

## **Department of Management**

### **Board of Studies Meeting**

*Date and Time: February 24, 2014, 11 am*

*External Members: Prof. Naveen Gupta (HIMCS), Prof. Umesh Holani (by email)*

*Internal Members: Prof. S.K. Sharma, Dr. K. Santi Swarup, Dr. Vijay Sarup Caprihan,  
Dr. Sanjay Bhushan, Prof. S. K. Chauhan, Prof. Pramod Saxena,  
Dr. Kamal Srivastava*

*Co-opted Members: Dr. S. Nigam*

The following recommendations were made in the Board of Studies:

#### **1. MAJOR CHANGE: M.PHIL**

<b>1.</b>	<b>Department/Centre Proposing the Course</b>	<b>Department of Management</b>
2.	Course Title	ADVANCED RESEARCH METHODOLOGY
3.	L-T-P structure	L-5+T-0+P/S-0
4.	Credits	4
5.	STATUS	CORE PROGRAMME
6.	Overlap with any UG/PG course of the Dept/Centre	NO
7.	Overlap with any UG/PG course of another Dept/Centre	NO
8.	Frequency of Offering	Every Alternative Semester
9.	Faculty who will teach the course	Mr. Arvind Banger
10.	Will the course require Visiting Faculty	NO
11.	Course Objective	To impart research tools and techniques to students of Doctorate programme for improving research quality.

The syllabus has been thoroughly changed, as per the recommendations of Course – Review Committee formed under the convenorship of AR (Acad.), for all M.Phil courses of the institute.

S.No.	Present Status	Proposed Changes
UNIT-1	INTRODUCTION Research concepts: Meaning, definition, types of research, types of data, validity and reliability, deduction and induction, Research-case study, survey, experimentation and action.	<b>Introduction to Research</b> Meaning, Objectives and Importance of Research, Types of Research, Philosophies of Research - Metaphysics, Axiology and Methodology, Concept of Qualitative and Quantitative Research, Kinds of Explanation - Deductive, Inductive and Abductive, Scientific Method, Research Process. Developing Logical Reasoning and Quantitative Aptitude - Logical Reasoning: Understanding the structure of arguments, Verbal analogies: Word analogy, Applied analogy, Verbal classification, Logical Diagrams, Venn diagram, and Analytical Reasoning.
UNIT-2	RESEARCH PROCESS Research methods: interview, questionnaire, observation and documentary resources, approaches to the research-Philosophical approach, Research problem identification.	<b>Literature Review and Conceptual Framework</b> Literature Review- Relevance and Approach, Developing an outline for the Literature Review, Organizing a Literature Search, Writing the Review - Writing the first draft, Writing References and Citations, Plagiarism - Concerns and Cautions, Application of Literature Review in Selected Areas, Research Problem and Hypothesis Formulation, Research Design, Ethics in Research.
UNIT-3	MEASUREMENT AND SCALING Measurement and scales, sample design, research design, interpretation and report writing, presentation.	<b>Data Collection</b> Sources of Data, Tools of Data Collection, Measurement Scales - Techniques, Reliability and Validity of Scales, Data Cleaning and Data Processing, Outlier Identification, Sampling Concepts and Methods, Determination of Sample Size, Sampling Errors.
UNIT-4	TOOLS & TECHNIQUES OF DATA ANALYSIS Introduction to statistical analysis, Descriptive and Inferential Statistics.	<b>Data Analysis</b> Introduction, Descriptive Statistics and Inferential Statistics, Hypothesis Testing- Parametric and Non Parametric Tests, Multivariate Analysis, Qualitative Analysis of Data, Interpretation of Results, Introduction to Software Packages for Data Analysis.
UNIT-5	ETHICS AND PUBLICATION ISSUES IN RESEARCH Ethics, Paper article, Workshop, Seminar, Conference, Symposium, References and Thesis writing, Bibliography.	<b>Report Writing, Presentation, and Publication of Research</b> Research Report, Types of Report, Structuring the Report, Steps in Drafting Reports, Editing and Evaluating the Final Draft, Layout of Research Report, Writing Research Paper and Article, Difference between Workshop, Seminar, Conference and Symposia, Contemporary Issues in Research.

## 2. MINOR CHANGES: UNDERGRADUATE

1. BBM103: BUSINESS COMMUNICATION I be retitled as "BUSINESS COMMUNICATION-ESSENTIALS OF ENGLISH GRAMMAR"
2. BBM203: BUSINESS COMMUNICATION II retitled as BUSINESS COMMUNICATION-SPOKEN ENGLISH
3. BBM303: BUSINESS COMMUNICATION II retitled as BUSINESS COMMUNICATION-Writing Skills I
4. BBM403: BUSINESS COMMUNICATION II retitled as BUSINESS COMMUNICATION-Writing Skills II

S. No.	COURSE	OLD SYLLABUS	NEW SYLLABUS	JUSTIFICATION
1	BBM 103	Unit 4 Phrases, Clauses and Sentences	Unit 4 Phrases, Clauses and Sentences, Word-Formation, Use Of Dictionary and Thesaurus	To make student understand the use of Dictionary and Thesaurus
2.	BBM 203	Unit 3 Use of Contracted Forms, Speech Delivery (Use of Breath Groups and Sense Groups)	Unit 3 Reworded As Assimilation and Elision-Weak and Strong Forms of Words, Importance of pronunciation	Contemporary Topics
3.	BBM 203	Unit 4 Organization of Speech and Developing Conversational Ability, the Process of Listening	Unit 4 Organization of Speech, Speech Delivery, Developing Conversational Ability and the Process of Listening.	Relevant to the current topics and augment the course contents
4.	BBM 303	Unit 3 Precis –Writing and Expansion	Unit 3 Reworded As Reading and Listening Comprehension	To increase the skills of Reading and Listening Comprehension
5.	BBM 303	Unit 4 Business Correspondence (Letters & Memos)	Unit 4 Business Correspondence (Letters & Memos) and Situational Writings	Relevant to the current topics and augment the course contents
6.	BBM 403	Unit 2 Meeting Skills-I (Notice, Agenda, Minutes)	Unit 2 Reworded as Meeting Skills (Notice, Agenda & Minutes) conduct of Meetings, Conferences and Seminars	Relevant to the current topics and augment the course contents
7.	BBM 403	Unit 3 Meeting Skills-II (Conduct of meetings, Conferences, Seminars)	Unit 3 Reworded as Negotiation Skills, Group Discussion and Writing of Proposals	Relevant to the current topics and augment the course contents
8.	BBM 403	Unit 4 Note Making and Note taking and Feed Back Skills	Unit 4 Note Making , Note taking , Feed Back Skills ,Presentation and ICT Skills. (PPP, OHP, E-mail, SMS, Cell Phone, Voice Mail, Fax,etc)	Relevant to the current topics and augment the course contents
9.	BBW 501	Unit 4 E-commerce, B to C and	Unit 4 E-commerce, B to C and B to B	Relevant to the current topics and

		B to B applications	application and Introduction to Cloud Computing	augment the course contents
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### **3. DISSERTATION/MAJOR PROJECT NOMENCLATURE**

During the B.O.S. discussion, it was proposed that Major Project title maybe more appropriate for the MBA programme whereas Dissertation title is more in line for research oriented degree like M.Phil. Hence the following amendments were suggested

<b>Sl. No.</b>	<b>Course Code</b>	<b>Course Title(Present)</b>	<b>Course Title(Proposed)</b>
1.	MBM301	Major Project	Major Project-I
2.	MBM401	Dissertation	Major Project-II