



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 Rashtrasant Tukadoji Maharaj 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, Rashtrasant Tukadoji Maharaj 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 given 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/rejection.
3. An application form for participants 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/- 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 participants shall be maintained by the Research Centres. No leave shall be permitted to the participants. If the participant 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 as per the said notification for course work.
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. The

coordinator shall ask the resource person to submit 20 objective type questions on the concerned topic and shall submit to UGC-HRDC prior to examination.

10. The UGC-HRDC shall conduct an exam at the end of the 60 hours course work either at UGC-HRDC or at the place of Course Work. The exam shall be of 100 marks. Research Methodology (C1) 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 related to Seminar and Report shall be of 20 contact hours and carry 20 marks. The pattern of examination and the passing marks shall be as per the notification for course work **(Annexure-I)**.
11. Seminar shall be conducted by recognized Research Centre where participant is admitted for Pre-Ph. D. course work. Each student will choose a topic for study in consultation with her/his research guide.
12. Evaluation committee for seminar shall be constituted as follows:
 - Head of the Research Centre (Chairman of the committee)
 - One Ph. D. Supervisor/Guide from the concerned Research Centre
 - One Subject Expert from the concerned Research Centre
 - Coordinator of the Course Work
13. The UGC-HRDC shall issue a mark sheet to the participant giving the details of the marks in above two Components (C-1 & C-3).
14. The Research Centre shall issue a certificate to the participant at the end of the course work. The Course Coordinator and Head of the Research Centre shall be the signatories. The sample copy of the Certificate is attached herewith **(Annexure V)**.
15. The Research Centre shall prepare a reading material and shall distribute to the participants at the end of the course work.
16. The Research Centre shall submit Contact details of the resource persons and research scholars/ Participants to HRDC at the end of the course.
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



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, Laxminarayan Institute of Technology Premises,
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur-440033**

No. RTMNU/Ph.D. Cell/ Course Work/2016/ 749

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. FJ-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-1**. 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 reserch 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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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

"Amba Vihar" South Ambazari Road, Shubhash Nagar, Nagpur-440022

Ph.No.0712-2231967 Fax-0712-2248995, e-mail: asc_ngpnu@yahoo.co.in, Website: www.hrdcnagpur.org

APPLICATION FORM FOR RECOGNIZED RESEARCH CENTRES

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

3. Subject/ Department wise date of approval for Research Centres:

Sr. No.	Subject/ Department	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.	Subject/ Department	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.	Subject/ Department	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.			

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 the schedule):

d. Co-ordinator's 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 by RTM Nagpur University, Nagpur from time to time.

**Head
Recognized Research Centre**

Enclosure: Research Centre Recognition letter

- _____
- Date of Registration : _____
 - Name of Supervisor : _____
10. Fees Details : D.D. Number _____ Date: _____
(Receipt no, if paid in University)

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.

**Supervisor/HOD
(Signature & Seal)**

Enclosure:

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

Note:

DD to be drawn in favour of

1. **"Finance & Accounts Officer RTM Nagpur University, Nagpur"** for admission at UGC-HRDC, RTM Nagpur University, Nagpur.
2. Principal of respective college/Research Centre where the application for course work is to be submitted.



Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

(Established by Government of Central Provinces Education Department by Notification No. 717 dated the 17th August, 1933 & declared 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, Amravati 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.Litt./D.Sc./P.G. by Research (for Each)	Rs.1,000/-
15	Viva	Rs.1,000/-

Puranchandra Meshram

(Puranchandra Meshram)
Registrar



Copy forwarded for necessary action to:

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

Anil Hirekhan

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



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

&

Name of the recognized research centre

Certificate

*This is to certify that Mr./ Ms./Mrs. _____ participated
in the Pre Ph.D. Course Work (Components C1 & C3) organized by UGC- Human Resource
Development Centre, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur from
_____ to _____*

Course Coordinator

Head/Principal