



GONDWANA UNIVERSITY, GADCHIROLI

(Established by Government of Maharashtra vide Notification No. MISC -2010/(252/10) UNI -4, Dated 27th Sept. 2011 as State University,
Governed by the Maharashtra Universities Act, 1994)
(Academic Section)

PhD COURSE WORK DETAILS

(Applicable to all Courses/ Degrees based on research)

This REGULATION is to be read with the relevant Direction governing PhD Registration in various faculties of the GONDWANA UNIVERSITY, GADCHIROLI.)

1.0 INTRODUCTION

The students registered as PhD Scholars in this University, in accordance with the provisions of governing Direction/ Ordinance shall be required to successfully complete their Course Work, as has been made mandatory by the University Grant Commission vide its Clause No. 13 of UGC Regulations, 2009, published in the Gazette of India, dated 11th July, 2009. The Course Work shall be called as 'PhD Course Work' (PCW).

As per governing provisions, no candidate shall be allowed to submit his/ her thesis without PCW Completion Certificate and Consolidated Memo of Marks (CMM) by this University.

2.0 DURATION

As directed in the aforesaid UGC Regulation, the PCW shall be of six months (one semester) duration, comprising of 60 hours of teaching. In all, there will be 12 credits attached to this Course.

3.0 EXEMPTION FROM COURSE WORK

(3.1) The Candidates who have completed their PhD either from this University or any other University recognized by the UGC from time to time shall be exempted from passing PCW examination to the extent of Papers I and II only.

(3.2) The Course shall be mandatory for all the students pursuing PhD/ M. Phil/ M.E. (By Research) from this University, except exempted under above paragraph.

(3.3) The Candidate seeking exemption in any paper(s) shall submit application in prescribed format along with the relevant documents to the A.R. (PhD Cell). All the documents **MUST** be self attested by the Candidate himself/ herself.

(3.4) The A.R. (PhD Cell) shall put the cases of Candidates seeking exemption before the Course Coordination Committee (CCC) for its consideration and approval. The decision of the CCC shall be final and binding on all.

(3.5) The Consolidated memo of Marks will show equivalent marks, granted by the CCC, in the Paper(s) in which the exemptions are granted by the University, with award of respective credits. These marks in Paper I and II shall be generated as per equivalence scheme approved by the University and the marks secured by the candidate in Paper III and IV shall be basis for that. However, it is to be noted that as the Paper III and Paper IV are specific research topic related Papers; **all the candidates** have to clear these papers.

4.0 CONDUCT OF PhD COURSE WORK

4.1 The PCW shall be directly handled by the University only. All the University designated 'Centres for Research' and the PhD Supervisors shall inform their respective PhD Scholars to apply for admission/ registration into the PhD Course Work. **The students shall be entertained for admission only after they have letter from the PhD Cell of the University regarding grant of PhD registration to them by the University.** A Teacher from the University Department/ Conducted College/ Affiliated College not below the designation of Associate Professor shall be appointed by the Hon'ble Vice Chancellor as the Course Coordinator, by issuing a Notification. The Vice Chancellor shall appoint two other Teachers as the Members in the Course Coordination Committee (CCC), in consultation with the Course Coordinator. The CCC shall chalk out entire semester program, in respect of :

- Admission to the Program (to be displayed on website)
- Display of Admitted students list on the website
- Display of Time Table for conduct of PCW
- Arrangement of Resource Faculty for conduct of Program
- Identification of Hall for conduct of Course Classes with necessary teaching aides
- Attendance Monitoring

4.2 The Students shall be allotted with ADMISSION CODE NUMBER. **The students having not less than 75% of attendance in the course work classes only shall be allowed to appear for the examinations. Attendance certificate shall be issued by the Course Coordinator to the concerned candidates.**

4.3 The Controller of Examinations shall prepare & display examination time table, conduct of examinations, execute valuation of answer books and declare results, in consultation with the CCC. After receipt of Internal Assessment marks from the respective research centre Consolidated Memo of Marks (CMM) shall be issued by the University.

4.4 The Principal/ Director of the concerned research centre shall be responsible for the completion of course work and assessment of Paper III and IV, as mentioned in the scheme of examinations. This evaluation shall be carried out by the concerned Supervisor/ Co-Supervisor. **The fee prescribed and fixed from time to time by the University shall be charged by the research centre towards conduct/ assessment of Paper III and IV or may be adjusted in their Term Fee itself.**

4.5 The candidate shall fill up the examination form along with the prescribed examination fee through their research centre. The concerned Principal/ Director shall submit the examination forms along with the prescribed fee to the University, as per notified schedule.

4.6 The PCW shall comprise of TWO parts. The first part shall consist of two papers (Paper I and II) for which the examination shall be conducted by the University and the assessment also shall be carried out by the University. The second part also shall consist of two papers (paper III and IV) for which the necessary preliminary part and assessment shall be carried out at the level of respective research centre.

4.7 The list of Candidates admitted to the PCW Program shall be prepared & displayed by the A. R. (PhD Cell), after expiry of the last date of admission and approval from the CCC.

4.8 The Intake to the PCW program shall be limited to fifty only. The CCC shall have discretion increase the number of batches, if required.

5.0 SCHEME OF TEACHING & EXAMINATIONS

5.1 The scheme of teaching and examinations is mentioned below and is self explanatory :

TEACHING & EXAMINATION SCHEME

PAPER	PAPER TITLE	MARKS		CREDITS	EXAM DURATION	EXAM CONDUCTING AGENCY	
		MAX	PASS				
I	RESEARCH METHODOLOGY	100	50	4	1.5-HRS	UNIVERSITY	
II	COMPUTER APPLICATIONS	50	25	2	1-HR	UNIVERSITY	
III	RESEARCH PHILOSOPHY & FOUNDATION	50	25	2	-	CHLR	*
IV	SPECIFIC DOMAIN RESEARCH & SEMINAR	100	50	4	-	CHLR	*

5.2 Paper III and IV shall be supervised & evaluated by the concerned Supervisor/ Co-Supervisor at the respective research centre only. In Paper III, the philosophy behind the proposed work, hypothesis and research methods to be adopted in the work shall be studied. Various academic activities like preliminary field visit / site visit/ industry visit may be taken and comprehensive report shall be submitted by the candidate. However, the Paper IV shall concentrate on exhaustive survey of literature in the specific domain area and preparation of a Review Paper. A seminar also shall be delivered by the candidate on Paper IV work.

5.3 The Marks so obtained in Paper III and IV shall be submitted to the A. R. (Confidential), in softcopy as well as hardcopy, in the prescribed format only.

5.4 The examinations for the Papers I and II shall be conducted by the University twice a year, which is in summer and winter session.

- 5.5** The Panel of Examiners shall be recommended by the CCC with the approval of Hon'ble V. C. The question paper for Research Methodology shall be in English & Marathi languages.
- 5.6** The result in Consolidated Memo of Marks (CMM) shall be shown as PASS or FAIL. Only subject wise marks (that too if not exempted) shall be shown in CMM and total marks shall not be printed.
- 5.7** The Candidates shall be allowed to undertake FOUR attempts to clear all the four Papers.
- 5.8** The PCW Admission Form shall be available on University Website. The Candidates can fill & submit it online with the prescribed fee. Else, the PCW Admission Examination Form may be downloaded from the website and duly filled hard copy may be submitted along with the prescribed fee through their respective research centre.
- 5.9** The Examination Form shall be submitted by the Candidates as per schedule & procedure notified by the COE.
- 5.10** The CMM shall be passed on to the Candidates, through their respective research centre.
- 5.11** There will be no revaluation of any answer book.
- 5.12** The PhD Course Work fee and the Examination shall be as notified & fixed from time to time by the University.
- 5.13** The PCW Paper I and II exempted candidates shall be exempted from payment of University prescribed Course fee.
- 5.14** However, all the Candidates shall pay admission and examination fee prescribed by the University, irrespective of the number of exempted Papers.
- 5.15** The competent Teachers shall be arranged by the University to conduct the classes for Paper I and II.
- 5.16** No Candidate shall be allowed to submit the thesis unless CMM or PhD Course Completion Certificate is attached.
- 5.17** No honorarium shall be paid from the University side to the Supervisors/ Co-Supervisors for their supervision and assessment of Papers III and IV.

6.0 SYLLABUS FOR PhD COURSE WORK

6.1

PAPER - I : **RESEARCH METHODOLOGY (CODE – RM)**
MAX MARKS : **100** **CREDITS** : **04**

UNIT	CONTENTS	TEACHING HOURS
I	INTRODUCTION – Definition of Research, Meaning, concept & Nature of Research, Steps, Types, Objectives of Research, Significance of Research, Criteria of Good Research	04
II	RESEARCH DESIGN & PLAN – Meaning of Research Design, Concept of Research Design, Characteristics of good research design, Methods of research like survey methods, historical methods, Case studies, Ethnography, Philosophical Research, Field and Laboratory experimental studies	06
III	RESEARCH PROBLEM & HYPOTHESIS – Identification of Research Problem, Sources & selection of Problems, Characteristics of Problems, Formulation of Research Proposal, Techniques for defining Problems, Assumptions, Postulates & Hypothesis, Nature, Function and importance of Hypothesis, Testing of Hypothesis	08
IV	SAMPLING DATA COLLECTION & ANALYSIS – Meaning and definition of Sampling, Sampling Design, Probability & Non-probability Sampling, Collection of Primary & Secondary Data, Methods of Data collection – Observation, Questionnaire, Opinion, interviews, scales and Tests etc., Analysis of quantitative data based on various tools and its presentation with tables and graphs, Statistical Tools and techniques of data analysis.	08
V	REPORT WRITING & EVALUATION – Principles of Report writing and guidelines according to style manuals, Contents of Report, Writing & Presentation of preliminary part, main body and reference section of the Report, Writing research abstract, Writing research paper, Evaluation of Research Report	10
		36

REFERENCES :

- Y.K. SINGH, Fundamental of Research Methodology & Statistics, New Age International Publisher, ND, 2006
- C.R. KOTHARI, Research Methodology, Methods & Techniques, New Age International (P) Limited, ND, 2004
- G.C. RAMAMOORTHY, Research Methodology, Dream Tech Press India Private Limited, ND, 2014
- R. PANNEERSELVAM, Research Methodology, PI Learning, ND, 2004
- ALAN BRYMAN & EMMA BELL, Business Research Methods, 3rd Edition, Oxford University Press, London, 2011
- B. ROSHANKUMAR, Research Methodology, Sharda Publications, THANE, 2012

6.2

PAPER - II : COMPUTER APPLICATIONS (CODE – CA)
 MAX MARKS : 50 CREDITS : 02

UNIT	CONTENTS	TEACHING HOURS
I	OPERATING SYSTEMS & MS WORD - Types of Operating Systems, Windows Explorer, Creating and Managing Files and Folders, Understanding Copy, Cut, Paste functions. MS WORD - Creating New Document, Save, Insert, Page Layout, (paper Size, Margin layout, Selected text, Save Preview, Printing Options Toner, printing selected pages, range of pages, number of copies, Collate options, References [citation and bibliography], review [comments, tracking, compare], Converting to .PDF, etc Using spell check, using bilingual language [English, Marathi, Hindi etc] Using documents in any version of MS Word, its conversion technique	08
III	MS EXCEL - Understanding power of Excel, Cell reference, formulas and functions, Using data validation, Understanding Worksheet and Workbooks, Cell Properties settings [Number, Alignment, Fonts, Border etc], To use as a Research database and other applications related to 'Research Topic Tools like [Spelling, Auto Correct, Option settings], Formatting [Cells, Row, Column, Auto format, Conditional Format], Understanding Paste Special tool, Printing Worksheet and Workbook	08
IV	MS POWER POINT - Creating Presentation, Applying slide transitions, Slide Design, Slide, Background, Slide Sorter View, Printing [Slides, Handouts, Notes pages, Outline View], Understanding Header and Footer options in all Ms Word, MS Excel & MS PowerPoint <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Email : Compose [To, CC, Bcc], Reply, Forward, Formatting, Attachments, Organizing Folders </div>	08
		24

REFEREENECEES :

- Microsoft Office, Publisher: Computer World Publication;
- Ms Office 2000 for Everyone by Sanjay Saxena
- Microsoft Word 2016 Step By Step, by Joan Lambert
- https://en.wikipedia.org/wiki/List_of_Microsoft_operating_systems
- http://www.tutorialspoint.com/word/word_split_cells.htm

6.3

PAPER - III	:	FOUNDATION & PHILOSOPHY OF RESEARCH (CODE – FP)	
MAX MARKS	:	50	CREDITS : 02

The assessment of this paper shall comprise of following activities undertaken by the Candidate in consultation with his/ her Supervisor :

- (i) Survey of Literature of the earlier work carried out and submission of its comprehensive report & presentation.
- (ii) Reading and taking notes from the important concerned books, research papers and articles and submitting 'CONCEPT NOTE' on the concerned research topic and giving its presentation.
- (iii) Visit to Research Laboratories/ Institutes/ Organizations and submitting its report.
- (iv) Experimental/ Laboratory / Field work and submitting its report
- (v) Comprehensive Viva Voce

6.4

PAPER - IV	:	SPECIFIC DOMAIN RESEARCH & SEMINAR (CODE – RS)	
MAX MARKS	:	100	CREDITS : 04

The following points shall be considered while assessment of this paper :

- (i) Attending at least TWO Seminars/ Conferences of International/ National level and submission of Certificates,
 - (ii) Presentation of Poster or Abstract in Seminar/ Conference (Submit Certificate)
 - (iii) Attending TWO Workshops (Submit Certificates)
 - (iv) Training in Research Laboratory/ Organization for not less than TWO WEEKS and give viva voce (Submit Certificate)
 - (v) FOUR Seminars (preferably half yearly) on 'progress of research work' which will be attended by 'Expert from External Organization/ Institution' to be appointed by the Head of the Institution and submission of its report signed by the concerned persons.
 - (vi) Preparing Research Papers (minimum two) for publication on the research work and their publication in the refereed / indexed Journal of International/ National level with impact factor not less than 0.5. However, a Candidate acquiring International/ National Patent shall be exempted from the research paper publications.
- It is to be noted that conditions mentioned above in (v) and (vi) are mandatory. However, the students have to fulfill any TWO from the first four conditions.
 - The duration of completion for this paper shall be minimum two years.
 - The Head of the Institution shall submit the marks in consultation with the concerned Supervisor/ Head of the Department/ research Head at the research centre level. The Head shall judiciously ensure all necessary steps to maintain high quality of research at his/ her research centre.

7.0 QUESTION PAPER PATTERN

The Candidates shall be assessed in Paper I and II on the basis of Marks obtained by them in the question papers for which the examinations shall be conducted by the University. The candidates shall have to score minimum 50% of the maximum marks to pass a paper. The Paper pattern and other details are mentioned below :

PAPER	METHOD OF EXAMINATION	TYPE	NO. OF QUESTIONS	TIME LIMIT
I	ONLINE	MULTIPLE CHOICE QUESTIONS	100	90- MINUTES
II	ONLINE	MULTIPLE CHOICE QUESTIONS	50	60-MINUTES

Each question will carry ONE mark on correct answer. There will be no negative marking.



GONDWANA UNIVERSITY, GADCHIROLI

APPLICATION FOR ADMISSION/ REGISTRATION TO THE PhD COURSE WORK

(To be accompanied with necessary documents)

(Attach recent self
attested colour
photograph)

COURSE APPLIED FOR (TICK IN FRONT OF APPLICABLE COURSE)	PhD			M. Phil			M.E. (BY RESEARCH)	
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NAME OF THE APPLICANT				REG. NO. (IF ALLOTTED)					
FACULTY				BOARD OF STUDIES					
DATE OF REGISTRATION (As per University Letter)				AMOUNT OF FEE PAID					
PAPER(S) TO APPEAR (Tick which is applicable)	Paper I		Paper II		Attempt No. (Tick which is applicable)	1	2	3	4
Name of the Supervisor					Supervisor's Registration No.				
Name of research centre									

(Attach self attested PhD/ M. Phil/ M.E. (By Research) Registration letter, Fee payment Receipt and copy of AADHAR Card)

DECLARATION BY THE APPLICANT

I, _____, the undersigned hereby apply for admission to PhD Course Work Program being conducted by GONDWANA UNIVERSITY, GADCHIROLI during the session Summer/ Winter _____ and do hereby further declare that the above information is true & correct.

Date : ____/____/____

(Signature of the Candidate)



GONDWANA UNIVERSITY, GADCHIROLI

APPLICATION FOR CLAIMING EXEMPTION IN PAPER(S) OF PhD COURSE WORK
(To be accompanied with the necessary documents)

(Attach recent self
attested colour
photograph)

NAME OF THE APPLICANT		REG. NO. (IF ALOTTED)	
FACULTY		BOARD OF STUDIES	
DATE OF PhD REGISTRATION (As per University Letter)			

DOCUMENTS ATTACHED FOR SEEKING EXEMPTION

1. _____
2. _____
3. _____
4. _____

(All the Documents MUST be self attested)

I, _____ the undersigned wish to request for exemption in the Papers I and II of PCW and do hereby declare that the above information is true & correct. If found wrong, I know that my PhD registration may be cancelled by the University.

Date : ____/____/____

(Signature of the Candidate)



GONDWANA UNIVERSITY, GADCHIROLI

NOTIFICATION

GUG/BCUD/PCW/ /2016

20th June, 2016

This is to notify in general & for all concerned that various fees related to the PhD Course Work shall be as mentioned below :

S.N.	NATURE OF WORK	PRESCRIBED FEE IN Rs.
01	Admission fee/ Registration Fee to be paid with the application	500/=
02	Course Fee to be paid immediately after selection of Candidate	5,000/=
03	Examination Fee to be paid along with the examination form	500/= per paper

All concerned are informed to take note of this and comply accordingly.

PROGRAM SCHEDULE FOR CONDUCT OF CLASSES

(SIXTY HOURS PROGRAM)

DATE	DAY	10.00-11.30 (A.M.)	11.30-01.00 (A.M.) (P.M.)	01.00-02.00 (P.M.)	02.00-03.30 (P.M.)	03.30-05.00 (P.M.)
8-7-16	1	RM	RM	L U N C H	RM	RM
9-7-16	2	RM	RM		RM	RM
10-7-16	3	RM	RM		RM	RM
11-7-16	4	RM	RM		RM	RM
12-7-16	5	RM	RM		RM	RM
13-7-16	6	RM	RM		RM	RM
14-7-16	7	CA	CA	B R E A K	CA	CA
15-7-16	8	CA	CA		CA	CA
16-7-16	9	CA	CA		CA	CA
17-7-16	10	CA	CA		CA	CA

- RM : RESEARCH METHODOLOGY
- CA : COMPUTER APPLICATIONS