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Admission Policy for the Ph.D. Programme

The admission for Ph.D. programme 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/regulatory bodies concerned and taking into account the reservation policy of the State Government from time to time.

Admission to the Ph.D. Program shall be made using the following methods:

1 (A). Admission Announcement

The University shall decide, on an annual basis, the maximum number of candidates to be admitted to the Ph. D. Program, which shall be announced in advance in a notification and on the website. Admission to the Ph.D. Program will be made once a year, preferably at the beginning of the academic year.

1 (B). Eligibility criteria

Candidates who have completed:

- i. A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program with Research/Honours or a 2-year/4-semester master's degree program after a 3-year bachelor's degree program or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

OR

Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

- ii. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/DT-A/NT-B/NT-C/NT-D, SEBC*& OBC (non-creamy layer if applicable)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a

point scale wherever the grading system is followed. The Ph. D. Entrance Test shall be of 100 marks. It shall consist of section A and B. The Section A will be of 50 marks covering the questions on Research Methodology and Section B shall be subject specific carrying 50 marks. However, it would not be mandatory to pass in each section. The merit will be decided on percentage obtained combining the sections A and B

- a) All eligible candidates shall undergo an interview/viva-voce of 100 marks.
- b) Selection of candidates qualifying PET: shall be made as per the following weightage:
 - i) PET: Weightage of 70 %, and
 - ii) Performance in Interview/viva- voce: Weightage of 30 %
- c) Selection of candidates exempted from PET [as mentioned below] shall be made solely on the basis of their performance in interview/viva-voce, which shall be evaluated out of 100 marks. An interview will be organized by the University where the candidates are required to discuss their research interest area through a presentation before a duly constituted Departmental Research Committee.

The following aspects shall be considered during the interview, namely:-

- a) whether the candidate possesses the competence for the proposed research;
 - b) whether the research work can be suitably undertaken at the school ;
 - c) whether the proposed area of research can contribute to new/additional knowledge.
- iii. The Department Research Committees shall be as under:
- a) Director of the School concerned (Chairperson);
 - b) Two subject Experts (One from the School concerned and One from outside);
 - c) Two nominees of the Vice-Chancellor – One General and One Reservation.

The Department Research Committee constituted by the Vice Chancellor shall be responsible for smooth conducting the admission process including entrance test and interview respectively. During the interview, the committee may make a provisional allocation of selected applicants to the eligible Research Supervisors.

1 (C). The UGC NET Criteria

The admission 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/regulatory bodies concerned and taking into account the reservation policy of the State Government from time to time.

Admission to the Ph.D. program shall be made using the following methods:

Procedure for admitting candidates who have qualified in Category – 1,2 and 3 mentioned in the public notice No.F.4-1(UGC-NET Review Committee)/2024(NFT) /140648 dated March 27, 2024, issued by the UGC. The UGC, in the said notice, has categorized candidates passing the UGC-NET examination into three categories as follows:

- Category-1: Eligible for (i) admission to Ph.D. with JRF and (ii) appointment as anAssistant Professor.
- Category-2: Eligible for (i) admission to Ph.D. without JRF and (ii) appointment as anAssistant Professor.
- Category-3: Eligible for admission to Ph.D. program only and not for the award of JRF or appointment as anAssistant Professor.

The admission candidates belonging to Category 1 (JRF Students) will have 100% weightage of the interview for admission to Ph.D. programs, Category 2 and 3 will be as per the notification mentioned above. That is, for candidates who qualify in Categories 2 and 3, a weightage of 70% will be given for test scores and a weightage of 30% for the interview for admission to Ph.D. programs. The Ph.D. admission will be based on the combined merit of NET marks and the marks obtained in the interview/viva voce. The marks obtained in the NET by the candidates in Category 3 will be valid for a period of one year for admission to Ph.D.

1 (D). YCMOU Ph. D. Entrance Test (YCMOU-PET):

If the candidates are not available as per eligibility criteria 1 (C) above, the YCMOU Ph. D. Entrance Test (YCMOU-PET) will be conducted by the University. The **YCMOU-PET** entrance test will have two sections viz. Section A and Section B.

- i. The syllabi, content, format, and layout of Section A of the YCMOU Ph. D. Entrance Test (YCMOU-PET) shall be designed and developed by the School of Education in consultation with the Directors of all other Schools,
- ii. While the syllabi, content, format, and layout of Section B shall be designed by the Director of the respective Schools. It shall be approved by the concerned statutory authorities of the University.
- iii. If required the modalities, procedure, rules, and regulations of YCMOU-PET shall be developed by the Director, School of Education in consultation with the Directors of all other Schools and shall be submitted by the Director, School of Education to the Hon. Vice Chancellor for approval.
- iv. Such modalities, procedures, rules, and regulations of YCMOU-PET The policy of social reservation shall be strictly followed in the Ph. D. Entrance Test and admission process. The prescribed relaxations in eligibility and scoring shall be applicable as in force currently in the State of Maharashtra.

1 (E). Procedure for Ph. D. Registration:

- i. The candidate desiring to seek registration for Ph. D. programme shall download the prospectus along with the list of recognised Research Supervisors from the University website and apply online by paying the prescribed fees.
- ii. The candidate shall finalize the research topic in consultation with the proposed Research Supervisor chosen from the list of recognised Research Supervisors, who has consented to the work. The responsibility to choose the appropriate Research Supervisor entirely lies with the candidate. Therefore, the candidate must ensure that the selected Research Supervisor possesses the requisite specialization (i.e.: Ph.D.) in the concerned subject.
- iii. The candidate may submit the Ph. D. Application form without selecting a Research Supervisor. In such a case, if the candidate secures admission through the Entrance Test, the Director of the concerned School shall allot a suitable Research Supervisor to the candidate.
- iv. The candidate shall submit the online application along with the prescribed fees as may be determined by the University, from time to time, and approved by the concerned authorities of the University, accompanied by the following documents:
- v. Outline of the research proposal approximately 2500 words, which is clear and specific about the title and proposed area of research. The following points should be clearly explained in the research proposal: Title / Need / Scope of Research / Novelty / Objectives / Hypothesis / Research Question / Assumptions / Review of Related Literature / Research Methodology / Tools of Data Collection and Analysis / Bibliography with justifying usability according to APA/MLA/IEEE etc; (This list is only indicative. A few more points may be added if required)
- vi. Area of research
- vii. Letter of consent of the Research Supervisor (if chosen) to supervise the research work;
- viii. Attested copies of all relevant certificates of academic qualifications, experience, certificate of merit or appreciation (if any) and the no objection certificate(NOC) from the employer in case of employed ;
- ix. A declaration by the Research Supervisor stating the number of research candidates presently pursuing research under him/her (Ph.D.) in Y.C.M. Open University.
- x. The Director of the concerned School may forward the research proposal(s) to the subject expert(s) to seek their remarks. If an expert on the specific subject is not available in the YCMOU, an outside expert (local or outstation) may be contacted. The Director of the concerned School shall identify such expert(s) and obtain approval from the Hon. Vice Chancellor.
- xi. The Director of the concerned School shall place all the applications before the Departmental Research committee (DRC) for its consideration and recommendation.

- xii. The Departmental Research committee (DRC), having considered each application, may prepare its report with the recommendation that-
- xiii. One additional Research Supervisor (Co-Research Supervisor) may be added to supervise the research work, if the topic is of an interdisciplinary/multidisciplinary nature;
- xiv. The research proposal may be accepted as it is;
- xv. The research proposal may be accepted subject to specific modifications;
- xvi. The research proposal may be rejected completely.
- xvii. The minutes of the meeting of the Research Advisory Committee (RAC) shall be placed before the University Research Council (URC) whose decision thereon shall be final.
- xviii. The Director of the concerned School shall communicate the decision of the University Research Council (URC) to all concerned candidates. A copy may be forwarded to the Research Supervisor for information.
- xix. The list of candidates indicating the decision of URC about their research proposal (along with reasons in case of modifications and rejections) shall be made available on the website of the University by the Director of the concerned School.
- xx. If the research proposal has been accepted by the University Research Council (URC), the concerned candidate is deemed to have been granted registration for Ph. D. programme and thereafter the candidate shall be, required to pay the prescribed fee for necessary period, as may be determined by the University.
- xxi. On the payment of programme fees, the candidate will be allotted a Permanent Registration Number (PRN), ABC ID and DEB ID.
- xxii. The Ph. D. programme shall consist of the components namely, YCMOU Ph. D. Entrance Test (YCMOU-PET) or The UGC NET Criteria & Prescribed Course Work

2. Prescribed Course Work

Credit requirements, number, duration, syllabus, minimum standards for completion, etc. for the Ph.D. program shall be as under:

- a) Ph.D. coursework shall be 12 credits.
- b) The coursework shall be treated as a prerequisite for the Ph.D. program.
- c) The Ph. D. Course work shall consist of the following components, namely:-

Course 1:	Research Methodology (Including Quantitative methods, Computer applications, review of published research in the relevant field, training, fieldwork, Writing of Research Proposal for obtaining Financial Assistance from national funding agencies, etc.)	: 4 credits
Course 2 :	Two Subject specific advanced level courses	: 8 credits
Course 3 :	Research & Publication Ethics	: 2 credits

- d) Contents of Course 1 and Course 2 above shall be prescribed by the School Council of concerned School.
- e) All courses prescribed for Ph.D. coursework 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 Academic Council of the YCMOU.
- f) Candidates already holding an M.Phil. degree from UGC recognised university and admitted to the Ph.D. program, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. shall be exempted from the Ph.D. coursework; provided that the M.Phil. Program and admitted Ph.D. program are in the same subject. In case, M.Phil. & Ph.D. programs are different, then the candidate needs to complete Course 2, Course 3 mentioned in point no c) Course 3 in case, already not completed.

All other candidates admitted to the Ph.D. program shall be required to pass the course work approved by the School Council/Academic Council/RAC/URC of the YCMOU by obtaining a minimum of 55% marks or its equivalent grade in the UGC 10–point scale within the initial period of two years. They will be allowed to continue the Ph.D. Course and submit their Thesis only after completing the above requirements.

- g) Grades in the course work, including research methodology courses, shall be finalized after a combined assessment by the Research Advisory Committee and the final grades shall be communicated to the Examination Section.
- h) The Research Advisory Committee can also recommend online/offline courses offered by UGC/National Agency/MOOCs/SWAYAM/NPTL, etc., as part of the credit requirements for the Ph.D. program.
- j) If required, the candidate shall be permitted to opt for courses offered by other schools (s) depending upon the interdisciplinary nature of the research topic. The decision about such a choice shall be recommended by the Research Supervisor and the Director of the concerned School.
- k) The candidate must complete and pass each paper/component of the coursework work securing at least 55 per cent of the marks (candidates possessing an M. Phil. degree from any statutory university or a recognized institution of higher learning are exempted from the coursework),
- l) The format and layout of the Ph. D. thesis shall be specified by the concerned School and the details of the same shall be made available on the University website.

3. Duration of Programme Registration:

- i. Ph.D. The programme shall be for a minimum duration of three (3) years, including coursework, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the university; provided, however, that the total period for

completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

- ii. No candidate shall submit the thesis for evaluation before completion of three years of study from the date of registration (the candidate has to register himself within the stipulated period as mentioned by the concerned School). The date of research topic approval by the URC shall be considered to count as the start of the registration period. It means a year shall be counted from the date of the URC meeting in which the research topic was approved. The candidate can submit the thesis within a maximum period as mentioned in 5.1 from the date of registration failing to which his registration shall stand cancelled.
- iii. The registration of a candidate shall be cancelled on the following grounds, namely:-
 - a) Non-payment of programme fees within the specified period;
 - b) Non-compliance with the provisions of the relevant Statutes, Ordinances, Rules, and Regulations of the University;
 - c) Failure to complete coursework or submit the thesis within the period as specified in clause
 - d) If the Director of the concerned School does not receive three subsequent six-monthly progress reports from the candidate (duly signed and forwarded by the Research Supervisor), the registration of the candidate shall be cancelled.
- iv. In case a candidate wishes to change the topic of research, he/she may be permitted to do so within one year from the date of his / her completion of course work. The modified research proposal shall be submitted again to the concerned RAC and URC for consideration and approval. The date of initial registration shall be valid to count the registration period of such cases even though the URC approves the changed research topic.

4. Payment of Fees:

- i. Every kind of fee can be paid through online mode as specified and approved by the concerned authorities of YCMOU.
- ii. The details of the fee structure for Ph. D. program would be as mentioned below:

(a) YCMOU-PET Fee:	Rs. 1000/- (one thousand only) for Open Category and Rs. 500/- for Reserved Categories.
(b) Course work fees	Rs. 10,000/- per year (Ten thousand only)
(c) Ph. D. Program Fee:	Rs. 20,000/- per year (Twenty thousand per year)
(d) Ph. D. Thesis Submission Fee:	Rs. 20,000/- (Twenty thousand only)
(e) Ph. D. Re-Registration Fee:	Rs. 20,000/- (Twenty thousand only)
(f) Ph. D. Extension Fee:	Rs. 20,000/- (Twenty thousand only)

5. Procedure:

- i. Every candidate during his period of registration shall have to attend mandatory coursework sessions (required for completion of coursework) organised by the concerned School at the headquarters.
- ii. The timetable, duration, and plan of Course Work sessions shall be prepared by the Director of the concerned School and approved by the concerned statutory authorities of the University.
- iii. The candidate shall submit through his Research Supervisor the six monthly progress reports of his research work during the entire registration period, till submission of the thesis to the Director of the concerned School.
- iv. Before the submission of thesis, the candidate shall have to write and publish at least one research papers related to the topic of the research, which shall be either published or accepted for publication in the refereed research journals or magazine (having high Impact Factor) as recommended by the RAC of concerned School and approved by the Academic Council of the University. The copies of published papers (reprints) shall be submitted to the concerned School. The lists of such approved research journals as recommended by UGC. The publications in the Conference proceedings converted into journals may also be considered in this case.




Registrar

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