

**APPENDIX I****Board of Studies in Management (Faculty of Management Studies)****Vikram University, Ujjain****Syllabus****For Entrance Test for Admission in Ph.D. and M.Phil. Programmes in Management  
(Faculty of Management Studies)**

[Under the Provisions of Ordinance No. 90 (New): Doctor of Philosophy]

[Under the Provisions of Ordinance No. 89 (New): Master of Philosophy]

**Ph.D. Programme in Management: Entrance Test Syllabus****(EFFECTIVE FROM JULY 2012)****M.Phil. Programme in Management: Entrance Test Syllabus****(EFFECTIVE FROM JULY 2012)****Unit I: Human Resource Management**

- Functions of Human Resource Management. Objectives of HRM Functions.
- Human Resource Planning.
- Job Analysis.
- Process of Recruiting and Selecting Human Resources.
- Induction.
- Socialization and Mentoring.
- Career Planning & Development.
- Management of Training and Development of the Employees.
- Job Evaluation.
- Wage & Salary Administration: Minimum Wage, Living Wage, and Fair Wage. Wage Determination.
- Fringe Benefits. Financial and Non-financial Incentives.
- Payment of Bonus System in India.
- Performance Appraisal of the Employees. Performance Feedback and counseling. Performance Improvement Measures.
- Management of Industrial Disputes: Meaning, Nature, Types, Causes and Effects.
- Machinery and Mechanisms for Prevention and Settlement of Industrial Disputes in India.

- Workers' Participation in Management.
- Grievance Handling Management.
- Management of Discipline.
- Trade Unionism: Meaning, Nature, Types, and Functions.
- The Trade Unions Act, 1926 of India.
- Rights and Duties of Registered Trade Unions in India.
- Trade Unions in India, Their Activities and Their Problems.
- Employees' Welfare and Quality of Work Life.
- The Factories Act 1948 of India.
- Social Security of the Employees and Social Security Legislations in India.

### **Unit II: Organizational Behaviour**

- Understanding Human Behaviour, Individual Differences, Personality, Attitudes, Values, Emotional Intelligence.
- Job related Attitudes: Job Satisfaction, Job Involvement, and Organizational Commitment.
- Intrapersonal Processes: Sensation and Perception. Socialization.
- Learning. Motivation: Basic Concepts & Theories.
- Inter-personal Process : Analysis of Inter-personal Relationship,
- Transaction Analysis, Basic Interpersonal Communication.
- Conflict Management - Intra and Inter-Personal Conflict.
- Leadership: Basic Concepts and Theories.
- Group Dynamics: Group Formation & Development. Group Cohesiveness. Problem of Group Think and Social Loafing. Team Building.
- Organizational Change: Meaning, Kinds, Resistance to Change, Overcoming Resistance to Change.
- Management of Change: Process of Change, Force Field Analysis.
- Organization Development (OD): Meaning and Process. Action Research.
- OD Interventions.

### **Unit III: Financial Management**

- Financial Management: Nature, Scope and Objectives, Finance Functions.
- Profit Maximization v/s Wealth Maximization.
- Capital Budgeting.
- Leverages: Operating and Financial Leverage.
- Investment and Capital Structure Decisions.
- Sources of Finance. Long-term and short-term Financing Instruments.
- Cost of Capital.
- Understanding Financial Statements and Analysis Thereof.

- Dividend Policies. Determinants of Dividend Policies. Dividend Payment Practices in India.
- Management of Working Capital: Nature, Determinants and Financing. Cash Management. Inventory Management. Receivables Management.
- Risk Analysis. Risk-return Trade-off.
- Valuation Concepts. Valuation of Securities.
- Nature and Scope of Financial Services. Regulatory Framework for Financial Services.
- Domestic v/s International Financial Management.
- International Financial System and Institutions.
- Merchant Banking Services.
- Management of Mutual Funds.
- Understanding Foreign Exchange Markets.

#### **Unit IV: Marketing Management**

- Marketing: Concept, Nature and Scope.
- Marketing Environment: Environment Scanning. Different Environments and Their Influence on Marketing.
- Marketing Information System.
- Marketing Intelligence System.
- Process of Marketing Research.
- Understanding Consumers and Customers.
- Understanding Market Competition at Domestic and Global Level. SWOT Analysis.
- Understanding Multilateral Agreements, WTO Agreements and Provisions of TRIPS.
- Role and Relevance of Market Segmentation: Targeting and Positioning.
- Product Life-cycle.
- Product-mix. Product Decisions.
- New Product Development.
- Branding. Brand Positioning and Product Positioning.
- Brand Building Strategies.
- Pricing Concepts, Pricing Objectives. Pricing Methods. Pricing Decisions.
- Promotion Decisions. Promotion Mix.
- Personal Selling.
- Advertising: Basic Issues.
- Sales Promotion.
- Media Planning & Management.
- Strategies for Increasing Market Share.
- Marketing of Services.
- Customer Relationship Management. Attracting and Retaining Customers.
- Public Relations Management.
- Distribution-Channels Management.
- Marketing Evaluation.

- Marketing Control.
- Consumer Behaviour: Defining Customer Value and Satisfaction.
- Delivering Customer Value and Satisfaction.
- Influencing Buyer Behaviour: Cultural, Social, Personal, and Psychological Factors.
- Buying Decision Process.
- Business Buying Behaviour: Meaning, System and Participants.

### **Unit V: Production and Materials Management**

- Nature, Significance and Scope of Production Management. Role / Functions of Production Management.
- Production Planning & Control.
- Plant Location. Plant Layout.
- Product Design & Development.
- Process Design, Capacity Planning Process & Decisions.
- Materials Management: Nature, Scope and Principles.
- Scheduling and Sequencing.
- Inventory Control: Objectives and Techniques. JIT Approach.
- Time and Motion Study.
- Work Measurement Techniques – Work Study and Method Study.
- Maintenance Management. TPM.
- Concept of Quality. Concept of Core Competence. Quality Circles.
- ISO 9000 Standards. Procedure for Obtaining ISO 9000 Certification.

**APPENDIX II****Board of Studies in Management (Faculty of Management Studies)****Vikram University, Ujjain****Syllabus for M.Phil. Programme / M.Phil. Course Work (EFFECTIVE FROM JULY 2012)**

[Under the Provisions of Ordinance No. 89 (New): Master of Philosophy] (Refer Section 14 of the Ordinance)

**COURSE STRUCTURE (EFFECTIVE FROM JULY 2012)**  
**FIRST SEMESTER (For Pre-M.Phil. Preparation)**

**Paper 1.1: Research Methodology** **100 Marks**

**Paper 1.2: Review of Published Researches** **100 Marks**

**SECOND SEMESTER**

**Paper 2.1: Research Methodology, Quantitative Techniques,  
and Computer Applications** **100 Marks**

**Paper 2.2: Any one paper is to be opted from the following:** **100 Marks**

2.2 HRM: Human Resource Management (Option I)

2.2 FM: Financial Management (Option II)

2.2 MM: Marketing Management (Option III)

2.2 PMM: Production & Material Management (Option IV)

**Paper 2.3: Any one paper is to be opted from the following:** **100 Marks**

2.3 HRM: Organizational Behaviour (Option I)

2.3 FM: Financial Services, Portfolio Management and Merchant Banking (Option II)

2.3 MM: Customer Relationship Management and Advertising (Option III)

2.3 PMM: Total Quality Management (Option IV)

**THIRD SEMESTER**

**Paper 3.1: Any one paper is to be opted from the following:** **100 Marks**

3.1 HRM: Seminar on Research Trends in Human Resource Management (Option I)

3.1 FM: Seminar on Research Trends in Financial Management (Option II)

3.1 MM: Seminar on Research Trends in Marketing Management (Option III)

3.1 PMM: Seminar on Research Trends in Prod. & Material Management (Option IV)

**Paper 3.2: Dissertation: 100 Marks.**

**Paper 3.3: Viva voce: 100 Marks**

[Note: The candidates will be required to opt the same specialization (i.e., any one of the following spl.: HRM, FM, MM, PMM) in respect of the Papers 2.2, 2.3, 3.1, 3.2 and 3.3]

## **FIRST SEMESTER**

### **M.Phil. 1.1: Research Methodology**

**(100 Marks)**

(EFFECTIVE FROM JULY 2012)

#### **PART I (50 Marks)**

1. Concept of Research, Scientific Approach to Research, Types of Research.
2. Research Process and Planning for Research. Review of Literature.
3. Defining Research Problem. Sampling. Hypotheses Formulation.
4. Sources / Methods of Collecting Primary and Secondary Data: Schedules & Questionnaires, Interview, Observation, Scaling Techniques etc.
5. Research Report Writing

#### **PART II (50 Marks)**

1. Quantitative Techniques of Data Analysis I: Application of Mean, Mode, Median, Geometric Mean, Harmonic Mean.
2. Quantitative Techniques of Data Analysis II: Coefficient of Correlation, Regression Analysis. Discriminant Analysis.
3. Quantitative Techniques of Data Analysis III: Application of ANOVA, ANOCOVA, Multivariate Analysis, t-test, z-test, F-test, Chi-square test.
4. Computer Application in Research: Elementary knowledge of Statistical Analysis Using Soft-ware Packages such as SPSS, Minitab etc.
5. Computer Application in Research: Knowledge of MS Office Application, Knowledge of Internet Application, and Knowledge of Application of Data-bases of research Publications such as EBSCO, PROQUEST, JSTOR, CENAGE LEARNING etc.

### **M.Phil. 1.2: Review of Published Researches**

**(EFFECTIVE FROM JULY 2012)**

**(Total 100 marks)**

The candidate will be required to make extensive survey of published literature (earlier research) relevant to the chosen topic of research which appear in referred research journals of national and international repute, edited books, reference books, monographs, working papers, survey / study reports, dissertations / theses published in book form, and books / reports containing proceedings of national and international conferences / seminars / symposiums. The candidate will be required to include at least 20 research publications of last 10 years period.

The candidate will be required to present his / her review of published researches including the details like objectives of research, sampling design, research methods, main findings, implication of the study etc. of each paper / unit of research included in the review. He / she will be required to make oral presentation followed by written presentation of the review.

**Oral presentation will carry 30 marks and written presentation will carry 70 marks (Total 100 marks).**

Every candidate of the programme shall be required to submit the report concerning the review of the published researches in triplicate to the Director / Head of the Institute / Department. The candidates will be required to give declaration regarding their original work and the same will have to be attached with their reports. The Report will be sent to the External Examiner for Evaluation. External examiner will be from outside of the university jurisdiction. He / she will be appointed by the Vice- Chancellor out of the panel of three examiners prepared separately for each of the specialization (i.e., HRM & OB, Financial Management, Marketing Management, Production & Materials Management etc.).

The reports containing the review of published researches will be submitted to the office of the Director / Head of the Institute / Department. The Director / Head of the Institute / Department will forward the same to the office of the Registrar / Controller (Exams. / Confidential Section) of the university. The reports will be sent to the duly appointed external examiners by the office of the Registrar / Controller (Exams./Confidential Section) of the university for evaluation.

## **SECOND SEMESTER**

### **2.1 Research Methodology, Quantitative Techniques and Computer Applications**

(100 Marks)

**(EFFECTIVE FROM JULY 2012)**

1. Concept of Research, Scientific Approach to Research, Types of Research.
2. Research Process and Planning for Research. Review of Literature. Pilot study.
3. Defining Research Problem. Sampling. Hypotheses Formulation.
4. Sources / Methods of Collecting Primary and Secondary Data.  
Scaling Techniques: Types of Scales. Construction of Scales. Testing Reliability and Validity of Scales.
5. Research Report Writing. Thesis / Dissertation Writing. Research Papers Writing. Management Case Writing.
6. Quantitative Techniques of Data Analysis I: Application of Mean, Mode, Median, Geometric Mean, Harmonic Mean.
7. Quantitative Techniques of Data Analysis II: Correlation Analysis., Regression Analysis. Discriminant Analysis.
8. Quantitative Techniques of Data Analysis III: Application of ANOVA, ANOCOVA, Multivariate Analysis, t-test, z-test, F-test, Chi-square test.
9. Computer Application in Research: Elementary knowledge of Statistical Analysis Using Soft-ware Packages such as SPSS, Minitab etc.
10. Knowledge of Application of Data-bases of research Publications such as EBSCO, PROQUEST, JSTOR, CENAGE LEARNING etc.

## **2.2 HRM: Human Resource Management (Option I)**

### **(100 Marks)**

(EFFECTIVE FROM JULY 2012)

#### **Unit I**

- Functions of Human Resource Management. Objectives of HRM Functions.
- Human Resource Planning.
- Job Analysis. Job Evaluation.
- Process of Recruiting and Selecting Human Resources.
- Induction.
- Socialization and Mentoring.

#### **Unit II**

- Management of Training and Development of the Employees.
- Wage & Salary Administration: Minimum Wage, Living Wage, and Fair Wage. Wage Determination.
- Fringe Benefits. Financial and Non-financial Incentives.
- Payment of Bonus System in India.
- Performance Appraisal of the Employees. Performance Feedback and counseling. Performance Improvement Measures.
- Career Planning & Development.

#### **Unit III**

- Trade Unionism: Meaning, Nature, Types, and Functions.
- The Trade Unions Act, 1926 of India.
- Rights and Duties of Registered Trade Unions in India.
- Trade Unions in India, Their Activities and Their Problems.
- Industrial Employment (Standing Orders) Act, 1946.

#### **Unit IV**

- Management of Industrial Disputes: Meaning, Nature, Types, Causes and Effects.
- Industrial Disputes Act, 1947.
- Machinery and Mechanisms for Prevention and Settlement of Industrial Disputes in India.
- Workers' Participation in Management.

#### **Unit V**

- Grievance Handling Management.
- Management of Discipline.
- Employees' Welfare and Quality of Work Life.
- The Factories Act 1948 of India.
- Social Security of the Employees and Social Security Legislations in India.



**2.2 Financial Management (Option II)**  
**(100Marks)**  
(EFFECTIVE FROM JULY 2012)

**Unit I**

- Financial Management: Nature, Scope and Objectives, Finance Functions.
- Profit Maximization v/s Wealth Maximization.
- Sources of Finance. Long-term and short-term Financing Instruments.
- Capital Budgeting.

**Unit II**

- Leverages: Operating and Financial Leverage.
- Investment and Capital Structure Decisions.
- Cost of Capital.
- Risk Analysis. Risk-return Trade-off.

**Unit III**

- Management of Working Capital: Nature, Determinants and Financing. Cash Management. Inventory Management. Receivables Management.
- Understanding Financial Statements and Analysis Thereof.

**Unit IV**

- Functions of Stock Exchanges.
- Role of SEBI
- Valuation Concepts. Valuation of Securities.
- Dividend Policies. Determinants of Dividend Policies. Dividend Payment Practices in India.

**Unit V**

- Domestic v/s International Financial Management.
- International Financial System and Institutions.

**2.2 MM: Marketing Management (Option III)**  
**(100 Marks)**  
(EFFECTIVE FROM JULY 2012)

**Unit I**

- Marketing: Concept, Nature and Scope.
- Marketing Environment: Environment Scanning. Different Environments and Their Influence on Marketing.
- Marketing Information System.
- Marketing Intelligence System.

**Unit II**

- Process of Marketing Research.
- Understanding Consumers and Customers.
- Understanding Market Competition at Domestic and Global Level.
- Understanding Multilateral Agreements, WTO Agreements and Provisions of TRIPS.
- Role and Relevance of Market Segmentation: Targeting and Positioning.

**Unit III**

- Product Life-cycle.
- Product-mix. Product Decisions.
- New Product Development.
- Branding. Brand Positioning and Product Positioning.
- Brand Building Strategies.

**Unit IV**

- Pricing Concepts, Pricing Objectives. Pricing Methods. Pricing Decisions.
- Promotion Decisions. Promotion Mix.
- Personal Selling.
- Strategies for Increasing Market Share.
- Sales Promotion.
- Management of Sales Work-force.
- Distribution-Channels Management.

**Unit V**

- Consumer Behaviour: Defining Customer Value and Satisfaction.
- Delivering Customer Value and Satisfaction.
- Influencing Buyer Behaviour: Cultural, Social, Personal, and Psychological Factors.
- Buying Decision Process.
- Buying Behaviour Models.

**2.2 PMM: Production and Materials Management (Option IV)**  
**(100 Marks)**

(EFFECTIVE FROM JULY 2012)

**Unit I**

- Nature, Significance and Scope of Production Management. Role / Functions of Production Management.
- Production Planning & Control.

**Unit II**

- Plant Location. Plant Layout.
- Product Design & Development.
- Process Design, Capacity Planning Process & Decisions.

**Unit III**

- Materials Management: Nature, Scope and Principles.
- Scheduling and Sequencing.
- Inventory Control: Objectives and Techniques.

**Unit IV**

- Time and Motion Study.
- Work Measurement Techniques – Work Study and Method Study.
- Industrial Safety System and Legislations in India: An Overview.
- Pollution Control Legislations in India: An Overview.

**Unit V**

- ISO 9000 Standards.
- Procedure for Obtaining ISO 9000 Certification.
- ISO 14000 Standards.
- Procedure for Obtaining ISO 14000 Certification

**2.3 HRM: Organizational Behaviour (Option I)**  
**(100 Marks)**  
(EFFECTIVE FROM JULY 2012)

**Unit I**

- Understanding Human Behaviour, Individual Differences, Personality, Attitudes, Values, Emotional Intelligence.
- Job related Attitudes: Job Satisfaction, Job Involvement, and Organizational Commitment.
- Intrapersonal Processes: Sensation and Perception. Socialization.
- Learning. Motivation: Basic Concepts & Theories.

**Unit II**

- Inter-personal Process : Analysis of Inter-personal Relationship,
- Transaction Analysis, Basic Interpersonal Communication.
- Conflict Management - Intra and Inter-Personal Conflict.
- Leadership: Basic Concepts and Theories.

**Unit III**

- Group Dynamics: Group Formation & Development. Group Cohesiveness. Problem of Group Think and Social Loafing. Team Building.

**Unit IV**

- Organizational Change: Meaning, Kinds, Resistance to Change, Overcoming Resistance to Change.
- Management of Change: Process of Change, Force Field Analysis.
- Organization Development (OD): Meaning and Process. Action Research.
- OD Interventions.

**Unit V**

- Creativity and Creative Abilities. Blocks to Creativity. How to Foster Creativity?
- Innovation in Organization: Meaning, Process, Types, Levels, Influencing Factors. Innovation Capabilities Development.

**2.3 FM: Financial Management (Option II)**  
**(100 Marks)**  
 (EFFECTIVE FROM JULY 2012)

**Financial Services, Portfolio Management and Merchant Banking**

- Nature and Scope of Financial Services. Regulatory Framework for Financial Services.
- Various Aspects of Portfolio Management.
- Various Aspects of Merchant Banking. Management of Mutual Funds.
- Different Ways for Settling foreign Operations
- Understanding Foreign Exchange Markets.

**2.3 MM: Customer Relationship Management and Advertising (Option III)**  
**(100 Marks)**  
 (EFFECTIVE FROM JULY 2012)

**Unit I**

- Concept of Relationship Marketing.
- Attracting and Retaining Customers. Measuring Customer Lifetime Value.
- Customer Relationship Management. The Basics of Forming Strong Customer Bond.
- Business Buying Behaviour: Meaning, System and Participants.

**Unit II**

- Nature, Scope and Significance of Advertising.
- Advertising: Media Planning. Media Selection.
- Advertising Strategies.
- Creative Advertising.

**Unit III**

- Marketing and Advertising for Services.
- Basics of Marketing and Advertising through Social Media.
- Role of Advertising Agencies.
- Legal, Ethical and Social Aspects of Advertising.

**Unit IV**

- Basics of E-Marketing and E-Advertising.
- Public Relations Management.
- Basic Issues of Marketing and Advertising in Global Markets.
- Understanding Global trade Blocks: NAFTA, ASEAN, SAARC, EU ETC.

**Unit V**

- Assessing Effectiveness of Advertisements.
- Test Marketing Concepts.
- Marketing Evaluation.
- Marketing Control.

## **2.3 PMM: Total Quality Management (Option IV)**

### **(100 Marks)**

(EFFECTIVE FROM JULY 2012)

#### **Unit I**

- Concept of Quality. Quality Management Systems (QMS).
- TQM: Definition and Basic Framework. Fundamentals of TQM. Elements of TQM (Kehoe, 1996). Benefits of TQM.
- QMS Vs TQM. TQM Vs Continuous Process Improvement / KAIZEN. TQM Vs ISO 9000 Certification.
- Quality Management Awards: An Overview.
- TQM, OD and HRD: Interface.

#### **Unit II**

- Benchmarking.
- KAIZEN.
- Process of Implementing TQM: PDSA Cycle. Juran's Quality Trilogy. Deming's Views on Quality Improvement Strategies. Crosby's 14 Steps of Quality Improvement Plan.

#### **Unit III**

- Business Process Engineering (BPR).
- Total Productive Maintenance (TPM).
- Creating Culture for TQM and TPM

#### **Unit IV**

- Statistical Process Control.
- Statistical Quality control.
- Six Sigma Approach.
- Just-in-time (JIT) Approach

#### **Unit V**

- Leadership for TQM.
- Employee Involvement for TQM.
- Team Building and Team Work for TQM
- TQM Audit: System and Practices.
- Assessment Systems for Quality Management Awards.

### **3.1: Seminar on Research Trends (For All specializations)** **(100 Marks)**

(EFFECTIVE FROM JULY 2012)

The candidate will be required to make extensive survey of published literature (earlier research) relevant to the chosen topic / area of research which appear in referred research journals of national and international repute, edited books, reference books, monographs, working papers, survey / study reports, dissertations / theses published in book form, and books / reports containing proceedings of national and international conferences / seminars / symposiums. The candidate will be required to preferably include research publications of last 05 years period.

The candidate will be required to present outcomes of his / her review of published researches focussing on the main findings and implication of the study of each paper / unit of research included in the review followed by stating the trends in the given area of the study. Finally, he / she will be required to make presentation on the “direction for research to be carried out in future”. He / she will be required to prepare a write-up of the seminar followed by the oral presentation. The write-up must include the relevant references.

Seminar write-up and the corresponding Oral presentation will be evaluated by the duly constituted examination committee for the given subject. The Director / Head of the Institution or the Department will be ex-officio member of the examination committee despite not being the member of the duly constituted examination committee. If the Director / Head of the Institute / Department is not the member of the duly constituted examination committee, he shall act as an additional member of such committee only for the purpose of evaluating the seminar write-up and oral presentation of the M.Phil. candidates.

### **Paper 3.2: Dissertation** **(100 Marks)**

(EFFECTIVE FROM JULY 2012)

Supervision, Preparation, Pre-submission presentation, Submission, and Evaluation of the Candidate’s Dissertation shall be carried out as according to the provisions as laid down in the Sections nos. 13, 16, 17, 18 and 19 of the “University Ordinance No. 89 (New): Master of Philosophy” . The candidate shall be required to attach his /her declaration with his / her dissertation in such a format as has been prescribed for the Ph.D. candidates and which has been appended in the University Ordinance No. 90 (New): Doctor of Philosophy”. In case of any amendment in the Ordinance No.90 (New) is done in future, modified provisions of the ordinance shall apply.

### **Paper 3.3: Viva voce** **(100 Marks)**

(EFFECTIVE FROM JULY 2012)

Viva-voce of the candidates shall be conducted as according to the provisions as laid down in the Sections nos. 13, 16, 19 and 20 of the “University Ordinance No. 89 (New): Master of Philosophy”. In case of any amendment in the Ordinance No.89 (New) is done in future, modified provisions of the ordinance shall apply.

APPENDIX III**Board of Studies in Management (Faculty of Management Studies)****Vikram University, Ujjain****Syllabus for Course Work for Ph.D. Programme**

[Under the Provisions of Ordinance No. 90 (New): Doctor of Philosophy]

**Ph.D. 1: Research Methodology (Course Work Duration: 6 Weeks)****(100 Marks)**

(EFFECTIVE FROM JULY 2012)

**PART I (50 Marks)**

1. Concept of Research, Scientific Approach to Research, Types of Research.
2. Research Process and Planning for Research. Review of Literature.
3. Defining Research Problem. Sampling. Hypotheses Formulation.
4. Sources / Methods of Collecting Primary and Secondary Data: Schedules & Questionnaires, Interview, Observation, Scaling Techniques etc.
5. Research Report Writing

**PART II (50 Marks)**

6. Quantitative Techniques of Data Analysis I: Application of Mean, Mode, Median, Geometric Mean, Harmonic Mean.
7. Quantitative Techniques of Data Analysis II: Coefficient of Correlation, Regression Analysis. Discriminant Analysis.
8. Quantitative Techniques of Data Analysis III: Application of ANOVA, ANOCOVA, Multivariate Analysis, t-test, z-test, F-test, Chi-square test.
9. Computer Application in Research: Elementary knowledge of Statistical Analysis Using Soft-ware Packages such as SPSS, Minitab etc.
10. Computer Application in Research: Knowledge of MS Office Application, Knowledge of Internet Application, and Knowledge of Application of Data-bases of research Publications such as EBSCO, PROQUEST, JSTOR, CENAGE LEARNING etc.



## **M.Phil. 1.2: Review of Published Researches**

**(EFFECTIVE FROM JULY 2012)**

**(Total 100 marks)**

The candidate will be required to make extensive survey of published literature (earlier research) relevant to the chosen topic of research which appear in referred research journals of national and international repute, edited books, reference books, monographs, working papers, survey / study reports, dissertations / theses published in book form, and books / reports containing proceedings of national and international conferences / seminars / symposiums. The candidate will be required to include at least 20 research publications of last 10 years period.

The candidate will be required to present his / her review of published researches including the details like objectives of research, sampling design, research methods, main findings, implication of the study etc. of each paper / unit of research included in the review. He / she will be required to make oral presentation followed by written presentation of the review.

**Oral presentation will carry 30 marks and written presentation will carry 70 marks (Total 100 marks).**

Every candidate of the programme shall be required to submit the report concerning the review of the published researches in triplicate to the Director / Head of the Institute / Department. The candidates will be required to give declaration regarding their original work and the same will have to be attached with their reports. The Report will be sent to the External Examiner for Evaluation. External examiner will be from outside of the university jurisdiction. He / she will be appointed by the Vice- Chancellor out of the panel of three examiners prepared separately for each of the specialization (i.e., HRM & OB, Financial Management, Marketing Management, Production & Materials Management etc.).

The reports containing the review of published researches will be submitted to the office of the Director / Head of the Institute / Department. The Director / Head of the Institute / Department will forward the same to the office of the Registrar / Controller (Exams. / Confidential Section) of the university. The reports will be sent to the duly appointed external examiners by the office of the Registrar / Controller (Exams. / Confidential Section) of the university for evaluation.