University of Mumbai

Website – mu.ac.in
Email id - dr.aams@fort.mu.ac.in
aams3@mu.ac.in

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/2024-25/215

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 **vide** Item No. 6.41 and that in accordance therewith **Guidelines for Research Project 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).

(Dr. Prasad Karande)
REGISTRAR

MUMBAI – 400 032
18th January, 2025

To,

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

AC/6.41/04/12/2024

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).

	Copy 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) eau120@fort.mu.ac.in 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), rapc@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

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,** **Dean** 1. Prof.Anil Singh Dranilsingh129@gmail.com **Associate Dean** 2. Dr.Suchitra Naik Naiksuchitra27@gmail.com 3.Prof.Manisha Karne mkarne@economics.mu.ac.in **Faculty of Commerce & Management,** **Dean** 1. Dr.Kavita Laghate kavitalaghate@jbims.mu.ac.in **Associate Dean** 2. Dr.Ravikant Balkrishna Sangurde Ravikant.s.@somaiya.edu 3. Prin.Kishori Bhagat kishoribhagat@rediffmail.com

	Faculty of Science & Technology **Dean** 1. Prof. Shivram Garje ssgarje@chem.mu.ac.in **Associate Dean** 2. Dr. Madhav R. Rajwade Madhavr64@gmail.com 3. Prin. Deven Shah sir.deven@gmail.com
	Faculty of Inter-Disciplinary Studies, **Dean** 1.Dr. Anil K. Singh aksingh@trcl.org.in **Associate Dean** 2.Prin.Chadrashekhar Ashok Chakradeo cachakradeo@gmail.com
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, dboee@exam.mu.ac.in
5	The Director, Board of Students Development, dsd@mu.ac.in@gmail.com DSW direcotr@dsw.mu.ac.in
6	The Director, Department of Information & Communication Technology, director.dict@mu.ac.in

As Per NEP 2020

University of Mumbai

Guidelines for Research Project (RP)

for Post Graduate Students as per NEP 2020

(With effect from the academic year 2024-25)

Index

1. Introduction:

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. Research projects are vital for advancing knowledge and fostering innovation across various fields. They enhance critical thinking and problem-solving skills, allowing individuals to analyze complex issues and develop effective solutions. Engaging in research cultivates essential skills such as data analysis, scientific writing, and project management, while also providing opportunities for collaboration and networking with peers and experts. Furthermore, research projects address societal challenges by generating evidence-based solutions that inform public policy and improve community well-being. Ultimately, they contribute not only to personal growth and employability but also to the collective understanding of pressing issues, making them indispensable in both academic and professional contexts.

2. Objectives:

A postgraduate research project in general sets out to achieve objectives such as;

- The research project challenges students to think critically, analyze data, and develop well-supported arguments, helping them to refine their problem-solving abilities.
- The project encourages students to contribute original research that adds to the existing body of knowledge in their field, advancing academic scholarship.
- By undertaking a comprehensive research project, students gain hands-on experience in research methodologies, data collection, analysis, and interpretation, which are crucial skills for future academic or professional endeavors.
- Postgraduate research projects often involve exploring intersections of various disciplines, promoting interdisciplinary learning and broadening students' intellectual horizons.
- The research fosters creativity and innovation by encouraging students to address current problems, explore new solutions, and apply their findings in real-world contexts.
- Completing a research project enhances students' ability to work independently, manage time effectively, and communicate complex ideas, preparing them for leadership roles in academia, industry, or public service.

- Research projects can also focus on addressing pressing societal challenges, thus enabling students to contribute to solving real-world problems and driving social, economic, and technological development.

3. <u>Outcomes:</u>

The outcomes of a postgraduate research project include:

- The student is expected to gain expertise in research methodologies, critical thinking, data analysis, and problem-solving, equipping them with skills essential for further academic or professional endeavors .
- The research contributes new knowledge, insights, or innovations in the chosen field, pushing the boundaries of understanding and addressing current challenges or gaps in the literature.
- Completing the research project enhances the student's academic credibility and professional skills, positioning them for leadership roles, higher positions in academia, or specialized careers in their field.
- The research might lead to published papers, conference presentations, or recognition within academic communities, establishing the student as a contributor to scholarly discourse and increasing visibility in their field.
- The project often has practical applications in solving real-world problems, influencing policies, technologies, or practices within industries, healthcare, social services, or public administration.
- Through the research process, students may collaborate with faculty, industry professionals, or other researchers, broadening their academic and professional network and gaining exposure to interdisciplinary work.
- The research outcomes can contribute to societal progress by addressing pressing global issues, such as sustainability, health, education, or technology, potentially influencing public policy, industry standards, and community practices.
- The postgraduate research project fosters self-reliance, perseverance, and the ability to manage complex tasks, helping students develop critical personal attributes like time management, resilience, and intellectual independence.

4. <u>Indicative list of areas for the Research Project:</u>

The areas of research projects can be decided by the head of the institution in consultation with the faculty in respective subjects.

5. **Role and responsibilities**

The successful execution of a postgraduate research project 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 develop research skills and fostering independent 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

- Reviewing and approving research proposals to ensure they are aligned with academic and ethical standards.
- Ensuring that the research 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 research proposals 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 research.

- 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 thesis/dissertation and scheduling defence dates.

- Managing administrative paperwork related to registration, academic credits, and degree requirements.
- Ensuring compliance with institutional regulations.

6. <u>Process of Research Project Implementation:</u>

Flow chart
- Formation of Research Project Committee
- Appointment of Coordinators/guides/mentors
- Research project orientation by the Research Project Committee
- Allotment of students as per guidelines
- Execution of Research Project
- Evaluation
- Student Feedback

The mechanism for the implementation of the Research Project:

The mechanism for implementing a postgraduate research project 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. This process includes stages such as planning, execution, monitoring, and evaluation.

Project Initiation and 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 research.

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 question.

- 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.

Data Collection and Analysis

- The student collects data according to the chosen methodology, ensuring adherence to ethical standards (e.g., informed consent, data confidentiality).

- Data is organized, stored, and backed up to maintain integrity and prevent loss.

- The collected data is analyzed using appropriate statistical or qualitative analysis tools, with the interpretation of results aligning with the research objectives.

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.

Writing and Documenting the Research

- The student writes the research thesis or 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 Defense

- Upon completion, the student submits the final version of the thesis or dissertation to the academic department.

- The student may be required to defend 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 defense panel 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 to work on research project individually and should be the continuity of the research project selected in the semester.

- For semester III, Research Project is of 4 credits which equals to project working hours of 120.

- For semester IV, Research Project is of 6 credits which equals to project working hours of 180.

- 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 research project 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. Project (Dissertation) Report:

Students are required to submit a report of the research project at the end of the semester in following suggested format.

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

Title Page
- Title of the Report (Font size 14)
- Name of the Student
- Roll number/Seat number
- Project 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 Project, 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 project: Outline the objectives and expected outcomes of the project.
- Background Information: Provide context about the project work and its significance.
- Scope of the Report: Define the boundaries of what the report 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.
- Use photographs, diagrams, reactions, etc. to support the descriptions.
- Analyze the data collected in relation to the study objectives.

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

- 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/ Outline of project / 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 EXAMINATION - 50%

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

Appendix I

Main Page Format of Project Report

Title of the Project

Name of the Student

(Name of 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 project titled _____ in the area of _____specialization for the academic year 2024-2025. To the best of my knowledge the work of the student is original and the information included in the project is correct.

Name and Signature of
Research Project Guide

Name and Signature of
HOD

Name and Signature of
HOD/Principal/Director

<div align="center">**Appendix III**</div>

<div align="center">**Declaration**</div>

I, Mr./Ms. _____ Student of
_____ College/Institute/ Department studying in
_____, hereby declare that I have completed the
Research project entitled _____ during the
academic year 2024-2025.

The report work is original and the information/data included in the report is true emerging from the primary and/ secondary data gathered and analyzed 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.

<div align="center">Signature of the Student with Date

Name of Student</div>

Appendix IV
Student Feedback on Research Project
(To be filled by Students after Project completion)

Student Name:

Seat No. /Roll No.:

Email:

Department:

Name of the Mentor:

Title of Research Project:

Brief description of Project work carried out:

Year of completion of Research Project:

Was your project work experience related to your major area of study?

● Yes, to a large degree

● Yes, to a slight degree

● No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No opinion	Disagree	Strongly 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					

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 Research Project, 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 Research Project?

● What did you dislike about the Research Project?

● Considering your overall experience, how would you rate this Research Project? (Circle one). –

Satisfactory/ Good/ Excellent

● Give suggestions as to how your research project experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your project 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 Project Guidelines 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 Nanosciences and Nanotechnology

----