



SAVITRIBAI PHULE PUNE UNIVERSITY
DEPARTMENT OF COMMERCE

Dr. Sanjay S. Kaptan
M.Com., Ph. D
Prof. & Head

Savitribai Phule Pune University
Ganesh Khind Post
Pune – 411007

Phone:020 - 25601312

e.mail : dcrc@unipune.ac.in

DC: / 16

Date: 18/03/2016

To
All the Ph. D Scholars
Savitribai Phule Pune University,
Ganesh Khind Post
Pune – 411 007

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, Savitribai Phule Pune University are hereby informed that they should register for course work with the Department of Commerce, on or before 26th March, 2016. 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 Savitribai Phule Pune University
 - b. Letter of conformation of registration issued by the Department of Commerce
 - c. No objection certificate from the institution / college in which the scholar is working (If employed)
 - d. Letter from guide
4. The fees should pay through Demand Draft (D. D.) in the favour of **'The Finance & Accounts Officer, SPPU'**
5. 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
6. A declaration as to the adherence of the rules regarding discipline should be given by the candidate in the prescribe format
7. It is mandatory that every candidate has to submit all necessary assignments, projects and any other activity which is a part of the coursework.

Dr. Sanjay Kaptan
Prof. & Head

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
(March, 2016)**

Rules regarding Attendance

- 1) A candidate undergoing course work has to complete minimum 60 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 (Subject Specific)	04	04
Statistical Techniques and Computer Application	03	
Total Assignments		15

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 space.
- 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	60	Research Methodology (30) Statistics (20) Computer Application (10)
2	Assignments (Total 15)	60	-
3	Presentations	45	-
4	Library work	60	-
5	Project work	60	-
6	Examination & Tests	45	-

3. Exemption to scholars from course work: All exemption shall be granted as per U. G. C. & Savitribai Phule Pune University guidelines.
4. The minimum intake at each time shall be 12 scholars.
5. The centre shall be permitted to charge the fees for the course the fees for the course work as follows:

Fees	Maharastrian	Non Maharashtra	Foreign Student
Tuition Fees	7,000	14,000	35,000
Library Fees	1,000	1,000	1000
Registration Fees	1,000	1,000	1000
Computer Fees	500	500	500
Total	9,500	16,500	37,500

6. The centre shall have following structure for the conduct of course work.
 - 1 coordinator
 - 1 Office Assistant
 - 1 DTP operator
 - 1 Peon
7. The coordinator shall be responsible for maintenance of all the records & compliance of necessary formalities.
8. The coordinator shall issue certificate of completion, on successful completion of the course work. He shall ensure that, due diligence is maintained in respect of attendance & compliance of procedure laid down by the University.

Application for course work in the Faculty of Commerce

Name: -

Surname

Name

Father's/Husband name

Qualification:

Qualification	Year	Percentage	University	Specialization
M.Com				
M. Phil				
NET / SET				

Institution:

Name of the :- _____
Institution

Address :- _____

Email :- _____ Phone _____

Residential:

Residential :- _____ Phone No. _____
address

Email :- _____ Mobile No. _____

Specialization opted :- _____

Title of the Topic :- _____

Date of Registration :- _____ Registration
MM DD YYYY no. _____

Name of the Guide :- _____

Research Centre :- _____

Place:-

Date: -

Signature

Undertaking from the course work 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.

Name & Signature