

**Appendix- IV**  
**Norms and outlines of the syllabus for conduct of the Course Work**

(Reference Ord. 124. 9 B)

1. There shall be a compulsory course work of one semester with three papers as below and a candidate who has joined for a course work shall be required to complete the course work for getting him/her registered for the Ph.D Programme:-

**Paper I** - Research Methodology and Computer Applications

**Paper II** – Review of Literature

**Paper III** – Research Proposal: Design and Techniques

The course work of Paper-I shall be conducted centrally in the University Campus. This will be conducted faculty-wise as per the combinations given below:-

- a) Arts, Fine Arts, Social Science, Education (excluding Science) and Law
- b) Commerce, Management Studies
- c) Science, Education (in Science)

- 1.1 The course work of Paper- II and III shall be conducted at the concerning College/Department as per the course outline given below:-

Combinations of faculty shall be (i) Arts, Fine Arts, Law and Social Sciences (ii) Science and Education (iii) Commerce and Management).

**a) Course Outline for Paper – II – Review of Literature:**

It will consist of training on how to collect, classify, orient, present and write review of literature. It will be primarily done under the supervision of the Research Supervisor. The Supervisor concerned shall assign to the candidate topic(s) to the work the candidate is supposed to carry out Ph.D. degree. He will also suggest to the candidate the formats to write and submit the review articles on the topic(s) given. The candidate shall present atleast two seminars covering the topic(s) before the teachers and the students of the Department and shall improve the work on the basis of the questions and suggestions raised therewith. The candidate shall be required to present the review articles and one final presentation comprising all the information at the end of the semester to the teachers and the students of the faculty where atleast two Research Supervisors including the Research Supervisor of the candidate shall be present.

**b) Course Outline for Paper – III – Research Proposal : Design and Techniques**

This would be a training, the candidate on how to write proposals of Research. The candidate will collect research papers dealing with the methodology as per the objectives set for the study in consultation with the Supervisor. Thereafter, standardize the techniques based on the facilities that are available in the department. The Research Supervisor concerned shall guide the candidates to prepare research proposals for seeking grant in the format of an agency. The research proposal shall finally be prepared in a form of the Synopsis on the topic on which the candidate wishes to pursue his research. This will first be present it as seminar before the teachers of the faculty and the students. Thereafter the same may be improved on the basis of the questions and suggestions raised during the seminar and then finally be presented to the Director –Research in the format as per the provisions of this ordinance for presentation of the Synopsis.

- c) Assessment of Paper II shall be done at the level of the concerned Department of the University/ College. The written material of the Paper II and III shall be evaluated by the Supervisor of the candidate. The honorarium paid to the supervisor for the assessment of paper II&III shall be Rs. 2000/- consolidated per candidate. On the basis of evaluation and presentation of Paper-II and III, the Head/Incharge of the Department/Principal of the College shall issue a certificate in following format and submit the same to the Director-Research.

**Certificate**

This is to certify that Mr./Mrs.....Son/Daughter of Mr.....has qualified/not qualified the Course Work of Paper-II & III for Registration for the Ph.D. programme in the Department of .....of the .....(name of the College/University) on .....(date/month/year).

Signature with date  
Head of the Department

**1.2 Norms for conduct of Centralized Course Work of Paper-I**

The course work of Paper-I shall be conducted for a period of 15 working days centrally in the University with continuous assessment by the Co-ordinator/Co Coordinator to be appointed by the Vice-Chancellor for this purpose. The outline of the syllabus given in Appendix IV.

1.3 The Co-ordinator shall invite suitable Resource Persons for instructions and teaching of the candidates as per the requirement of the syllabi of this paper.

1.4 There shall be three sessions of each one hour and thirty minutes per day for this purpose one session out of three per day will be meant for the library and assignment work and, once a week, there shall be an internal assessment of the candidates on the instructions of the teaching imparted during the week. The assessment sheets shall be designed by the Co-ordinator/ Co Coordinator on the basis of the syllabi.

1.5 One Resource Person may teach maximum of two sessions in a day and a maximum of eight sessions during the course.

**1.6 Honorarium and other allowances to the Resource Persons**

The Resource Persons will be paid honorarium @Rs.750/- per session of one and half hour. The local Resource Persons shall be paid conveyance allowance @Rs.100/- for visits per day. The outstation Resource Persons if traveling by Taxi or own car shall be paid @Rs.08.00 per km. or as per the increase in rates from time to time for the journey undertaken, Expenses on boarding and lodging if staying in the University Guest House shall be borne by the University Department of research else D.A. as per University Rules shall be paid. Traveling of the Resource Person by train shall be allowed as per University Traveling Rules.

**1.7 Honorarium to Coordinator/Co Coordinator and other associates/officials:**

There shall be a section of maximum of 80 candidates. There shall be a Co-Course Coordinator for each section. The requirement of the associates/officials for conduct of the centralized course work shall be proposed alongwith the rate/amount of honorarium by the Coordinator for approval of the Vice-Chancellor. The expenditure on account of conduct of course work (honorarium, TA/DA/ other allowances, working expenses, expenses on reading material etc.) shall be met out of the fee charged from the candidate for course work and from the budget head of expenditure Budget Head 2202- UNIVERSITY ADMINISTRATION- 169-a) Expenses on Ph.D. Course Work.

The list of the eligible candidates for the course work of Paper-I shall be provided to the Coordinator by the Director- Research alongwith their address and contact numbers. The arrangement for accommodation to the outstation boys and girls candidate shall be provided by the Registrar as per the norms decided from time to time by the Registrar. The co-ordinator shall finalise the place for conduct of teaching of course work in consultation with the Registrar.

1.8 **Mode of Assessment:** Out of four internal assessments, best three will be considered for evaluation of the performance of the candidates as satisfactory. In case of unsatisfactory performance or shortage of attendance (minimum of 75% of the sessions) or absence due to valid reason, only one chance shall be allowed to the candidate to attend the next session of course work of Paper I. Unsatisfactory performance or Shortage of attendance (minimum of 75% of the sessions) or absence due to any reason in the given chance shall lead to cancellation of entitlement of the candidate for Research and the allotment of the Supervisor.

1.9 A certificate in the following format shall be issued by the co-ordinator to the candidate as well as to the Director-Research on completion of the course work of Paper-I:

**Certificate**

This is to certify that Mr./Ms.....Son/D/o of Mr.....has attended and completed the teaching/instructions for the course work of Paper-I conducted by the University from .....to .....satisfactorily for the course work of Paper-I for registration for the Ph.D. programme

**Course Coordinator**

**Course Co-Coordinator**

