

Department of Library and Information Science
Admission Manual

Ph.D. Programme
Library and Information Science

July 2021

Visit for Further Details: <https://www.somaiya.edu/en/phd/>

About Somaiya Vidyavihar University

On 26th August 2019, Somaiya Vidyavihar University has become a reality

A new milestone in a glorious ongoing journey established in 2019, Somaiya Vidyavihar University, Mumbai recognised by the University Grants Commission (UGC). Somaiya Vidyavihar, with over six decades of rich experience in building and managing educational institutes of great repute, is the sponsoring body. With over six decades of rich experience Somaiya Vidyavihar has become a self-finance Private University. Somaiya Vidyavihar University is the first private university in Mumbai vide the Maharashtra Self- Financed Universities (Establishment and Regulation) Act 2013. With this status, we now have the academic, administrative, and financial freedom, to achieve the dreams as imagined by our founders. We have a dream to build and support a world class institution, one that is proudly Indian, and excels in education, research and service. Somaiya Vidyavihar University will be a place where knowledge is preserved, disseminated, and new knowledge is created. It will be global in the reach of its ideas and universal in its service. Operational from 26th August 2019, Somaiya Vidyavihar University is a place where you can explore new possibilities, pursue your passion and above all, find yourself.

Our History

An all-round education must integrate Indian culture, values & morality into the curriculum.

In just five decades it has grown into a large educational complex with 34 institutions catering to diverse fields of education such as Humanities, Engineering, Education, Medicine, Management, Pure Sciences and Mass Communication, with more than 39000+ Candidates and 3000+ Faculties and staff on a throbbing 65 acre campus.

The Somaiya Vidyavihar Complex was founded in 1959 by late Shri K.J. Somaiya (1902-1999). Endowed with a sharp business acumen, a balanced perspective and a social bent of mind, Karamshibhai set up the Somaiya Trust in 1953 for furthering his dream of shaping young minds through quality education. For this purpose, he bought a large area of land at Ghatkopar, then considered to be distant, meagrely populated.

Our Vision

Our Founder, Padmabhushan Shri K. J. Somaiya founded Somaiya Vidyavihar on the 9th of September 1959. He later founded the Girivanvasi Pragati Mandal, The K J Somaiya Medical Trust, Girivanvasi Education Trust and sister institutions to make great citizens of India and the World. In the words of Swami Vivekananda, "We want that education by which character is formed, strength of mind is increased, and the intellect expanded, and by which one can stand on one's own feet." We have now grown into a multi-disciplinary and multi-campus education institution with over 1500 faculty, and 38, 000 candidates.

The Somaiya Vidyavihar University admitted 3000+ candidates in 100+ UG/PG/PhD/PG Diploma/Diploma/Certificate programmes in the very first year of establishment.

About Research Center

Since the inception of Somaiya Vidyavihar Complex, the 'Somaiya Group' has continuously aimed for perseverance, excellence, quality and status quo in the field of higher education for almost 7 decades. Although SVU central library evolved with the establishment of Somaiya Vidyavihar University in 2019, the campus is well equipped with multi-faceted libraries reaching to students from various academic fields. To disseminate information the University is initiating the 'Hub and Spoke' model for the libraries – With the central library being the Hub and the constituent college libraries the Spoke.

SVU has initiated the Department of Library and Information Science in the 2021. In the current Academic year department has announced MLISc. and Ph.D. in Library and Information Science. This research centre has eminent faculty with 44 years professional and 30 Years teaching experience in Library and Information Science.

Library & Information Science

Library and Information Science is mainly concerned with the retrieval and management of information whether in physical or digital form. The digital age has brought transformative changes in the scholarly communication and information environment, has dramatically changed the academic and professional discipline of library and information science. The academic libraries play a vital role in the digital transformation of the universities and education institutions all over the globe. Belonging to an interdisciplinary field of study, library and information science education borrows tools from areas such as management, information technology and education, to collect, organize, preserve, and prioritize information resources. As an increasingly digitalized field of activity, library science is often associated with study programmes in informatics and information science. Students of library science learn to navigate the digital world, to properly handle information and to enable users to access it easily. The libraries being the repositories of knowledge and information, their importance has increased. In this situation, the librarianship has attained the status of a separate discipline with an interdisciplinary subject area.

Ph.D. Admission Eligibility for Somaiya Vidyavihar University (SVU): Minimum Qualifications for Admission

Subject to the conditions stipulated in the Regulations, the following candidate are eligible to seek admission to the Ph.D. Programme

i.	Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent as per UGC regulations.
ii.	A person whose Master's dissertation has been evaluated and the viva-voce is pending may be admitted to the Ph.D. Programme but subject to completion of Master's degree before provisional admission to SVU Ph.D. Programmes.
iii.	Candidates possessing a Degree considered equivalent to Master's Degree of an Indian Institution, 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. Programme.
iv.	Candidate not having Master's degree but having research / work / professional experience or possessing post graduate diploma may appear for Ph.D. Entrance Examination of SVU subject to such candidates need to apply separately to SVU for obtaining equivalence for Master's degree. The SVU will have final rights reserved to give such equivalence as per the regulations. Such candidates must possess undergraduate degree with at least 55% marks in aggregate or its equivalent as per UGC regulations. The relaxation will be as per UGC norms from time to time.
v.	MUST have qualified score of Ph.D. Entrance Examination of SVU – mandatory eligibility criteria for all candidates.
vi.	Candidates exempted from appearing for Ph.D. Entrance Examination of SVU MUST fill the application form as per the schedule displayed on website. The exempted candidates need not pay the application processing fee.
vii.	A No Objection Certificate (NOC) in prescribed format from the employer in case of those who are applying to Ph.D. Programme as a sponsored candidate.

Eligibility at UG/PG Degree	
Branch of study at UG	1. Bachelor degree from any UGC approved college 2. Bachelor of Library and Information Science degree from LIS department of University approved by the UGC
Branch of study at PG	Master of Library and Information Science PG degree from LIS Department of the University, approved by UGC.

Exemption Criteria for SVU Ph.D. Entrance Examination
<p>Candidates having qualified/having a valid score of UGC NET-JRF/ SET / examinations or equivalent are exempted from appearing for the Ph.D. entrance examination of SVU.</p> <p>However, the candidates who fulfill the above criteria MUST fill the application form as per the schedule displayed on the website.</p>

Pattern and syllabus of SVU Ph.D. Entrance Examination Subject of Entrance Examination: Library and Information Science
The SVU Ph.D. Entrance examination will be proctored/supervised close book examination
<p>Paper-1 General Aptitude Test – MCQs Online test of 30 marks with 30 questions - duration of the test 30 min.- no negative marking and options</p> <p>a) Logical Reasoning b) Numerical Ability c) Reasoning and Language Aptitude</p>
<p>Paper - 2: Subject Specific Test – Online of 70 marks - duration 1 and half hours</p> <p>a) Multiple Choice Questions – Maximum marks – 10 - MCQs online or offline test of 10 marks with 10 questions - no negative marking and option</p> <p>b) Theoretical / Descriptive Questions – Maximum marks 60 – online or offline descriptive type six questions each of 15 marks - any four to be solved</p>

Syllabus for Entrance Examination

Research methods in Library and Information Science

- Research: Introduction, Definition, Purpose, Characteristics, Objective, Types, Steps Research Design, Hypothesis – Formulation, Types and Testing; Research Methods: Historical, Descriptive, Survey, Case Study; Qualitative and Quantitative Methods; Different metrics studies. Sampling Techniques, Citation Analysis, Impact Factor, h-index, g-index, i10-index.
- Plagiarism: Concept, Definition, Types, Fair Use, etc.
- Plagiarism Checking Tools: Working, Advantages, Issues and Challenges
- Data Collection tools viz Questionnaire, Interview, Observation; Sources of Data- Primary and Secondary
- Data Presentations, Analysis and its Interpretation
- Current research trends in LIS
- Research Report Writing
- Reference Style; Online Citation Tools

Library Management

- History of Management Schools and thoughts, Collection Development,
- Human Resources Management-Manpower Planning, Job analysis, Job description, Selection, Recruitment, Motivation training and Development, Staff manual, Leadership and Performance Evaluation, Delegation of authority, PERT CPM
- Financial Management-Budget, Resource Generation, Types of Budgeting, Cost and Cost-Benefit analysis
- Total Quality Management (TQM), Six Sigma, Brainstorming session, Marketing Information product and services
- Metrics of efficiency and effectiveness of libraries and knowledge resource centres. Performance, Function, Evaluation of libraries and library services.

ICT applications in Libraries

- Computer: Hardware and Software components, Internet Components, Services, Browsing-Web Browsers, Search Engines Meta-Data and Meta-Data Standards, IOT.
- Library Automation, Study of Library Management System and Related technologies i.e. RFID, Barcode and others, electronic security.
- Digitization and its Standards, Digital library software.
- Library Networks and Information Systems- National and International.
- Impact of ICT on Library and Information Services.

Documents Required

1. UG Degree or equivalent Mark List
2. UG Degree certificate
3. PG Degree or equivalent Mark List
4. PG Degree or equivalent certificate
5. AADHAR card
6. Degree equivalence / eligibility certificate – wherever is applicable
7. Migration certificate
8. Two colour passport size Photograph
9. If appearing the PG degree examination – bonafide certificate
10. If employed, then No Objection from the employer – at the time of provisional admission

Sr. No.	Steps adapted for Ph.D. Programme
1.	Advertisement in the newspaper
2.	Acceptance of the applications for Ph.D. entrance examination along with applications processing fee
3.	Execution of Ph.D. entrance examination for all PhD programmes
4.	Results of Ph.D. entrance examination
5.	Selection process - Display of list of eligible shortlisted candidates for interview
6.	Selection process – Interviews of shortlisted candidates
7.	Display of shortlisted candidates for provisional admission
8.	Provisional admission and payment of fees in accounts/admin office of the colleges.
9.	Orientation and beginning of the yearlong two semester course work
10.	Allotment of the guide at individual college level / department (within the first six months of provisional admission)
11.	In the first year, first semester is course work, which includes teaching learning, continuous evaluation and ESE examination (Comprehensive examination). The second semester will have dedicated research activities, lab rotation and research proposal drafting & presentation and its evaluation.
12.	Research proposal presentation (Qualifying examination)
13.	KT examination for the semester I and II for unsuccessful candidates or for grade improvement
14.	Issue of mark sheets for course work of semester I and II
15.	Topic approval of the thesis work (after Qualifying course work examination)
16.	Registration for Ph. D programme

Somaiya Vidyavihar University

17.	Appointment of Examiners and chairman from Research Committee
18.	Annual Progress Seminars (APS) every June/July and Intermediate Progress Seminar (IPS) every January/February of the academic year
19.	Approval of examiners to present pre-synopsis in one of the APS and IPS
20.	Presentation of pre-synopsis and its approval by the examiners
21.	Submission of thesis
22.	Sending the thesis to reviewers
23.	Receipt of reviews about thesis from the reviewers
24.	Final defence of the thesis
25.	Submission of final corrected thesis after defence
26.	Issue of provisional degree certificate
27.	Issue of degree certificate
	The steps and the progress evaluation of Ph.D. students by the committee/examiners/experts will be as per the provisions of Ph.D. regulations

Fee Structure and payment for regular/confirm admission – as per schedule specified in notification from time to time

Particulars	@Total Fees per annum (₹)
Tuition Fee	68,000
Development Fee	5,000
Examination Fee	8,000
Caution money Deposit (Refundable)	8,000
Library Deposit (Refundable)	11,000
Total (₹)	1,00,000
@ If paid provisional admission fee then should be debited from total fee	
Link for fees payment (Fees will be accepted via online payment gateway only and in no case, it can be paid using any other type of mode of payment and to any office/person)	https://myaccount.somaiya.edu/#/login

Payment of fees schedule for Provisional admission and subsequent years of Ph.D. programme			
Program Academic Year	Particulars	Amount in Rupees (₹)	Payment Schedule
First Year	Provisional admission fee	20,000	Within eight days from the date of receiving the offer letter
	First Instalment	40,000	Within two weeks from the commencement of the Academic Year
	Second Instalment	40,000	Within six weeks from the commencement of the Academic Year
Second Year and Onwards	First Instalment	50,000	Within first week from the commencement of the new Academic Year
	Second Instalment	50,000	Within six weeks from the commencement of the new Academic Year
Link for fees payment (Fees will be accepted via online payment only and in no case it can be paid using any other mode of payment and to any office/person)		https://myaccount.somaiya.edu/#/login	
Note: Students have to pay the full fees of the program per year till the submission of the thesis			

Guidelines to do fee payment in Online Mode

There is a provision of ONLINE PAYMENT of college fees for student's convenience 24x7 on or before scheduled due date. Student will get notification from institute in three ways.

- 1) SMS
- 2) Email
- 3) Notification on myaccount.somaiya.edu portal

In notification there will be a link to make the payment. You just need to click on the link and follow below simple steps to make the payment.

STEP 1: Link will take you to myaccount.somaiya.edu portal. Use Somaiya SVV Net ID and password to login. Want to know more about myaccount.somaiya.edu click on https://somaiya.edu/media/pdf/SVVNetID_and_Email%20id.pdf

STEP 2: Login, select instalments and click on "Pay Now".

STEP 3: System will redirect to Online Payment Gateway. Fill the required information and follow payment options to complete the payment cycle.

STEP 4: After the successful payment, the payment receipt will be available at student's MyAccount portal

Admission Cancellation policy of Ph.D. programme

If the candidate has accepted the allotted seat by paying the fees and later chooses/decides to withdraw from the programme of study, then cancellation option is available at his/her MyAccount login.

The college shall follow the below system for deduction of fees against the cancellation request for the candidate.

Sr. No.	Point of time when application for admission cancellation is received by college	Applicable Deduction
1	15 days or more before the date of commencement of academic term	Rs 5,000/-
2	Less than 15 days before the date of commencement of academic term	10% of total fees
3	Less than 15 days from the date of commencement of academic term	20% of total fees
4	On or beyond 15th day but within six weeks from the date of commencement of academic term	50% of total fees
5	More than six weeks from the date of commencement of academic term	100% of total fees

Note:

- Total Fees for the program per year is Rs. 1,00,000/- for Indian Resident and 1,25,000/- for NRI.
- Tentative date of commencement of every academic term will be announced on website.

Typical Sample example for further illustration to know about cancellation charges with reference to the date of commencement of term

Refer the **below example** for clarification of Ph.D. admission cancellation policy

Assume that the academic term commences from **15th July** of a particular academic year. Based on this assumption, following table illustrates important dates of cancellation policy:

Illustration:

Sr. No.	Point of time when application for admission cancellation is received by college	Applicable Deduction
1	Cancellation on or before 30th June (up to 11.59pm)	Rs 5,000/-
2	Any time from 1st July to 14th July (up to 11.59pm)	10% of total fees
3	Any time from 15th July to 28th July (up to 11.59pm)	20% of total fees
4	Any time from 29th July to 25th August (up to 11.59pm)	50% of total fees
5	After 25th August	100% of total fees

Process of getting documents submitted return

After verifications of documents, within 7 days, documents will be returned to students.

Contact

Dr. Hindurao S. Waydande
Ph.D. Coordinator, LIS

E-mail - drhindurao.w@somaiya.edu / svu.phdcoordinators@somaiya.edu