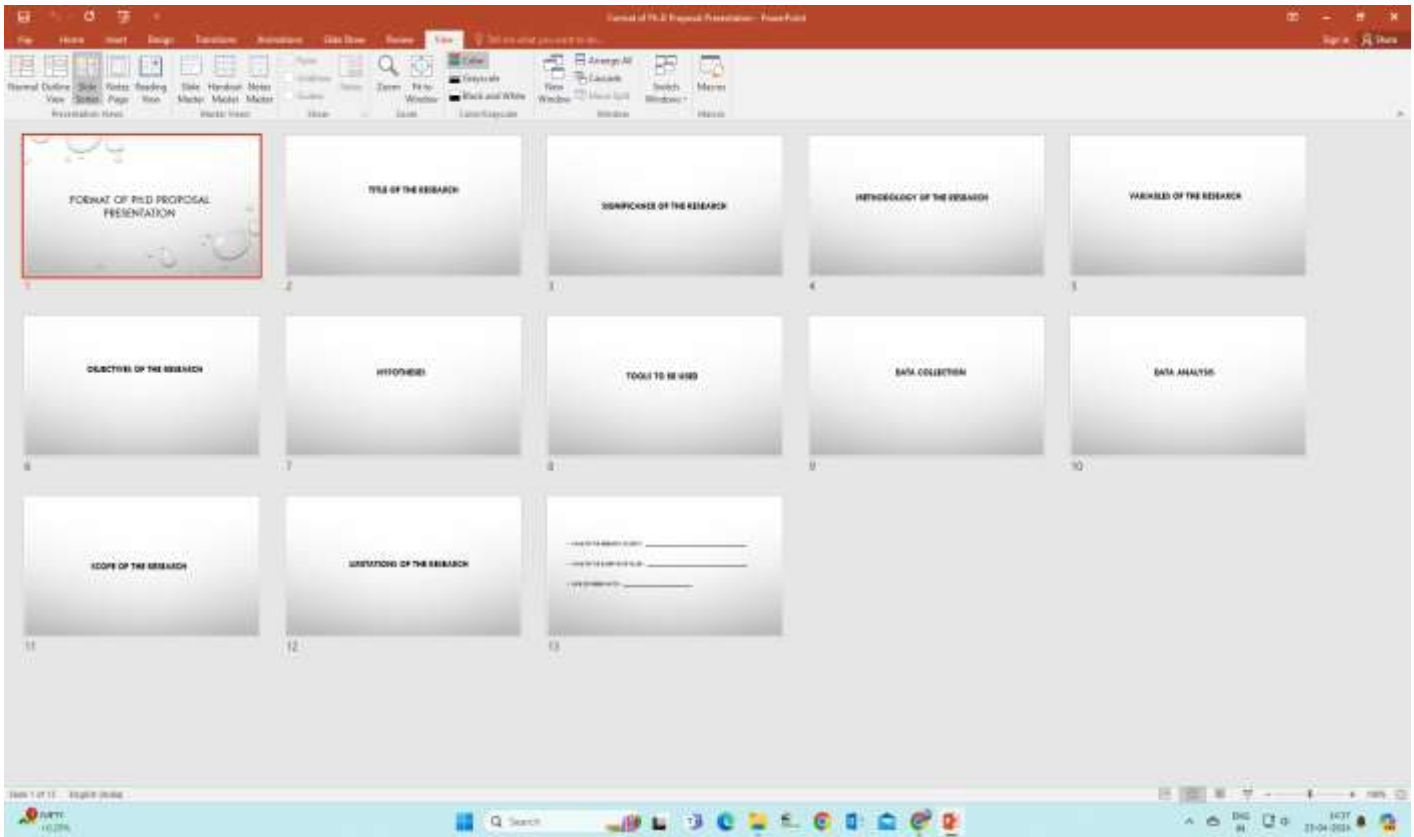
IFSC Code : **BARB0KHARXX**

Branch : **Khar West Branch**

Once processing fees are transferred candidate must forward the UTR no/transaction id. to the college on mail id - hjce.phdcentre@gmail.com

Step 2 :

- Interviews will be scheduled by the HJCE Research & Development Centre depending on the vacant seats available in the College.
- Eligible candidates who have submitted the Application Form duly completed in every respect shall be communicated via e-mail / Mobile number provided in the Application form to remain present for the interview.
- It is responsibility of the applicant to check inbox regularly for such mail and acknowledge the same.
- The decision of the RAC shall be final and binding on all the candidates and supervising Guides.
- Selected Candidate shall be intimated through e-mail after the interviews,
- Selected Candidates should secure admission by paying the prescribed fees at the center.
- Supervising Guides will be allocated by the Centre depending on the availability of vacant seats and topic.
- Candidates will be given minimum 15 days to prepare their proposal under the allocated Guide and shall be given opportunity to present the same before the internal Research Advisory Committee (RAC). *Ref Format provided as under ***
- ***FORMAT OF Ph.D PROPOSAL PRESENTATION – Details Of The Slides***
 - ***TITLE OF THE RESEARCH***
 - ***SIGNIFICANCE OF THE RESEARCH***
 - ***METHODOLOGY OF THE RESEARCH***
 - ***VARIABLES OF THE RESEARCH***
 - ***OBJECTIVES OF THE RESEARCH***
 - ***HYPOTHESES***
 - ***TOOLS TO BE USED***
 - ***DATA COLLECTION***
 - ***DATA ANALYSIS***
 - ***SCOPE OF THE RESEARCH***
 - ***LIMITATIONS OF THE RESEARCH***



Step 3:

IMPORTANT

- Selected candidates shall submit the Application form for Approval of Topic along with 7 copies of Proposals, 3 sets of zerox copies of necessary documents and 2 files.
- Application Form and proposals duly signed by the Candidate, Research Guide and Principal shall be submitted to University of Mumbai with necessary payment by the candidate and zerox copy of the submission receipt must be submitted back to the center as confirmation
- Students are then required to collect their valid Identity Card duly signed by the authorized Signatory of the Centre for producing the same as and when required for necessary references.



Application for Ph.D. Topic Approval

Candidates admitted by the R & Cell at HJCE should collect the Topic Approval Form from the University and submit to the centre duly filled in and signed by the Candidate and the Guide which will then be signed by the Head of the Centre. The same then can be submitted to the University with necessary documents attached.

List of required documents with topic approval application (as prescribed by the University)

CHECK LIST

1. Form (*Original Numbered form of University*)
2. Selection Letter
3. Interview Report
4. Delay Letter – If interview Conducted 6 months before
5. RAC Report
6. Admission Letter & Fees receipt
7. College recognition Letter issued by University
8. Guide Recognition Letter
9. PET/NET/SET/GATE/M.PHIL/ Teaching Experience
10. Bachelors - Mark sheets & Convocation Certificate
11. Masters - Mark Sheets & Convocation Certificate
12. Students of Reserve Category
 - i) Caste Certificate
 - ii) Caste Validity
 - iii) Non-Creamy layer
13. If change in Name - Marriage Certificate and / or Gazette Copy
14. Proposal 10 copies (7 – University copies, 1 – Centre copy, 1 Guide copy, 1 – student copy)
15. If Thesis will be written in Marathi Language –
Student Application along with the Forwarding letter of Research centre and signature of Guide
16. English Proposal – 10 Copies
17. Rs. 200 /- fees in Cash

Where to submit : Research Administration & Promotion Cell (RAPC)
(Formerly Thesis Section)
Nanoscience & Nanotechnology Bldg,
Kalina Campus, University of Mumbai, Mumbai 400098.

Submission timings at University : 11.00 a.m. To 2.30 p.m.

- Please read through Circular : [Re-promulgated VCD / 947 of 2018 regarding M.Phil / Ph.D](#)

**Step 4:**

- Visit University Website for all required information and relevant Circulars regarding Ph.D.

<https://mu.ac.in/rapc#1628492457638-4be7ed60-d29f>

(PRESCRIBED FORMAT FOR SUBMISSION OF PROPOSAL FOR **TOPIC APPROVAL**)

PROPOSAL FOR TOPIC APPROVAL TO BE SUBMITTED TO THE UNIVERSITY OF MUMBAI FOR THE DEGREE OF **Ph.D.** IN THE SUBJECT OF **Education**

Title of topic	:	
Name of the student	:	
Basic Qualification	:	
In the case of Ph.D. student Year of Passing of PET/NET/SET/GATE/M.Phil. (Teaching Experience)	:	
Name of the Research Supervisor/Guide		
Date of Superannuation/ Retirement of Guide		
Name of the Research Center		
Signature of Student		
Signature of Research Supervisor / Guide		
Date of Submission of Research Proposal		



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The proposal should be submitted under following headings in the form of stapling and not in the form of spiral binding

Index

<u>Sr. No.</u>	<u>Content</u>	<u>Page No.</u>
1	Introduction	
2	Rationale / Research Hypothesis	
3	Aims & Objectives	
4	Materials & Methods	
5	Expected Results / Outcomes	
6	References	



Step 5:

Registration of Ph.D. candidate:

- ✓ Once the Letter of Approval of Topic is received by the Candidate, the Candidate is required to complete the Registration process.
- ✓ Registration for Ph.D. should be done within the span of six months from the date of letter issued by the university for the topic approval.
- ✓ The candidate shall apply to the Registrar, Mumbai University, in the prescribed format for Registration, along with the prescribed registration fee. (Rupees 1025/-) Please Refer the Following Document for the format:
- ✓ [https://old.mu.ac.in/wp-content/uploads/2014/06/ Ph-D-All-Faculty-23-Sep2019-15-18-41.pdf](https://old.mu.ac.in/wp-content/uploads/2014/06/Ph-D-All-Faculty-23-Sep2019-15-18-41.pdf)
- ✓ Please refer page no.2 of following document for the list of supporting documents and detail procedures: [https://mu.ac.in/wp-content/uploads/2020/10/ THicd853201718.pdf](https://mu.ac.in/wp-content/uploads/2020/10/THicd853201718.pdf)
- ✓ If Ph.D. student is from other university, he/she has to submit the “provisional statement of eligibility” document. Please download sample form and refer the document for more details: [http://archive.mu.ac.in/eli gibilityform.pdf](http://archive.mu.ac.in/eligibilityform.pdf)
- ✓ 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.
 1. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
 2. The six-monthly progress reports of the Research Scholars shall be submitted by the RAC to the Head of Centre, with a copy to the research student.
 3. 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 Research Scholar fails to implement these, the RAC may recommend to the Centre, with specific reasons to cancel his/her registration.



Step 6:

Mandatory Course Work / Pre-Ph.D. Course for Ph.D.:

1. The R & D Cell shall prescribe the courses relevant to the student based on the recommendation of the RAC.
2. The course work may be completed either at the research centre/s or University departments or premier institutions such as IIT, HBNI, BARC, TISS, ICSSR, TIFR, IIM etc; provided it is conducted in formal a way.
3. All the students admitted to the Ph.D. Programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
4. The candidates already holding M.Phil. Degree and admitted to the Ph.D. Programme, or those who have already completed course work in M.Phil. and have been permitted to pursue Ph.D. in an integrated programme, may be exempted by the Department from the Ph.D. coursework.
5. All the other students admitted to the Ph.D. Programme shall be required to complete the course work approved by the University.

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

- a) Ph.D. course work shall be of 12 credits.
- b) The course work shall be treated as prerequisite for Ph.D.
- c) A minimum of four credits shall be assigned to one or more courses on Research Methodology, which could cover areas such as quantitative methods, qualitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc.
- d) Other courses shall be advance level courses preparing the student for degree.
- e) All courses prescribed for Ph.D. coursework shall be in conformity with the credit hour instructional requirement and shall specify content, and instructional and assessment methods. They shall be duly approved by the respective Board of Studies.
- f) The courses shall be arranged in a formal way by the University through University Departments and also at identified Institutions where experts in the areas of course work shall deliver requisite number of lectures. Record of attendance of the students shall be kept. If the attendance of a candidate is less than that is prescribed by the University, the course will be considered as null and void for the candidate.

Evaluation and Assessment Methods:

1. Upon satisfactory completion of course work, and obtaining a minimum of 55% marks or its equivalent grade in the UGC 7-point scale, the scholar shall be required to undertake research work and produce a draft dissertation/thesis before completion of six years for the Ph.D. student.
2. Women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration.
3. During the entire process a six monthly progress report needs to be submitted along with reason for delay with explanation if any.



Step 7 :

Synopsis submission : (34 months from date of Registration)

1. Once the candidate feels he has completed large part of his research, in consultation with his/her guide a *synopsis* can be submitted and a payment of rupees 10,000/- (Ten Thousand) can be made to the University. Along with the Application form, other necessary documents need to be attached. Please download and refer the page no.3 of the document for more details: <https://mu.ac.in/wpcontent/uploads/2020/10/THicd853201718.pdf>
2. The candidate shall submit to the University *ten copies* of the synopsis of his/her thesis through his/her research supervisor at least two months before submission of the thesis. The format of the thesis shall be as prescribed by the University.
3. The Synopsis submission Form shall be accompanied with following documents :
 - a) Challan
 - b) 10 Copies of Synopsis
 - c) Marksheet and Convocation Certificate of Graduation
 - d) Marksheet and Convocation Certificate of Post-Graduation
 - e) Confirmation of Eligibility if Master's Degree from other University
 - f) NET / SET / PET / GATE / M.Phil. / Teaching Experience
 - g) Extension letter if completed more than 4 years
 - h) Guide approval. (if retired guide then guide's extension letter)
 - i) University permission letter if thesis is in Marathi
 - j) Marriage Certificate / Gazette copy if name changed after Graduation
 - k) Course work completion certificate (Original)
 - l) Two publications
4. Research Publications: Ph.D. scholars shall publish at least one research paper in a 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.



Prescribed format for Synopsis : (A4 Paper)

SYNOPSIS OF THE THESIS TO BE SUBMITTED TO THE UNIVERSITY OF MUMBAI FOR THE DEGREE OF **Ph.D.** IN THE SUBJECT OF **EDUCATION**

Name of the student	:	
Title of the Thesis	:	
Degree and Subject	:	
Registration No. /Date	:	
Name of the Research Supervisor / Guide	:	
Date of Superannuation / Retirement	:	
Name of Research Centre	:	
Signature of Student	:	
Signature of Research Supervisor / Guide	:	
Date of submission of Synopsis	:	



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The Synopsis should be submitted in the form of stapling and not in the form of spiral binding



Step 8:

Submission of Thesis to University of Mumbai :

1. Before submission of Ph.D. thesis, every candidate shall fulfil the requirements prescribed with respect to detection of plagiarism and any other form of academic dishonesty.
2. While submitting for evaluation, the thesis shall have an undertaking from the research student and a certificate from the research guide attesting to 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.
3. Candidate also needs to submit plagiarism report generated by university software Urkund.
4. Thesis should be submitted after two months from the date of submission of the synopsis (& before Six months for fees exemption)
5. The thesis shall be submitted in the prescribed format.
6. The Ph.D. candidate shall submit two copies of his / her thesis. Please download and refer the page no.4 of the document for more details: <https://mu.ac.in/wp-content/uploads/2020/10/THicd853201718.pdf>
7. Documents required :
 - a) Form,
 - b) Thesis 2 Hard Bound Copies & 2 CDs,
 - c) Extension letter if completed 4 years from admission,
 - d) Marksheet and Convocation Certificate of Graduation,
 - e) Marksheet and Convocation Certificate of Post-Graduation,
 - f) Course work Completion Certificate,
 - g) Plagiarism Report,
 - h) Confirmation of Eligibility if completed Masters from other University.
 - i) Submission timing : 11:00 a.m. to 2:30 p.m.

Viva Voce for award of Ph.D. Degree :

1. The open defense viva voce of thesis will be conducted by the Committee comprising of the guide as Convener, A Chairperson nominated by the University and an External examiner from other than Mumbai University who will be nominated by the University.
2. The viva voce shall be open to the members of the RAC, all faculty members of the Centre, other research scholars and other interested researchers.
3. An Internal Evaluation Report by the Guide, along with Viva reports by the Convener, Chairperson, External Examiner shall be submitted to the University, Research Administration and Promotion Cell (RAPC). Prior to the actual award of the degree, the University issues a provisional certificate to the effect that the degree has been awarded from the date of vive voce in accordance with the provisions of University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree as per Regulations, 2016.
4. On receipt of Notification of Ph.D. from the Research Administration and Promotion Cell (RAPC) The Research Scholar needs to submit a copy of the same to the centr and fill the Convocation Form at the University for award of Degree.