

**DEPARTMENT OF POLITICAL SCIENCE  
COOCH BEHAR PANCHANAN BARMA UNIVERSITY  
VIVEKANANDA STREET, COOCH BEHAR – 736001  
WEST BENGAL, INDIA**



**Ph. D. Course Work guidelines**

- As per UGC Regulations 2016: Minimum Standards and Procedure for Award of Ph.D. Degree, After admission in Ph.D., a research scholar shall be required to undertake course work for a minimum period of one semester. All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters. The women candidates may be allowed a relaxation of two terms / semesters in case of maternity.
- However, if the student is not in a position to complete the course work in the prescribed time limit as above, due to genuine reasons, may file an appeal and on the recommendation of the RAC, the Registrar may grant extension up to additional one semester. Failing to complete the course work in the extended period may lead to cancellation of admission.
- Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M. Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- 75 % attendance for coursework classes is required.
- Teaching work per credit is 10 hours. (This may include lectures, seminars, and tutorials).

**COURSE STRUCTURE:**

<b>Subject Code</b>	<b>Name of course</b>	<b>Credits</b>	<b>Marks</b>
101	Research Methodology Part A-Common Part B: Subject related Research Methodology)	4	100 [Part A: 70 + Part B:30]
102	Subject specific topic (Assignment)	2	50
103	Seminar about literature review or research paper	2	50
	Total	8	200

**AWARD OF GRADE:**

- A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
- Maximum two chances shall be given to the scholar for clearing the coursework, failing to which may lead to cancellation of admission.

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**COURSE WORK ASSESSMENT:**

Subject Code	Assessment Pattern			Marks	Assessor
101	<b>Written examination</b>				University exam Centre
	Research Methodology Part A – Common	Objective questions (60 marks) 1 marks: 30 questions, 2 marks: 15 questions	60		
	Part B – Subject related Research Methodology	Descriptive questions (40 marks) 10 marks: any 2 out of 3, 5 marks: any 4 out of 5	40		
Submission of hardcopy					
102	Subject specific topic (Assessment)	The topic for assignment should be related to scholar's Ph. D. subject	50		
		Concerned research guide will give topic for assignment			
		Assignment shall be of at least 5000 words			
Submission of hardcopy with presentation					
103	Seminar about literature review of research paper (in relevant subject)	Presentation and viva voce	50		Respective research guide + external examiner
<b>Total</b>			<b>200</b>		

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**SYLLABUS FOR PH. D. COURSEWORK**

**Subject: Research Methodology**

**Code: 101**

**Objective:** To identify and apply appropriate research methodology in order to plan, conduct and evaluate basic research. The Course will furthermore enable scholars to distinguish between the scientific method and common sense knowledge while laying the foundation for research skills at higher levels.

**Part A (Common for all)**

**1. Basics of Research**

Definition of research - Objective of research - Scientific research - Social science research - Ethics in research, Plagiarism, How to write research proposal

**2. Types and Methods of Research**

Classification of Research- Pure and Applied Research - Exploring or Formulative Research - Descriptive Research - Diagnostic Research/Study - Evaluation Research/Studies - Action Research - Experimental Research - Analytical Study of Statistical Method - Historical Research - Surveys - Case Study - Field Studies

**3. Review of Literature**

Need for Reviewing Literature - What to Review and for What Purpose - Literature Search - Procedure - Sources of Literature

**4. The Planning Process of Research**

Selection of a Problem for Research - Formulation of the Selected Problems - Hypothesis Formation - Measurement - Research Design/Plan, Research process

**5. Sampling**

Sampling Techniques or Methods - Choice of Sampling Techniques - Sample Size - Sampling and Non-Sampling Errors

**6. Methods of Data Collection**

Meaning and Importance of Data - Sources of Data - Use of Secondary Data - Methods of Collecting Primary Data

**7. Quantitative and Qualitative Data**

Observation Method - Experimentation - Simulation - Interviewing - Panel Method - Mail Survey Projective Technique - Sociometry

**8. Tools for Data Collection**

Types of Data - Construction of Schedules and Questionnaires - Measurement of Scales and Indices - Pilot Studies and Pre-tests

**9. Field Work**

The Nature of Field Work - Selection and Training of Investigators - Sampling Frame and Sample Selection - Field Operation - Field Administration

**10. Processing of Data**

Editing - Classification and Coding - Transcription - Tabulation - Introduction to Statistical Software: SPSS - Graphical Representation

### 11. Statistical Analysis of Data

Statistical Analysis - Measures of Central Tendency - Measures of Dispersion - Measures of Association/Relationship - Regression and Correlation Analysis - Hypothesis Testing (For Proportion and Means) - Test of Significance

### 12. Computer Application in Research

Introduction to MS Excel, Using Formulas and Functions, Hand on to SPSS, Features for Statistical Data Analysis, Generating Charts/Graphs, Introduction to MS Word, Features and Functions, Writing Report in MS Word, Introduction to Open Office or Latex, Creating Presentation in MS Power Point, Introduction to Internet Based Search, Use of Advanced Research Techniques

### 13. Report Writing

Types of Reports - Planning of Report Writing - Research Report Format - Principles of Writing - Documentation - Data and Data Analysis in Thesis - Writing of Report - Typing of Report - Briefing - Preparation of Manuscript for Publication of Research Paper - Pictures and Graphs, Citation styles, Writing a Review of Paper, Bibliography, Writing Synopsis & Thesis.

14. Seminar about literature review or research paper by research scholar

#### **Suggested Readings:**

- ❖ Research Methodology: An Introduction by CR Kothari, New Age publication
- ❖ Research Methodology: Methods and Techniques by C. R. Kothari, New Age International Publishers, ISBN:81-224-1522-9
- ❖ Research Methodology for Business: A Skill Based Approach by Kumar, Shekaran (2009), New York, John Wiley Publishers.
- ❖ Statistical Methods for Research Workers by Fisher R. A., Cosmo Publications, New Delhi ISBN:81-307-0128-6
- ❖ Methodology of Research in Social Sciences by O. R. Krishnaswamy and M. Rangnatham Himalaya publication House, 2005, ISBN: 8184880936
- ❖ Research Methodology-A Step-by-Step Guide for Beginners, Kumar, Ranjit. (2nd.ed), Pearson Education
- ❖ Research Methodology: Concepts and cases by Chawla and Sondhi, Vikas Publication
- ❖ Marketing Research, by Malhotra Naresh K. , Pearson Education Business Research Methods by Cooper & Schindler, Tata McGraw Hill
- ❖ Sinha P.K., Computer Fundamentals, BPB Publishing
- ❖ Power Analysis for experimental Research: A practical Guide for the Biological, Medical and Social Sciences by R. Barker Baushell, Yu-Fang Li Cambridge University Press

**Part B (Research Methodology as per faculty/subject requirement)  
(Shall be covered by respective supervisor)**