University of Mumbai

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Academic Authorities, Meetings &Services (AAMS) Room No. 128, M. G. Road, Fort, Mumbai – 400 032. Tel. 022-68320033

Re- accredited with A ++ Grade (CGPA 3.65) by NAAC Category- I University Status awarded by UGC

No. AAMS UGS/ICC/2024-25/216

Date: 18th January, 2025

CIRCULAR:-

Attention of all the Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments are hereby informed that the recommendations made by the Board of Deans at its meeting held on 30th November, 2024 subsequently approved by the Academic Council at its meeting held on 04th December, 2024 <u>vide</u> Item No. 6.42 and that in accordance therewith Guidelines for Dissertation for Post Graduate Students are accepted as per appendix (NEP 2020) with effect from the academic year 2024-25.

(The said circular is available on the University's website www.mu.ac.in).

MUMBAI - 400 032 18th January, 2025 (Dr. Prasad Karande) REGISTRAR

To.

The Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments.

AC/6.42/04/12/2024

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Deans, Faculties of Science & Technology, Commerce and Management, Humanities and Interdisciplinary Studies,
- 3) The Chairman, All Board of Studies,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Centre for Distance and Online Education (CDOE), Vidyanagari,
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM).

Cop	y forwarded for information and necessary action to :-
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), dr@eligi.mu.ac.in
2	The Deputy Registrar, Result unit, Vidyanagari drresults@exam.mu.ac.in
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari dr.verification@mu.ac.in
4	The Deputy Registrar, Appointment Unit, Vidyanagari dr.appointment@exam.mu.ac.in
5	The Deputy Registrar, CAP Unit, Vidyanagari cap.exam@mu.ac.in
6	The Deputy Registrar, College Affiliations & Development Department (CAD), deputyregistrar.uni@gmail.com
7	The Deputy Registrar, PRO, Fort, (Publication Section), Pro@mu.ac.in
8	The Deputy Registrar, Executive Authorities Section (EA) <u>eau120@fort.mu.ac.in</u>
	He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), rape@mu.ac.in
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in ar.tau@fort.mu.ac.in
11	The Deputy Registrar, College Teachers Approval Unit (CTA), concolsection@gmail.com
12	The Deputy Registrars, Finance & Accounts Section, fort draccounts@fort.mu.ac.in
13	The Deputy Registrar, Election Section, Fort drelection@election.mu.ac.in
14	The Assistant Registrar, Administrative Sub-Campus Thane, thanesubcampus@mu.ac.in
15	The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan, ar.seask@mu.ac.in
16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, ratnagirisubcentre@gmail.com
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, director@idol.mu.ac.in
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha pinkumanno@gmail.com
19	Director, Department of Lifelong Learning and Extension (DLLE), Dlleuniversityofmumbai@gmail.com

Cop	Copy for information :-				
1	P.A to Hon'ble Vice-Chancellor, vice-chancellor@mu.ac.in				
2	P.A to Pro-Vice-Chancellor pvc@fort.mu.ac.in				
3	P.A to Registrar, registrar@fort.mu.ac.in				
4	P.A to all Deans of all Faculties				
5	P.A to Finance & Account Officers, (F & A.O), camu@accounts.mu.ac.in				

To,

1	The Chairman, Board of Deans
	pvc@fort.mu.ac.in

2 Faculty of Humanities,

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1. Prof.Anil Singh
Dranilsingh129@gmail.com

Associate Dean

- 2. Dr.Suchitra Naik Naiksuchitra27@gmail.com
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Associate Dean

- 2. Dr.Ravikant Balkrishna Sangurde Ravikant.s.@somaiya.edu
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director.dict@mu.ac.in

As Per NEP 2020

University of Mumbai



Guidelines for Dissertation

for Post Graduate Students as per NEP 2020

(With effect from the academic year 2024-25)

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1. <u>Introduction:</u>

The National Education Policy (NEP) 2020 emphasizes the importance of research at the postgraduate level as a way to enhance the quality of higher education in India. Dissertation work is vital for advancing knowledge and fostering innovation. It strengthens critical thinking and problem-solving skills, allowing learners to analyze complex issues, nurturing perspectives and focusing upon developing effective solutions. Engaging in research cultivates essential skills such as comprehending the core contents, its analysis, expression through effective writing. It attempts to develop clarity in thought and enriches research initiatives which are essential for problem solving, decision making and development of objectivity.

2. Objectives:

A postgraduate dissertation work sets out to achieve objectives such as:

- The dissertation work challenges students to think critically, analyse data, and develop well-supported arguments, helping them to refine their problem-solving abilities.
- It encourages students to contribute original research that adds to the existing body of knowledge, advancing academic scholarship.
- Dissertation work gives students' opportunities to understand the aspects of research methodologies, analysis, and interpretation, which are crucial skills for future academic or professional endeavours.
- Dissertation work often involves exploring intersections of various disciplines, promoting interdisciplinary learning and broadening students' intellectual horizons.
- The research fosters creativity and innovation by encouraging students to relook at perspectives from a critical view point as well as address current problems. It also encourages researchers to learn, unlearn and grow.
- Completing Dissertation work enhances students' ability to work independently, manage time effectively, and communicate complex ideas, preparing them for independent thought initiative leadership roles in academia, industry, or public service etc.

3. Outcomes:

The outcomes of a postgraduate Dissertation work include:

• The student gains expertise in research methodologies, critical thinking, data analysis,

and problem-solving, equipping them with skills essential for further academic or professional endeavours.

- The research contributes to develop deeper understanding and knowledge, insights, or innovations in the chosen field.
- Completing the dissertation work enhances the student's academic credibility, professional skills, positioning them for leadership roles, higher positions in academia, or specialized careers in their field. It also helps them to become reflective responsible citizens of the global world.
- The dissertation work will certainly encourage the researcher to publish papers and engage in various research related activities.

4. Indicative list of areas for Dissertation:

The dissertation themes (broad areas) can be decided by the head of the institution in consultation with the faculty in respective subjects.

5. Roles and responsibilities

The successful execution of postgraduate dissertation work requires the involvement of various authorities, each playing a distinct role in overseeing, guiding, and supporting the research process. These authorities ensure that the research is conducted with integrity, follows academic standards, and produces meaningful results.

Research Supervisor/Advisor/Guide

- Providing academic and technical guidance in formulating the research question, methodology, and data analysis.
- Offering feedback on the research progress and draft submissions.
- Ensuring that the student adheres to ethical standards in conducting research.
- Supporting the student in identifying relevant resources, literature, and tools.
- Helping the student to develop research skills and explore originality in thought.

Institution/University

 Providing access to libraries, research databases, laboratories, and other essential research facilities.

- Ensuring compliance with academic and ethical guidelines for research.
- Offering training on research methodologies, academic writing, and presentation skills.
- Coordinating the assessment of research through thesis reviews, oral defences, and grading.
- Ensuring adherence to intellectual property policies, ensuring that the research findings are properly protected.

Research Committee/Board

• Research Committee composition: comprising of:

- A. (Research guide (assigned to the student)
- B. Two subject experts (external examiners)

(faculty members from respective University/ college departments)

- Reviewing and approving research proposals (dissertation) to ensure they are aligned with academic and ethical standards.
- Ensuring that the dissertation work adheres to ethical guidelines, such as those related to human/animal subjects, confidentiality, and data integrity.
- Monitoring ongoing research for compliance with ethical standards and university policies.
- Providing advice on interdisciplinary research approaches and funding opportunities.

Ethics Committee/Institutional Review Board (IRB) (if required)

- Reviewing dissertation work to ensure participant safety, confidentiality, and voluntary participation.
- Evaluating potential risks and ensuring that they are minimized.
- Ensuring that informed consent is obtained and that the research complies with all ethical guidelines.
- Monitoring the ethical conduct of the research throughout its duration.

External Reviewers/Examiner

- Assessing the quality, originality, and academic rigor of the dissertation work.
- Providing constructive feedback to ensure that the research meets academic

standards.

- Offering suggestions for improvement or further research.
- Conducting a fair and impartial evaluation of the thesis or dissertation.

Library and Research Support Staff

- Assisting in finding and accessing academic articles, books, journals, and other resources.
- Providing training on research tools, databases, and citation management software.
- Offering support in data management, archiving, and the dissemination of research outputs.

Peer Mentors/Colleagues/fellow students

- Offering feedback on drafts, presenting ideas, or conducting joint discussions.
- Sharing resources, tools, or research methods.
- Encouraging and providing emotional support throughout the research process.

Administration/Registrar Office

- Keeping track of academic progress and milestones related to the research project.
- Coordinating the submission of dissertation and scheduling the presentation of the same.
- Managing administrative paperwork related to registration, academic credits, and degree requirements.
- Ensuring compliance with institutional regulations.

6. The process of Implementation

Flow chart

- Formation of Research Committee
- Appointment of Coordinators/guides/mentors
- Dissertation work orientation by the Research Committee
- Allotment of students as per guidelines
- Evaluation
- Student Feedback

The mechanism for the implementation of the Dissertation work:

The mechanism for implementing a postgraduate dissertation work involves a structured process that ensures the research is conducted systematically, adheres to academic standards, and results in meaningful contributions to the field of study.

Dissertation work: Proposal submission

The student identifies a relevant research topic in consultation with a supervisor, considering its feasibility, academic significance, and alignment with available resources.

The student prepares a detailed research proposal, including the research question, objectives, methodology, timeline, and expected outcomes.

The research proposal is submitted to the research committee or academic board for review and approval.

(Ethical clearance, if applicable (e.g., for research involving human or animal subjects), is obtained at this stage).

A faculty member is assigned as the supervisor to guide and monitor the dissertation work.

Research Design and Methodology

The student, with the guidance of the supervisor, selects appropriate research methods (qualitative, quantitative, or mixed methods) that align with the research questions.

A comprehensive review of existing literature is conducted to identify gaps, theoretical frameworks, and existing research on the topic.

The research design outlines how data will be collected (e.g., surveys, experiments, archival research, interviews), and ethical guidelines are incorporated.

Regular Supervision and Progress Monitoring

- The student meets regularly with the supervisor to discuss progress, challenges, and receive feedback on drafts and findings.
- The student may be required to submit periodic progress reports detailing completed tasks, data analysis, and adjustments to the research plan.
- The supervisor helps the student address challenges such as data issues, methodological concerns, or theoretical gaps with reference to dissertation work.

Writing and Documenting the Research

• The student writes the dissertation, structured according to the institution's

- guidelines (typically including an introduction, literature review, methodology, results, discussion, and conclusion).
- The student submits drafts to the supervisor for review and makes necessary revisions based on feedback.
- The student ensures proper citation of sources using a recognized academic citation style.

Ethical Review and Compliance

- If the research involves human or animal subjects, ethical approval must be obtained from the institution's ethics committee or institutional review board (IRB).
- The student ensures the confidentiality and privacy of participants, and that data is handled with integrity throughout the research process.
- The research is conducted in adherence to the university's policies on academic integrity, plagiarism, and intellectual property.

Final Review and Presentation

- Upon completion, the student submits the final version of the thesis or dissertation to the academic department.
- The student may be required to present the research before a panel of examiners, including the supervisor and external reviewers, to assess the quality and significance of the research.
- The student may be asked to make final revisions based on feedback from the presentation made before submitting the final version.

Publication and Dissemination

- The student may be encouraged to publish research papers based on the thesis in peer-reviewed journals or present findings at academic conferences.
- Depending on the nature of the research, findings may be shared with industry professionals, policy-makers, or the general public through reports, workshops, or community events.

7. Credits and Duration:

- Students are required to work on dissertation work individually.
- For semester III, dissertation work is of 4 credits (120 hours).

- For semester IV, dissertation work is of 6 credits (180 hours).
- Students should devote enough time for their project work (08 hours each week).
- Record of attendance and continuous performance of the student is required to be monitored by the mentor.
- The dissertation work is to be completed during Semester III & Semester IV independently. According to the guidelines outlined in the National Education Policy (NEP), Post graduate students are expected to fulfill this requirement in the third and fourth semesters of their PG program.

8. Dissertation report

Students are required to submit the dissertation work at the end of the semester in following suggested format.

A dissertation should be typed on *A4* sheets, Font Size 12, Times New Roman, one and a half spacing on executive bond paper. The dissertation shall have an appropriate chapter scheme and be presented in a minimum of around 30-40 pages. The dissertation should be arranged in the following manner.

Title Page

- Title of the dissertation (Font size 14)
- Name of the Student
- Roll number/Seat number
- Dissertation Title
- Name of the Mentor
- Month of Submission

Certificate by the Institute

Certificate by Mentor

Student's Declaration

Acknowledgement

Abstract

 A brief summary of the dissertation, key observations, and main conclusions (200-300 words).

Table of Contents

• Include headings and subheadings with page numbers.

List of Figures and Tables

• List all figures and tables included in the report with corresponding page numbers.

Chapter 1: Introduction

- Purpose of the research dissertation: Outline the objectives and expected outcomes of the project.
- Background Information: Provide context about the research and its significance.
- Scope of the dissertation: Define the boundaries of what the dissertation will cover.

Chapter 2: Literature Review

• Review relevant literature on previous studies, and critical analyses of the literary significance.

Chapter 3: Methodology

- Describe the approach and methods used for data collection during the work.
- Discuss the rationale behind the chosen methods.

Chapter 4: Research Work Descriptions, Observations, and Analysis

- Provide detailed descriptions of work carried out.
- Include observations related to the work relevance to the topic selected.

Chapter 5: Conclusion and Recommendations

- Discuss how the findings from the work contribute to the understanding of subject area.
- Summarize the key findings and their significance.
- Offer recommendations based on the research findings for further study or preservation efforts.

References

• List all sources cited in the report in a consistent format.

Appendices 10 | 19

• Include additional data, notes, or documents that are relevant to the report but not integral to its main text.

9. Evaluation Pattern

Evaluation during the research project involves two key components: External Evaluation (50%) and Internal Evaluation (50%) for both the semesters.

Evaluation of Research Project for Semester - III

Internal Continuous Assessment: 50% (50 Marks)

Sr. No	Criteria for evaluation	Marks
1.	Attendance (DPR* to be maintained)	10
2.	Literature Survey	25
3.	Scheme/ Dissertation / Methodology	15
	Total	50

DPR: Daily Progress Report

Semester End External Examination: 50% (50 Marks)

Sr. No	Criteria for evaluation	Marks
1.	Presentation	15
2.	Dissertation	20
3.	Viva	15
Total		50

Evaluation of Research Project for Semester - IV

A) CONTINUOUS ASSESSMENT - 50%

Sr. No.	Evaluation Type	Marks
1	Attendance (DPR* to be maintained)	20
2	Experimental/ Interpretation	35
3	Conclusion/ output	20
Total	-	75

DPR: Daily Progress Report

B) SEMESTER END EXTERNAL EXAMINATION - 50%

Sr. No	Evaluation Type	Marks
1	Presentation	20
2	Dissertation	30
3	Viva	25
Total		75

Appendix I

Main Page Format of Dissertation

Title of the Dissertation

Name of the Student
(Name of the Academic Course and Academic Year Details)

Example: Masters in Chemistry

Under the Guidance of Name of Guide

Name of the Department/College/Institute

Academic Year – 2024-25

Appendix II

Name of the Department/College/Institute

Certificate

I	hereby	certify	that	Mr./Ms.			,	Student	of
						College/Institute/	Department	studying	in
				,	has	completed	a	dissertat	ion
	titled						i	n the area	of
					speci	alization for the aca	demic year 2	024-2025.	То
	the best o	of my knov	wledge	the work o	f the st	udent is original and	d the informa	tion includ	led
	in the diss	sertation is	correct.						

Name and Signature of Research Guide (Dissertation) Name and Signature of HOD

Name and Signature of HOD/Principal/Director

Appendix III

Declaration

I, Mr./Ms.		Student	of
	College/Institute/ Department	studying	in
	, hereby declare that I have	completed	the
dissertation entitled	during	g the acade	mic
year 2024-2025.			

The dissertation work is original and the information/data included in the report is true emerging from the primary and/ secondary data gathered and analysed as part of this project.

Due credit is extended on the work of Literature/Secondary Survey by endorsing it in the Bibliography as per prescribed format.

Signature of the Student with Date

Name of Student

Appendix IV

Student Feedback on Dissertation

(To be filled by Students after Project completion)

Seat No. /Roll No.:					
Email:					
Department:					
Name of the Mentor:					
Title of Dissertation:					
Brief description of dissertation work:					
Year of completion of Dissertation:					
Was your project work experience related to	your major	area of st	tudy?		
• Yes, to a large degree					
• Yes, to a slight degree					
• No, not related at all					
Indicate the degree to which you agree or dis	agree with t	he follov	ving staten	nents.	
This experience has:	Strongly	Agree	No	Disagree	Strongly
	Agree		opinion		Disagree
Given me the opportunity to explore a					
career field					
Allowed me to apply classroom theory to					
practice					

	Agree	opinion	Disagree
Given me the opportunity to explore a			
career field			
Allowed me to apply classroom theory to			
practice			
Helped me develop my decision-making			
and problem-solving skills			
Expanded my knowledge about the work			
world before permanent employment			
Helped me develop my written and oral			
communication skills			
Provided a chance to use leadership skills			
(influence others, develop ideas with			
others, stimulate decision-making and			
action)			
Expanded my sensitivity to the ethical			

Student Name:

implications of the work involved			
Made it possible for me to be more			
confident in new situations			
Given me a chance to improve my			
interpersonal skills			
Helped me learn to handle responsibility			
and use my time wisely			
Helped me discover new aspects of myself			
that I didn't know existed before			
Helped me develop new interests and			
abilities			
Helped me clarify my career goals			
Allowed me to acquire information and/ or			
use equipment not available at my Institute			
Allowed me to realize socio-			
economic/environmental issues.			

- In the Institute for the dissertation work, faculty members are expected to be mentors for students. Do you feel that your faculty mentor served such a function? Why or why not?
- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?
- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your Dissertation work?
- What did you dislike about the Dissertation work?
- Considering your overall experience, how would you rate this Dissertation work? (Circle one). –

Satisfactory/ Good/ Excellent

• Give suggestions as to how your Dissertation experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your Dissertation work? Was closer supervision needed? Was more of an orientation required?)

Signature of Student

Name

Date:

Under the Guidance of

Hon'ble Vice Chancellor

Hon'ble Pro-Vice Chancellor

Prof. Dr. Ravindra Kulkarni

(Prin.) Dr. Ajay Bhamare

Research Guidelines (Dissertation) Draft Committee

Prof. Shivram S. Garje

Convener

Off. Dean (Science and Technology)

Prof. Smita Shukla

Member

Director, Alkesh Dinesh Mody Institute of Finance and Management Studies

Prof. Manisha A. Karne

Member

Director, Department of Economics

Prof. Priya Vaidya

Member

Head, Department of Philosophy

Dr. Suchitra Naik

Member

Principal, K.G. Joshi College of Arts & N.G. Bedekar College of Commerce

Dr. Vishwanath R. Patil

Member

Director, National Centre for Nanoscience and Nanotechnology
