

**Ordinances Governing  
Doctor of Philosophy (Ph. D)  
Full-Time and Part-Time Course work  
Faculty of Management Studies**

**Course Structure and Scheme of Examination**

**I. Course Work**

1. Every candidate admitted to the Ph.D. programme in the faculty of Management Studies shall be required to pass a 'course work' of minimum 16 credits.
2. The candidate can submit his/her thesis only after passing the course work.
3. Students of Ph.D. programme shall be examined in the following courses in accordance with the syllabi or course prescribed in the following ordinances.

**3.1 Faculty Specific course (common for all Ph.D. Scholars)**

Course	Credit
PHM-411 Research Methodology	3
PHM-412 Statistics for Research	3
PHM-413 Computer Applications	3
PHM-414 Communication Skills and Report Writing	3
<b>Total</b>	<b>12</b>

**3.2 Theme specific course (4 credits)**

A Ph.D. research scholar shall be required to complete an extensive literature review on the topic he/she enrolled for Ph.D. and which shall be evaluated by the concerned RPC of the faculty.

**II. Mode of Conduct of the Course:**

1. **Course Duration-one semester, which shall be conducted once in an academic year.**
2. **Minimum credit requirement for Ph.D. course work is =16 credit**

**III. End Semester Examination and evaluation (100 marks)**

1. The question paper shall be set and the answer scripts shall be evaluated by the teacher of the concerned courses. If there is more than one teacher teaching the course, the question paper shall ordinarily be set and evaluated by a teacher or group of teachers, appointed by the board of examiners.
2. A candidate shall have to register for a course work at the beginning of the semester. A candidate shall not be allowed to join the coursework in between the semester.
3. Only end semester examination shall be held for the courses work for various courses offered in the semester. Normally examination shall be held one time in a year as per the notification of the Controller of Examinations. Every student shall be required to fill up the examination form within the stipulated time period notified by the controller of examinations. A full time PH.D scholar shall be eligible for appearing in the examination, if he/she fulfils the minimum attendance requirement as per university rules and filling of examination form within the stipulated time.

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4. A part time Ph.D. research scholar shall pursue the course work by a distance learning mode, which is implemented through distance learning and self directed study. Distance learning material shall include study guides, prescribed textbooks & reference books, reading and/or e-learning materials. However a part-time Ph.D. research scholar shall have to appear in the end semester examination along with full-time Ph.D. research scholar and clear all the papers of the course work.
5. The minimum attendance requirement shall not be applicable to the part time Ph.D. research scholars. However a candidate has to fill up examination form within the stipulated time.
6. A candidate, who does not fulfil the above requirement, shall not be allowed to appear in the concerned examination.
7. Based on performance of the candidate in the examination, the candidate shall be declared pass or fail. A candidate shall be declared pass in course if he/she secures at least 50% marks in the course.
8. The candidate shall be considered to have passed the course work of the Ph.D. programme only when he/she has passed all the items of the course.
9. A candidate shall have to clear the course work before the supplication of the Ph.D. thesis. A candidate can take maximum two semesters for passing a course/item. If he/she does not pass even within this period, his/her Ph.D. registration shall stand cancelled. There shall be no provision of supplementary examination.

#### **IV. Declaration of result:**

If a candidate has obtained 50% or more in each paper of the course work, he/she shall be declared pass in the coursework. A certificate to this effect shall be issued by the controller of examinations.

#### **(A) Admit Card (for End Semester Examinations)**

A candidate may not be admitted into examination room unless he/she produces his/her admit card to the officer conducting the examination or satisfies such officer that it shall be subsequently produced.

The Controller of Examinations may, if satisfied that an examinee's admit card has been lost or destroyed, grant duplicate admit card on payment of a further fee of Rs. 10/-

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**Course Objective:** The purpose of this course is to enable the students understand the fundamentals of research methodology and use them in their research endeavour.

**UNIT I**

Defining research: classification of research, Business research process, business research suppliers, Review of Literature, Defining research problem, process of defining research problem, hypothesis formulation

**UNIT II**

Research Design formulation: Definition and classification of research design-exploratory research, descriptive research and causal research.

**UNIT III**

Measurement and scaling: fundamentals of comparative scaling, primary scales of measurement, non-comparative scaling.

**UNIT IV**

Questionnaire design: Questionnaire design process, individual question content, overcoming inability to answer, overcoming unwillingness to answer, choosing questionnaire structure, choosing questionnaire wording, determining wording of the questions, pretesting questionnaire.

**UNIT V**

Sampling Design: census and sample, sampling design process, classification of sampling techniques-probability and non-probability sampling techniques.

**UNIT VI**

Data collection, preparation, analysis and reporting: data collection process, data preparation process, data analysis strategy.

**UNIT VII**

Univariate and Multivariate data analysis

**Suggested Readings:**

1. Naresh K. Malhotra: Marketing Research-an Applied Orientation, Pearson education
2. Cooper DR and Schindler, PS: Business Research Methods,9e. Tata McGraw Hill.
3. Hanke JE and Wichern DW: Business Forecasting, 6e. Pearson Education.
4. Kline TJB: Psychological Testing-a practical approach to design and evaluation. Sage Publications.
5. Hair, Anderson, Tatham and Black: Multivariate Data Analysis, 5e. Pearson Education.

**Suggested Extra Readings:**

1. Lattin J, Carroll JD and Green PE: Analyzing Multivariate Data. Cengage Learning.



**Course Objective:** The objective of the course is to facilitate students with basic understanding of descriptive and inferential statistics.

**Unit I**

**Introduction of Descriptive Statistics:** Measures of Central Tendency: Measures of Dispersion-Range, Quartile Deviation, Mean Deviation, and Standard Deviation, Skewness & Kurtosis. Basic concepts of Probability and expected value

**Unit II**

**Theoretical Distributions:** Binomial Distributions, The Standard Normal Distribution, and Poisson distribution, The Central Limit Theorem

**Unit III**

**Testing of Hypothesis:** Test of significance, t-test, z-test, large sample & small sample, Simple Linear Regression, Inferences Related to Regression, Correlation Analysis

**Unit IV**

**Nonparametric Statistics:** Chi-Square Distributions, Wilcoxon rank-sum test and Mann-Whitney test, Kruskal-Wallis test, Rank Correlation, Goodness-of-Fit Tests

**Unit V**

**The Analysis-of-Variance (ANOVA),** Combining Regression with ANOVA, One-Way Two way ANOVA, Latin Square Design, Forecasting

**Suggested Readings:**

1. Anderson, Sweeney and Williams: Statistics for Business and Economics, 9e. Cengage Learning
2. Levin R.I and D.S. Rubin: Statistics for Management, 6e. Prentice Hall
3. Sharma JK: Business Statistics, 2e Pearson Education
4. Gupta SP: Statistical Methods, Sultan Chand & Sons 2002

MUD

**Course objective:** The objective of the course is to provide students with basic knowledge of computer hardware & software, and application software which help them in analysing data, presenting research work and preparing thesis.

**Unit I**

Introduction to computer system-input and output devices, secondary and primary memory, CPU, basics of software, overview of system software and application software, DOS, windows.

**Unit II**

MS word, MS Power point, MS Excel, MS Access, Fundamentals of DBMS, Introduction to SQL

**Unit III**

Application Software package (SPSS) for research application.

**Suggested readings:**

1. Goel, Ritendra and Kakkar, D.N. : Computer application in Management, New Age Publication.
2. Fielding, Nigel and Lee, Raymond M.: Computer Analysis and Qualitative research, Sage Publication
3. Kelle, Udo, Prein, Gerald and Bird, Katherine: Computer Aided Qualitative data Analysis-Theory and Practice, Sage Publication.
4. Fisher Mike: Qualitative Computing-Using Software for Qualitative Data Analysis, Ashgate Publication.
5. Sheridan J Coakes, Lyndall Steed and Peta Dzidic: SPSS for Windows-Analysis without Anguish, Wiley India.

MCA

**Course Objective:** The course is aimed at equipping the research students with the necessary techniques and skills of communication and report writing to inform other, inspire them, enlist their activities and willing cooperation from spheres in the performance of research task.

**Unit I**

Nature of Communication: Importance and Nature of business communication; Effective communication skills; Process of communication; Barriers and gateways of communication.

**Unit II**

Business Correspondance: Principles of Letter writing; Planning a letter; Structure and Layout of business letters; handling correspondence.

**Unit III**

Reading, Listening and verbal Communication Skills: reading comprehension skills: reading speeds; importance of Listening; hearing & Listening; Ways of improving listening skills, effective Verbal communication; Public Speaking.

**Unit IV**

Writing of research Proposal: Nature and Scope of writing research proposal: Elements of research proposal; crafting of research proposal: Assessment of research proposal

**Unit V**

Writing of research report: Type of research reports; research report components; writing the research report; Presentation of Statistics.

**Suggested Readings:**

1. R.C. Sharma & Krishna Mohan: Business Communication & Report Writing, 3ed. Tata McGraw Hill, New Delhi.2002.
2. R.K.Madhukar: Business Communication, Vikas Publication, New Delhi, 2005.
3. Lesiker: Business Communication, Tata McGraw Hill, New Delhi.
4. Chris Hart: Doing Your Master Dissertation, Vistaar Publication New Delhi, 2008.
5. Cooper DR and Schindler, PS: Business Research Methods,9e, Tata McGraw Hill.

**Additional Suggested Readings:**

1. R.K. Bansal and IB Harrison : Spoken English for India, Orient Longman.
2. Rizvi : Effective Technical Communication, Tata McGraw Hill