



UNIVERSITY OF PUNE

DEPARTMENT OF COMMERCE & RESEARCH CENTRE

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To

All the Ph.D Scholars

University of Pune

Sub: - Course work for scholars register for Ph. D in the Faculty Of Commerce

All the research scholars who are registered for Ph.D in the faculty of Commerce in Department of Commerce & Research Center, University of Pune are hereby informed that they should register for course work with the Department of Commerce & Research Centre on or before 15th October 2013. In this connection, they should complete following formalities:-

1. They should submit their application in the prescribe format
2. They should pay the fees as prescribed for the course work
3. They should submit following documents :-
 - a. Letter of conformation of registration issued by university of Pune
 - b. Letter of conformation of registration issued by the DCRC
 - c. No objection certificate from the institution / college in which the scholar is working (If employed)
 - d. Letter from guide
4. The candidate will have to complete the course work as per the rules and the directions given by the Director / Course Coordinator from time to time
5. A declaration as to the adherence of the rules regarding discipline should be given by the candidate in the prescribe format
6. It is mandatory that every candidate has to submit all necessary assignments, projects and any other activity which is a part of the coursework

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Note:- The course work is compulsory only for those scholars who are governed by new Ph. D guidelines & registered after 15/07/2009

**COURSE WORK
(October, 2013)**

Rules regarding Attendance

- 1) A candidate undergoing course work has to complete minimum 120 learning hours.
- 2) Kindly adhere to lecture schedules and timings of the classes.
- 3) Please cooperate to maintain proper records of attendance.
- 4) Kindly observe instructions given by the time table schedules as per course coordinators.
- 5) Separate notice will be issued in case of special lectures or changes in time table.

Assignments & their submission:

The participant scholar shall have to submit assignment as follows.

Subject Title	No. of common assignment	No. of individual assignment
Research Methodology	02	02
Research Area	02	02
Statistical Techniques and Computer Application	02	
Total Assignments		10

Note: The scholar is expected to submit assignments as per the instruction given by the course coordinator.

Rules regarding evaluation of assignments

- 1) All assignment should be typed on any size paper with 12" font, double speed.
- 2) The last date of submission should be properly followed.
- 3) Assignment of research methodology & statistics should be submitted to course coordinators.
- 4) Project should be submitted to course coordinator.
- 5) Assignments in are to be submitted to course coordinator.
- 6) The scholar should specifically mention his/her name research centre & name of the guide on the assignments.
- 7) Assignments should not be submitted on loose sheets.

Rules regarding presentations

Each scholar will have to give minimum two presentations related with and topics given by the course coordinators.

The presentation shall be done as per norms given below:

- 1) Each presentation shall be made on Power Point Presentation
- 2) A copy (soft + hard) shall be submitted by the scholar
- 3) The presentation can be either in English/Marathi

- 4) The Power Point Presentation should last for nearly 10-12 minutes.
- 5) It shall be evaluated by a panel of experts.

The norm of evaluation shall be as follows:

- Contents
- Approach
- Depth
- Insights gained
- Convincing ability
- Communication skill

Project work

The scholar shall have to complete one topic exhibiting his research insights & depth of understanding. The norms for research project are as follows:

- 1) The project shall be either based on the focus area of research or specialization opted by the scholar.
- 2) It can be on major theme of the broad subject area of specialization.
- 3) It should exhibit research ability of the scholar.
- 4) It should have basic data and the research based contents.
- 5) It should exhibit analytical ability of the scholar.
- 6) It should be presented before the coordinator with the help of the Power Point Presentation.
- 7) A soft & hard copy of the project should be submitted to the coordinator.

Note: - A scholar can submit the assignments & presentation either in Marathi or English.

Course work
(Operational aspects)

The course work for Ph. D. programme in the faculty of commerce shall be implemented as follows.

- 1. The total duration of the course work shall be 300 hours or 6 months.**
- 2. The distribution of the course work is as follows:**

Sr. No.	Particulars of activity	No. of periods allotted	No. of activities
1	Tutorials & contact lessons	120	Research Methodology (48), Statistics (30), Computer Application (18), Specialization (24)
2	Assignments (Take home)	36	
3	Presentations	24	
4	Library work	48	
5	Project work	18	
6	Examination & Tests	24	

- 3. Exemption to scholars from course work:**

All exemption shall be granted as per UGC & University of Pune guidelines.

- 4. The centre shall be permitted to charge the fees for the course the fees for the course work as follows:**

Undertaking from the Coursework participants

I _____ agree to pay the fees for Course work of Rs _____ . (As per university rule)

I also agree to pay additional fees if the university declares the revised fees structure. I also agree to abide by all the rules, guidelines and regulation governing the course work. I shall attend all the classes punctually and regularly. I shall abide by all the rules of discipline and conduct of course. I shall observe due diligence in fulfilling the requirements of course work.

Date: -

Place: -

(Name of the scholar)

(Signature)