



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

GUIDELINES FOR ORGANIZING PRE Ph.D. COURSE WORK (60 Hours)

With reference to the RashtrasantTukadojiMaharaj Nagpur University's Notification No. RTMNU/Ph. D. cell/Course work/2016/749, dated 09-06-2016 for Pre Ph.D. course work **(Annexure-I)**, UGC-Human Resource Development Centre, RashtrasantTukadojiMaharaj Nagpur University, Nagpur has formulated the guidelines for the Recognized Research Centres desirous to organize 60 hours Pre Ph. D. course work for C1 & C3 components.

The Research Centres shall follow the guidelines stated below:

1. UGC- HRDC shall be the Nodal Centre for Pre Ph.D. course work as per the notification give above.
2. The Recognized places of Research shall apply to UGC-HRDC for seeking permission to organize the course work. The centre shall submit the application form along with supporting documents given in **(Annexure-II)** for seeking permission. These applications shall be forwarded to the committee constituted for giving the approval. The UGC-HRDC shall intimate to the Recognized Research Centres about its approval.
3. The Research Centre shall get the application form filled by the research scholars at the time of registration. A sample Application form is attached herewith **in Annexure-III**. Desirous participants shall submit a copy of Ph.D. Registration letter (if registered), mark sheet of U.G., P.G. and certificate of teaching/industrial experience (if any).
4. The registration fees of Rs. 7000/- (Rupees Seven thousand only) be charged according to RTM Nagpur University's Notification No. RTMNU/16/3389, dated 4th February, 2016 of which Rs. 2000/- (Rs two thousand only) per student shall be paid to RTMNU by the Research Centres. **(Please see Annexure-IV)**
5. The Research Centre shall appoint a coordinator.
6. The Research Centre shall provide necessary infrastructure for conducting the course work viz., the well-equipped classroom, computer laboratory and library.
7. The attendance record of the research scholars shall be maintained by the Research Centres. No leave shall be permitted to the scholars. If the research scholar fails to complete the requisite contact hours in a course work, he/she may be permitted to make up for the backlog hours in similar course work organised by research centres.
8. The course work shall be of 60 contact hours and shall include topics related C1 and C3 components of the said notification for course work. Research Methodology (C1)

shall be of 40 contact hours (Eight hours per unit). Course C-3 is related to Seminar and Report shall be of 20 contact hours.

9. The coordinators shall prepare the time table according to the syllabus of C1 and C3 components and shall invite resource persons in the Pre. Ph.D. course work.
10. The UGC-HRDC shall conduct an online exam at the end of the 60 hours course work at Online Spot Valuation Centre, ParikshaBhavan, LIT Campus, RTMNU, Nagpur. The exam shall be of 100 marks. C-1 and C3 components shall be of 80 and 20 marks respectively.
11. The pattern of examination of **C1 Component** shall be as follows:
 - a. There will be 40 multiple choice questions with four options each. The weightage will be eight questions per unit.
 - b. Each question will carry 2 marks.
 - c. No choice will be there in attempting the questions.
 - d. For every incorrect answer one mark shall be deducted.
 - e. Forty minutes time shall be allotted to answer the question paper.
 - f. The minimum passing marks for examination of C1 shall be 40.
12. The C3 component includes Seminar and Report. The seminar shall be conducted by Recognized Research Centre where participant is attending Pre Ph. D. course work. The details of C3 component are as follows:
 - a. Each student will choose a topic for study in consultation with her/his Research guide and shall present seminar as well as submit the report to the coordinator. (**Appendix II**)
 - b. The C3 Component shall carry 20 marks and the minimum passing marks shall be 10.
 - c. The seminar shall be judged by the external subject experts and the scheme of marking seminar shall be as under:
 - i. 5 marks on Aim and Objectives
 - ii. 5 marks on Methodology and/or hypothesis
 - iii. 5 marks on Power Point presentation
 - iv. 5 marks on handling viva voce/query
 - d. The coordinator shall submit the softcopy of the seminar marks to the UGC-HRDC well before conducting the online examination.
 - e. The Research Centre shall keep the record of seminar marks signed by the experts and the copies of report.
13. The student failing to secure minimum passing marks shall deposit Rs 500/- to Finance and Accounts Officer, RTMNU, Nagpur (as per Notification No. RTMNU/FAO/R/1509, Dated 11th Nov 2016). The receipt of depositing Rs 500/- shall be attached to the re-examination form and be submitted to UGC-HRDC for making necessary arrangements for re-examination.
14. The UGC-HRDC shall issue a mark sheet and the certificate to the Research Centres. The Director, UGC-HRDC, the Course Coordinator and Head of the Research Centre shall be the signatories.

15. The Research Centre shall prepare a reading material and shall distribute to the participants at the end of the course work /or can distribute book on Research Methodology and Statistical Analysis (App. Rs 500/- each).
16. The Research Centre shall submit the following details to HRDC at the end of the course:
 - a. Time table of the coursework,
 - b. Attendance record of the participants,
 - c. Contact details of the resource persons and
 - d. Contact details of the participants.
17. Research Centre shall maintain all the records of Pre Ph. D. Course Work for future reference.

DIRECTOR
UGC-Human Resource Development Centre
RTM Nagpur University, Nagpur

Annexure-I



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

"Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994."

Office of the Controller of Examinations
(Ph.D. Cell)

Examination Bhawan, Laxminarayana Institute of Technology Premises,
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur-440033

No. RTMNU/Ph.D. Cell/ Course Work/2016/ 743

Dated : 09/06/2016

NOTIFICATION FOR CONDUCT OF COURSE WORK FOR AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY

WHEREAS the University Grants Commission has framed Regulations prescribing Minimum Standards for Award of Ph.D. Degree by the Universities vide its Notification No. F.1-2000(PS), Exemp. Dated 1st June, 2009, published in the Gazette of Government of India dated 11 July, 2009

AND

WHEREAS the Academic Council and Management Council of the University in their meetings held on 24th September 2009 and 20th November 2009, respectively, have accepted the UGC Regulation, 2009;

AND

WHEREAS a Committee under the Chairmanship of Dr. Kamal Singh was constituted to prepare the Pre-Ph.D Course Work so as to bring the existing programme in conformity with the UGC Regulations of 2009 and the said Committee had submitted its report on 12.4.2016;

AND

WHEREAS, it was found expedient to review the recommendations of Dr. Kamal Singh Committee for its implementation in the University and for this another committee under the Chairmanship of Pro Vice-Chancellor was constituted;

AND

WHEREAS the Committee under the Chairmanship of the Pro Vice-Chancellor had its meetings on 19.5.2016 and its submitted its suggestions which have been accepted by the Hon'ble Vice-Chancellor under Section 14(7) on behalf of the Board of Examinations

Now, therefore, in supression of the Notification No. Ph.D. Cell/Course Work/2014/670, dated 21st June, 2014 regarding conduct of Course Work, necessary for Award of Ph.D. Degree in the University, revised rules as below are being promulgated.

1) All the Research Scholars who are pursuing the Degree of the Doctor of Philosophy (Ph.D.) in the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur (hereinafter University) are required to undertake the Course work which shall be treated as Pre-Ph.D. Programme.

2) **Content of Course Work:**

The Course Work shall comprise Research Methodology, Quantitative Methods and Computer Application. It shall be divided in to three parts called C-1, C-2 and C-3. Detailed syllabus of C-1 (**Research Methodology**) shall be as given in **Appendix-I**. Course Work (C-2) shall be an **Audit Course**. The Content of C-2 shall be as per the requirement of the subject of the research concerned to be decided by the Research Guide of the Candidate. Course C-3 relates to Seminar and Reports as given in **Appendix-II**.

3) **Place of the Course Work:**

The Course Work C-1 and C-3 shall be conducted by the (Academic Staff College) Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. It can also be organized by Postgraduate Teaching Department of the University and also by the recognised places of research of the University, in consultation with the Academic Staff College and prior approval of the University. Course Work (C-2) shall be an Audit Course to be organised at the Place of Research. It does not carry any mark and it has to be organised preferably after completion of Course Work C-1 and C-3. The content of the Course shall be as per the requirement of the subject of the research concerned to be decided by the Research Guide of the Candidate. The completion of the Course Work C-2 shall be certified by the Research Guide and shall be forwarded by the Head, Place of the Research.


4) **Duration of the Course Work:**

The duration of the Course Work of C-1 and C-3 shall be of 60 hours. Research Methodology (C-1) shall be of 40 contact hours (Eight hours per Unit) and shall carry maximum 80 marks i.e. 16 Marks per Unit. Course C-3 relating to Seminar and Report shall be of 20 contact hours and carrying 20 marks. (For detail regarding C-3 refer to **Appendix-II**)

5) **Pattern of Examination :**

- i) The examination pattern for Course (C-1) shall be objective i.e. multiple choice question with maximum 80 marks there shall be 40 questions each carrying two marks. The duration of the examination shall be of one hour and each unit of the Course shall have the weightage of 16 marks.
- ii) The mode of examination may be either computer based or by use of pen and paper.
- iii) The minimum passing marks for examination of C-1 shall be 40. A student failing to secure minimum passing marks can appear for Re-examination in the next batch of the Course Work.
- iv) Course C-3 relating to Seminar and Report shall have 20 marks. This shall be conducted at the Place where Course C-1 is conducted (For details refer to Appendix-II).

By Order of the Hon'ble Vice-Chancellor


(Dr. Niraj Khuty)
Controller of Examinations
Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur

Copy forwarded for information

- 1) All Heads of the Post Graduate Teaching Department, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- 2) The Director, Academic Staff College, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- 3) All Principals of the Colleges affiliated to , Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

SYLLABUS OF C1: RESEARCH METHODOLOGY

48 Hours

Max.Marks 80

Unit I: Concept of Research

8 hrs

Meaning of research; Motivation and objectives of research; Types of research, applied vs fundamental, analytical vs descriptive, qualitative vs quantitative, conceptual vs empirical; Research process.

Research design: Importance of formulation of the research problem; Literature review, its importance in problem definition; Developing a theoretical framework, conceptualizing research design, and stages involved in designing.

Unit II Development of research proposal

8 hrs

Content of research proposal, preamble / introduction, the problem, objectives of study, hypothesis to be tested etc. Pilot study of the problem; Language of reports, Bibliography, referencing and footnotes.

Ethical issues: The concept of seeking consent; Incorrect reporting; Issues regarding sponsor organizations; Plagiarism.

Unit III Data collection and Analysis

8 hrs

Primary Data: Designing Questionnaires and Schedules, Checking consistency, reliability and validity of data.

Secondary data: Major sources, journals, monographs, government publications etc. Research problem statements.

Analysis: Classification, presentation, tabulation of data; Graphical and diagrammatical representation of data; Concept of measures of central tendency and dispersion - Mean, mode, median, variance, standard deviation, mean deviation and standard error; Various sampling techniques, need for sampling, sample size determination, simple random sampling, cluster sampling, stratified sampling; Hypothesis testing, Type-1 and Type- 2 Errors, 'P' Value, Test for mean and variance, Correlation and regression, Chi-Square Test.

Unit IV: Computational tools

8 hrs

Use of internet, Web browsing.

MS Excel: Data handling in Excel - The Excel worksheet, data entry on worksheet, some important editing features of Excel; Calculations on the worksheet; Editing data using Excel form, Array function; Excel charts: Construction of Column / Bar charts, Histograms, pie charts, line charts, scatter plots etc. Descriptive statistics using Excel, Statistical analysis with software tools.

Unit V: Mechanics of Writing

8 hrs

Spelling: Consistency, word division, foreign words; Punctuation: The purpose of punctuation, commas, colons, hyphens, slashes etc.; Italics (underlining): Foreign works in an English text, emphasis etc.; Names of persons: First and subsequent uses of names, titles of persons etc.; Title of works in the research thesis / papers, capitalization, exception; Quotations: Use of quotations, ellipsis, punctuation with quotations; Numbers: Arabic numerals, dates, roman numerals etc.; Review: Reporting on the modules taught / its presentation and discussion.

References

1. Research Methodology, Methods and Techniques by C.R. Kothari New Age International Publishers
2. Methodology and Techniques of social Research by Wilkinson and Bhandarkar
3. Statistical Methods by S.P. Gupta
4. Applied general statistics Croxdon and Cowden
5. Sampling theory of surveys with application by Sukhatme
6. Sampling techniques by Cochran
7. Applied regression analysis by Draper & Smith
8. New oxford Manual Style (OUP) 2003
9. MLA Handbook (New York) 1995
10. The Chicago manual of style (1996)

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Unit V: Mechanics of Writing

Spelling: Consistency, word division, foreign words; Punctuation: The purpose of punctuation, commas, colons, hyphens, slashes etc.; italics (underlining); Foreign works in an english text, emphasis etc.; Names of persons. First and subsequent uses of names, titles of persons etc.; Title of works in the research thesis / papers, capitalization, exception; Quotations: Use of quotations, ellipsis, punctuation with quotations; Numbers: Arabic nnumerals, dates, roman numerals etc. Review: Reporting on the modules taught / Its presentation and discussion.

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4. Applied general statistics Croxton and Cowden
5. Sampling theory of surveys with application by Sukhatme
6. Sampling techniques by Cochran
7. Applied regression analysis by Draper & Smith
8. New oxford Manual Style (OUP) 2003
9. MLA Handbook (New York) 1995
10. The Chicago manual of style (1996)

Appendix B

C3 Seminar

Hrs. 20

Max. Marks 20

This is a Seminar presentation to be delivered by each research scholar. Each student will choose a topic for study in consultation with her / his Research Guide with information to the head of research centre and UGC-HRDC RTMNU Nagpur. An advance copy of report along with presentation shall be submitted to UGC-HRDC RTMNU Nagpur to enable them to make necessary arrangement for presentation. This course requires the student to put in a minimum of 20 hours of study by himself and in consultation with her / his Guide, report to the Guide on the progress of the study, prepare a dissertation / report not exceeding 25-30 typed pages and make a seminar presentation at the end of the course.

Reference: As suggested by the Ph.D. supervisor.

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RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR
UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

APPLICATION FORM FOR RECOGNIZED RESEARCH CENTRES

1. Name of the College/Department : _____
2. Address of the College/Dept : _____
 with Pin code _____

3. Subjects/ Departments wise date of approval for Research Centres:

Sr. No.	Subjects/ Departments	Date of Approval	Date of Re-approval/renewal
1			
2			
3			
4			
5			

4. Number of students enrolled and submitted Ph.D. in Research Centres:
 (Please give subject wise details from the date of approval till date)

Sr. No.	Subjects/ Departments	Number of students enrolled	Number of students submitted Ph.D. thesis
1.			
2.			
3.			
4.			
5.			

5. Subject-wise list of Recognized Guide/Supervisor

Sr. No.	Subjects/ Departments	Name of the supervisor	Supervisor Approval number	Number of candidates registered	Number of candidates submitted Ph. D.
1.		i.			
		ii.			
		iii.			
2		i.			
		ii.			
		iii.			
3.		i.			
		ii.			
		iii.			

6. Details of the Pre Ph. D. Course work:

a. Infrastructure facilities available:

b. Availability of Resource persons:

Sr. No.	Name and Designation of the Resource person	Contact details Resource Person	Subject/Topic
1			
2			
3			
4			
5			

c. Tentative schedule of the course work along with the names of the resource persons (kindly attach schedule):

d. Co-ordinators' details:

Sr. No.	Name and Designation of the coordinator	Contact details of the Coordinator
1		

UNDERTAKING FROM HEAD OF THE RESEARCH CENTRES

I hereby declare that, I shall abide by the rules and regulations for organizing Pre Ph. D. course work as per the notification and guidelines for the same.

Head
Recognized Research Centre



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR
UGC-HUMAN RESOURCE DEVELOPMENT CENTRE

**Application form for admission to
 Pre Ph.D. Course Work (Components C1 & C3) for Research Scholars**

1. Name: Mrs./Miss/Mr. : _____
 FIRST NAME MIDDLE NAME SURNAME
2. Date of Birth : _____
3. Sex : (Male / Female) _____
4. Qualifications : _____

Affix
 Passport
 Size
 Photograph

Sr. No.	Degree	University	Year of passing	% of marks
1	Under graduate			
2	Post graduate			
3	(Any other)			

5. Residential Address with Pin code Number : _____

6. Phone No. : STD Code _____ Office _____
 : Mobile No. _____ Fax No. _____
 : E-mail ID _____
7. Whether registered for Ph. D. course : Yes/No;
 If Yes,
- Name of the Dept./ College : _____
 where scholar is pursuing Ph.D. _____
 - Address of Research Centre : _____
 with Pin code Number _____
 - Board/Faculty : _____
 - Subject : _____
 - Area of Specialization : _____
 - Topic of Research work : _____

 - Date of Registration : _____
 - Name of Supervisor : _____

8. Online Fees Details(**Non refundable**):Receipt No. _____ Date: _____
(Enclose Receipt)

UNDERTAKING OF THE APPLICANT

I hereby declare that all information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my application/ admission is liable to be rejected/ cancelled.

Place: _____

Date : _____

(Signature of the Applicant)

RECOMMENDATION OF THE FORWARDING AUTHORITY (For Registered Candidates)

I, recommend Mrs./Ms./Mr. _____ for Pre Ph.D. Course Work (Components C1 & C3) at UGC-Human Resource Development Centre, RTM, Nagpur University, Nagpur.

Guide/HOD
(Signature & Seal)

Enclosure:

1. Mark sheet of U.G. Degree.
2. Mark sheet of P.G. Degree.
3. Ph.D. Registration Letter.
4. Experience Certificate if any.



Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

(Instituted by Government of Central Provinces Education Department by Notification No. 717 dated the 1st August, 1933 & Promoted a State University governed by Maharashtra Universities Act, 1956)

Office of the Finance & Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Mahatma Jyotiba Fuley University Educational Campus, Amravti Road, Nagpur-440 033
Office: 0712-2040036 Fax: 0712-2500581

NOTIFICATION

No. RTMNU / 16/3389

Dated: 4th February, 2016

It is notified for information of all concerned that the Management Council in its meeting held on 23rd December, 2015 has prescribed various fees for Research degrees (Ph.D./D. Lit./D.Sc./P.G. and M.E. By Research) and the remuneration of the Examiners as under. The Fees are applicable from the date of Notification.

(A)

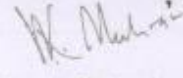
Sr. No.	Particulars	Rate
1	Ph.D. / P.G. / M.E. By Research Registration Fee (Submission of Synopsis)	Rs. 1,000/-
2	Ph.D. / P.G. / M.E. By Research Retention Fee (Half Yearly)	Rs. 500/-
3	Ph.D. / P.G. / M.E. By Research Thesis Submission Fee	Rs. 8,000/-
4	Application Fee for D.Lit / D.Sc	Rs. 5,000/-
5	Thesis Evaluation Fee for D.Lit / D.Sc	Rs. 10,000/-
6	Application Fee for Supervisor for Ph.D	Rs. 1,500/-
7	Application Fee for P.G. By Research	Rs. 1,000/-

(B)

Sr No.	Yearly Admission Fee for place of Research	For University Deptt. Conducted College And Affiliated Grant in Aided Colleges Rs.	Self Finance College Rs.
8	Science	Rs. 5,000/-	Rs. 6,000/-
9	Arts, Social Science, Commerce, Education and Law	Rs. 4,000/-	Rs. 5,000/-
10	Faculty of Engineering and Technology and Medicine And Home Science (Including P.G. by Research)	Rs. 10,000/-	Rs. 16,000/-
11	Laboratory Fee (Yearly)	Rs. 5,000/-	Rs. 10,000/-
12	Library Fee (Yearly)	Rs. 2,000/-	Rs. 4,000/-
13	Ph.D. Course Work Fee (Per Student)	Rs. 7,000/- *	Rs. 7,000/- *

(* Out of which Rs. 2,000/- will be paid to the University by the Colleges)

14	Remuneration of Examiner for evaluation of Ph.D./D.Lit./D.Sc./P.G. by Research (for Each)	Rs.1,000/-
15	Viva	Rs.1,000/-



(Puranchandra Meshram)
Registrar



Copy forwarded for necessary action to:

1. Hon'ble Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University.
2. Hon'ble Pro-Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University.
3. Joint Director, Higher Education, Nagpur Division, Nagpur.
4. All Head of Teaching Departments of Rashtrasant Tukadoji Maharaj Nagpur University.
5. All Principal of Conducted & Affiliated Colleges of Rashtrasant Tukadoji Maharaj Nagpur University.
6. Controller of Examination, Rashtrasant Tukadoji Maharaj Nagpur University.
7. Director, Board of College & University Development, Rashtrasant Tukadoji Maharaj Nagpur University.
8. All Officers, Rashtrasant Tukadoji Maharaj Nagpur University.
9. Hon'ble Director, Rashtrasant Tukadoji Maharaj Nagpur University Model College, Gadchiroli.



(Dr. Anil Hirekhan)
Finance & Accounts Officer
(Additional Charge)
Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur