



**Ramakrishna Mission Vivekananda University
Faculty of Disability Management & Special Education
(RKMVU – Faculty of DM&SE)**

Regulations

DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D)

(With effect from 2013) Regular

**RAMAKRISHNA MISSION VIVEKANANDA UNIVERSITY
FACULTY OF DISABILITY MANAGEMENT &
SPECIAL EDUCATION
(RKMVU – Faculty of DM & SE)**

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Regular

1. Preamble

The Degree of Doctor of Philosophy (PhD) is awarded to a candidate who, as per these regulations, submits a Thesis on the basis of original and independent research work in Special Education which is approved by a board of examiners as required.

Doctoral Committee:

There shall be a Doctoral Committee for each Faculty constituted by the Vice-Chancellor, which shall ordinarily consist of –

1. The Dean of the faculty, who shall be the Chairman and Convener of the Committee
2. The Professor / Head of the faculty concerned
3. Two experts from outside the University nominated by the Vice Chancellor

2. Eligibility

Please note: All candidates seeking to obtain their PhD degree will be required to first obtain their MPhil during the first one and half years of joining the MPhil/PhD program in Special Education.

For MPhil:

- 2.1 Candidate should possess M.Ed. Degree in Special Education with not less than 55% marks; recognized by the Board of Management of this University as equivalent thereto. (Note: A relaxation of 5% may be provided from 55% to 50% of the marks at master's level for the SC/ST/Physically challenged categories)

- 2.2 Candidate should have passed the PG degree examination with not less than 17 years of total duration of study (10+2+3+1 +1). That is, the candidate should have passed 1 year M.Ed Degree course in Special Education after 1 year Bachelor's degree course in Special Education, 3 years bachelor's degree and Higher Secondary course of 2 year duration after 10 year S.S.L.C. or 1 year Pre- degree after 11 year S.S.L.C.
- 2.3 Candidates should have done their Bachelors degree in regular mode. Candidates with Open University qualifications, who have not put in a minimum of 10 +2+3 years of study for obtaining the PG qualification, are not eligible for admission to the PhD programme.

For details regarding course-work, fees structure see *MPhil Programme document*

For candidates wanting to exit the program after MPhil, MPhil thesis should be submitted within 6 months after course work.

For PhD: The eligibility conditions prescribed for admission to Ph.D. Programme are as follows and shall be strictly adhered to:

- 2.4 Candidates possessing MPhil may directly register for PhD in Special Education
- 2.5 Other candidates (see 2.1, 2.2 & 2.3) are eligible for admission into the MPhil course. At the end of the MPhil course, he/she may continue for PhD (also see 7.3).

3. Registration:

3.1 Application for admission:

- 3.1.1. The candidate shall fill in the prescribed application of this University and send it to the Dean with attested copies of all necessary certificates.
- 3.1.2. The candidate has to submit 3 copies of research proposal signed by a recognized guide.
- 3.1.3. An application that does not match the eligibility criteria stated in section 2 shall be rejected.

3.2 Requirements:

- 3.2.1. Candidate possessing the qualifications prescribed under regulation No.2 (2.1 to 2.3) are eligible to register for Ph.D.
- 3.2.2. Candidate with 55% of marks and above in the Master's degree in the concerned or related discipline, and working as a Junior Research/ Senior Research Fellow or as Full-time Research Assistant/Technical Assistant in time-bound research

schemes in the University Departments and Research Institutes, also can be enrolled as full time Ph.D. Scholars, subject to the condition that they obtain the following certificates:

- i. No-objection certificate from the proposed guide for registering the candidates a Ph.D. scholar
- ii. Certificate from the Head of the concerned Department, wherein it should be stated that the HOD has examined the condition of the scheme/ project of the candidate with reference to the following:
 - a. whether the scheme/project is sponsored by a Government agency (the name of the agency shall be mentioned)
 - b. that the candidate is not debarred from joining Ph.D. course as a full- time scholar.

4. Screening & Admission Procedure

- 4.1 **Entrance test and interview:** All eligible candidates (see section 2) whose applications have been received by the University shall be called to attend an entrance test and an interview. The selection will be made as per the efficiency in the following:

Sr. No.	Type of Examination	Max. Marks	Min. Marks Required
1	Written	40	20
2	Interview	10	5
	Total	50	25

- 4.2 The selection will be made on the basis of the marks secured in the written test and interview. The admission will be made purely on merit basis.
- 4.3 Candidates who have qualified in NET/SET/GATE or other equivalent national level eligibility tests may be exempted from the written part of the test and may appear directly for the interview.
- 4.4 For candidates possessing MPhil degree, admission will be based on the interview.

5. **Colloquium:**

5.1 Each candidate has to present his/her research proposal before a doctoral committee. Candidates have to make a power point presentation of the proposed research work highlighting the following:

- a. Title
- b. Background and need of the study with review
- c. Purpose of the study
- d. Objectives of the study
- e. Hypothesis with Delimitation
- f. Methodology which includes research design, selection of subjects, selection of variables and tests, training, intervention and statistical technique.

The candidate whose proposal has been approved by the Doctoral committee alone will be permitted to register for the Ph.D programme.

5.2 For candidates entering the PhD program with M.Ed. degree colloquium will be conducted during the second semester after admission into the PhD program.

5.3 For candidates with NET/SET/GATE or other equivalent national level eligibility tests or with MPhil degree, the colloquium will be conducted during the first semester after admission into the PhD program.

6. **Fees**

The following fees are payable by every candidate admitted to PhD course

6.1 **At the time of registration:**

At the time of registration :

Candidate possessing M .Phil -----	13,000.00*
Candidates not possessing M.Phil -----	14,000.00*

***Details of fee**

i. Registration Fees -----	1,000.00
ii. Annual Research Fees -----	7,000.00
iii. Course Work Fees -----	3,000.00
iv. Examination Fees	
Candidate possessing MPhil -----	0
Candidates not possessing M.Phil -----	1,000.00
v. Library Fees -----	2,000.00

6.2 **At the time of Evaluation:**

A sum of Rs.7000.00 should be deposited towards forwarding charges for evaluation at the time of submission of the Thesis. If the travelling expenses and other expenses of the external exceed this amount, the extra charges have to be borne by the candidate.

Note: If the thesis is rejected either by the external or internal examiner it has to be resubmitted and an additional amount of Rs.3500.00 for external evaluation and Rs.1000.00 for internal evaluation has to be paid.

7. **Duration of the PhD programme**

- 7.1 A candidate registered for the PhD programme (see 2.5 also) as a full time scholar shall work for a minimum period of 3 years from the date of admission to the submission of the thesis.
- 7.2. Exemption of one year from the minimum period prescribed is permissible in case of candidates who possess an M .Phil degree in Special education.
- 7.3. An M.Phil candidate who completes successfully the course work for 2 semesters is allowed to continue to pursue Ph.D. programme for another 2 years. He has to complete M.Phil dissertation as well as Ph.D. Thesis.
- 7.4. **Extension:** A maximum of eight extensions of 3 months (2 years extension) will be permitted with prior permission for candidates.

8. **Guide for the Ph D scholar**

- 8.1 Every Ph.D scholar registered for the Ph. D programme shall work under the continuous supervision of a recognized guide.
- 8.2 A guide shall not supervise his/her immediate/close relative and to this effect he/she shall furnish a declaration in the column provided in the application form for admission.

8.3 **Qualification and Recognition of the Guide:**

- 8.3.1 A teacher /scientist who is in confirmed employment may be recognized as a supervisor for guiding students to the award of the Ph.D. degree, provided he/she possesses the following:
 - i. A Ph.D degree of the University (in education/ special education with MEd/ MPhil in Education/special Education) or of any other University recognized by the Board of Management as equivalent thereto.

- ii. A minimum of two publications of which at least one was published after the award of Ph.D. Degree in national/ international journals or equivalent published works as books or chapters in edited books.
- iii. A professional with Ph.D. qualification in education/ special education with MEd/ MPhil in Education/special Education working as master educator in the field of special education with a minimum of 5years of experience will be recognized as a guide.

8.3.2 Allotment of candidates to the Guides:

- i. PhD candidates may be allotted to the guides according to the willingness of the guides and the request of the candidates.
- ii. The total number of candidates who can be registered for the PhD programme under a guide is limited to 8. The same guide is permitted to supervise 4 M.Phil scholars also.

8.3.3 Change of guide:

- i. Transfer of Ph.D scholars from one guide to another guide can be effected with mutual willingness given by both the present and new guide.
- ii. In case of change of guide is proposed without the consent of both the parties concerned, the matter shall be referred to the Doctoral Committee whose decision shall be final.

8.4 Duties of the Guide

- a. Help the candidates to select the topic and prepare the research proposal in a proper manner.
- b. To prepare syllabus for Area of Thesis paper and to submit the syllabus of the paper related to the research topic of the research scholar under his/her supervision and submit during course work.
- c. Give guidance to the scholars throughout the study.
- d. Make corrections or modifications and acknowledge each chapter prepared by the scholar at the end of each quarter.
- e. Give a panel of 8 examiners (Foreign or outside Tamilnadu-4 and within Tamilnadu-4).
- f. Decide the date for the viva-voce examination.

9. Change of Title

Change of title of research by the candidate is permitted in exceptional cases subject to the approval of doctoral committee. The time limit fixed for change of title of research in the Ph.D. programme is as follows:

- i. Within 6 months from the date of registration in the case of candidates registered with Masters Degree qualification, and
- ii. Within 3 months from the date of registration in case of candidates registered with M.Phil qualification for regular PhD candidates.

10. Examination and Evaluation

10.1 Part 1 - Course work: Candidates admitted to the MPhil/Ph.D programme shall undergo a course work in the first year. The course work consists of the following:

Semester I

Paper: 1 Research methodology & Statistics
 Paper: 2 Trends in Education
 Paper: 3 Educational Technology

Semester II

Paper: 4 Specialization area: MR/VI/HI
 Paper: 5 Communication skills and Computer Application
 Paper: 6 Area of research: PhD topic

The marking scheme for the Part I course work will be as follows:

Paper	Internal Marks	External Marks	Passing Min.	Total
1. Research methodology & statistics	0	100	50	100
2. Trends in education	0	100	50	100
3. Educational technology	0	100	50	100
4. Specialization paper (MR/VI/HI)	0	100	50	100
5. Communication skills and Computer Application	0	100	50	100
6. Area of research: PhD topic	0	100	50	100
Grand Total				600

The candidate shall be given 2 chances to pass this examination as and when the next examination is conducted.

- 10.2 Candidates with M.Phil qualification are exempted from taking papers 1-5. He/she has to appear for Area of Research paper related to the PhD topic.
- 10.3 The PhD scholar in consultation with his/her guide shall prepare the background paper related to the research topic and prepare the research proposal and shall get it approved by the research committee.

11. Periodic Review

- 11.1 The process of the research work will be reviewed by a Doctoral Research Periodic Review Committee (DRPRC). Special targets have been assigned for each three monthly quarter. The scholars should submit a report regarding the progress of the research work, duly signed by the Guide and attend the seminar. This is to ensure continuous and sustained effort on the part of the scholar and the guide. The details are given in the Table on Page 9. Attending course work and seminar is compulsory for all the candidates.

11.2 Doctoral Research Periodic Review Committee:

The DRPRC will be constituted by the chancellor with the following members.

1. Dean – Convener
2. Two experts from outside the University.
3. Senior professor – 1
4. Senior Staff – 1

The DRPRC will go through the scripts submitted by the scholar during the presentation of chapters 1, 2 & 3 and make necessary corrections and give suggestions for further progress. The scholars should carryout necessary corrections suggested by DRPRC and resubmit within a stipulated time.

Note: Inability to meet the targets in any quarter as stated above will lead to extension of the Ph.D. programme by another 3 months. Under no circumstances the research target of two quarters will be allowed to be submitted simultaneously. Every extension will have to be requested by the candidate by paying an extension fee of Rs.500.00

Three year PhD programme Schedule

Three monthly quarters	Research targets assignment to be completed within the stipulated period
First + second quarter	Course work for 3 theory papers of semester I. Exam in 3 theory papers.
Third quarter	Submission - review of related literature – Chapter II
Fourth quarter	Course work for 3 theory papers of semester II. Exam in 3 theory papers.
Fifth quarter	Submission- Introductory chapter – Chapter I
Sixth quarter	Seminar on presentation of methodology – Chapter III & Submission of methodology Chapter III
Seventh quarters Eighth quarter	Submission- collection of data
Ninth quarter	Submission- Analysis of data Results and discussion on findings – Chapter IV
Tenth quarter	Conclusion and Recommendations – Chapter V
Eleventh quarter	Synopsis to be submitted by the end of 11 th quarter
Twelfth quarter	Final script to be submitted by the end of the 12th quarter

***First quarter starts after submission of registration fee and intimation from the University**

Two year PhD programme Schedule

Three monthly quarters	Research targets assignment to be completed within the stipulated period
First quarter	Submission - review of related literature – Chapter II
Second quarter	Course work for Area of Dissertation. Examination in Area of Dissertation paper.
Third quarter	Submission- Introductory chapter – Chapter I
Fourth quarter	Seminar on presentation of methodology – Chapter III
Fifth quarter	Submission-Collection of data
Sixth quarter	Submission - Analysis of data, results, discussion on findings – Chapter IV Summary, conclusion and recommendations – Chapter V
Seventh quarter	Synopsis to be submitted by the end of 7th quarter
Eighth quarter	Final draft to be submitted by the end of the 8th quarter

***First quarter starts after submission of registration fee and intimation from the University**

12. Part II- Thesis

12.1 Submission of Synopsis

- a) The candidates shall be required to submit six copies of the synopsis at the end of the seventh quarter for M.Phil holders and eleventh quarter for others after registration for PhD regular programme. A CD consisting of the synopsis has to be submitted.
- b) While forwarding the synopsis, the guide shall submit to the university, in a sealed cover, the prescribed panel of examiners for evaluating the thesis and for conducting viva voce examination.
- c) The candidate should include in the synopsis a certificate in the prescribed format given below:

CERTIFICATE

This is to certify that the synopsis for the dissertation entitled “.....”, submitted to the Ramakrishna Mission Vivekananda University, Faculty of Disability Management & Special Education for the award of Degree of Doctor of Philosophy by Mr./Ms./Mrs..... is approved.

Head of the Faculty

Signature of the Guide

12.2 Submission of the Thesis:

- a) Not later than six months after the submission of the synopsis and after the expire of the minimum period of research prescribed, a candidate shall submit to the University, along with the prescribed application form for the Ph.D. Degree, five softbound copies of the Thesis and a CD embodying the results of the research carried out by the scholar. Again after evaluation, in case of correction and resubmission the candidate has to collect the remaining copies from the controller of examinations and submit four hardbound copies of the thesis. The candidate has to carry out the correction.
- b) Candidates should have published a research paper in any one of the reputed journals before the submission of the PhD thesis.

- c) Candidates may also include, as appendices, to his/ her thesis the printed copies of any contribution of knowledge of the subject or any cognate branch of science that might have been published in journals or periodicals.
- d) Candidates may submit their thesis after a minimum of two years for candidates with M.Phil and three years for candidates without M.Phil from the date of registration, for PhD regular scholars.
- e) Extension of time for submission of Ph.D. Thesis will be granted up to a maximum of two years on the payment of prescribed fees.
- f) Such extension will be granted for duration of three months in the first instance, and additional 7 extensions may be granted, making a total of two years in exceptional cases with the recommendation of the supervisor.
- g) Every candidate shall submit with the application for the Ph.D. degree and the thesis, a declaration by himself/herself, and a certificate from under whom the scholar worked, in the prescribed formats given below. An extra copy of each of the certificate and declaration have to be submitted along with the thesis.

The following should be submitted:

- 1. Five copies of thesis (Softbound)
- 2. A CD of the thesis
- 3. Copy of the paper published in a journal (Xerox from the journal)
- 4. A certificate from the English Professor for language correction.
- 5. Certificate from the authority where the data was collected.

DECLARATION

I Hereby declare that the thesis entitled “.....”
submitted to the Ramakrishna Mission Vivekananda University, in partial fulfilment of the
requirements for the award of the Degree of Doctor of Philosophy in
..... is a record of original and independent research
work done by me under the supervision and guidance of Dr. Mr./Ms
....., Department of and it has not
formed the basis for the award of any Degree/Diploma/Associateship or other similar title
to any candidate in any University.

Signature of the candidate

CERTIFICATE

This is to certify that the thesis entitled, “ _____ ” submitted to the Ramakrishna Mission Vivekananda University in partial fulfilment of the requirements for the award of the Degree of Doctor of Philosophy, is a record of original research work done by Mr./Ms. during the period of his or her study in the Faculty of Disability Management and Special Education, Coimbatore under my supervision and guidance, and the thesis has not formed the basis for any award of any Degree/Diploma/Associateship or other similar title to any candidate in any University.

Head of the Faculty

Signature of the guide

13. Evaluation

- a. A panel of eight examiners (Foreign or outside Tamilnadu-4 and within Tamilnadu-4) may be recommended by the candidate's guide. The Vice Chancellor of the University may, at his discretion, add more examiners and select examiners for external evaluation and viva-voce examination.
- b. The thesis submitted by the candidate shall be referred for valuation to a Board of examiners consisting of three persons, of whom two may be from the panel of examiners suggested by the guide (one from outside the state or from outside India, one from inside state) and the third will be the guide. Each member of the Board shall adjudicate the thesis and shall submit a detailed report on the merits and demerits and finally indicate whether the thesis is 'highly commended', 'Commended', 'Not commended' or 'Recommended for Resubmission'.
- c. If the University does not get the evaluation report from the examiner even after a second reminder, another examiner shall be appointed in his/her place.
- d. In case two external examiners do not commend the dissertation, the dissertation shall be rejected and the registration cancelled.
- e. In case one examiner does not commend the dissertation, it shall be referred again to a fourth examiner.
- f. In case the fourth examiner commends the dissertation, it will be accepted and the candidate shall appear for the Public viva-voce examination. However, if the fourth examiner does not commend the dissertation, it shall be rejected and the registration cancelled.

- g. As soon as the report of evaluation is received from the examiners by the university, they shall be sent to the guide for consolidation of the reports.
- h. If the examiner points out any corrections, he has to insist on corrections to be made in the thesis and be made before appearing for the viva-voce examination, along with a certificate from the guide that the corrections have been carried out satisfactorily.
- i. If the examiner suggests a revision and resubmission of the, then the revised copy duly certified by the guide shall be accepted and the candidate shall appear for the viva-voce.
- j. In the case of a dissertation that has not been specifically 'Commended' or 'Not commended' but revision suggested, the thesis shall be revised, and be duly certified by the guide, shall be sent to the examiner(s) who have suggested the revision for obtaining the commendation.
- k. The candidate whose thesis has been approved shall submit himself/ herself to a public viva-voce examination to be conducted by one external examiner, the guide and the members of the Department in the subject concerned and outside specialists, if any. The guide shall fix the date and time of the viva-voce examination in consultation with the external examiner appointed by the University for conducting the viva-voce examination. After conducting the viva-voce examination, the guide shall convey to the University, the result of such examination endorsed by the external examiner. A candidate who is successful in the viva-voce examination shall be declared to have qualified for the Ph D degree by the BOM of the University.
- l. A candidate who is not successful at the viva voce examination may be permitted to undergo the viva -voce examination a second time, within a period of three months.
- m. A candidate shall not ordinarily be permitted to submit the thesis for the Degree or to take the viva-voce examination not more than in two occasions.
- n. The title of the PhD thesis should be mentioned in the Degree certificate, along with the date of viva-voce examination, on which the candidate qualified for the Degree.
- o. In rare circumstances where the guide is unable to act as convener, the Vice chancellor can nominate a competent convener.

13.1 Public Viva-voce examination:

- a. The public viva-voce examination for the candidate will be decided based on the consolidated statement of the evaluation reports of the three examiners. The

research guide will consolidate the three reports of the Board of Examiners and the consolidated report shall be submitted to the University for further action.

- b. The guide should intimate the candidate to carry out corrections pointed out by the examiners (if any) and submit 4 copies of hardbound dissertation. There after the University will intimate the date of viva-voce examination to all. (Refer 12.2. a)
 - c. The head of the faculty shall act as convener of viva-voce board
 - d. The venue of public viva-voce examination shall preferably be the place of research or it will be decided by the University in consultation with the guide.
 - e. For the conduct of the public viva-voce, the external examiner will be chosen from the list of examiners submitted by the guide hailing from the state where viva-voce examination will be conducted.
 - f. TA & DA for guide to attend viva-voce examination should be paid by the scholar.
 - g. The following protocol should be followed during the viva-voce examination:
 2. Welcome and introduction of the examiner - Head of Faculty
 3. Introduction of the candidate - The guide
 4. Proceeding by the examiner -
Presentation of thesis work by the scholar should highlight the background of the study, objectives, statement of the problem, hypothesis. delimitation, limitation, significance, methodology-research design, selection of subject, variables, test, training programme, statistics, results, tables, figures, findings, conclusion, recommendations, suggestions for about 20 minutes.
 5. Examiner asking questions raised by evaluators.
 6. Questions to be asked by the public.
 7. Examiner summing up and recommending the result of viva-voce to the University.
 8. Vote of thanks by the scholar.
 - h. The viva-voce should be attended by a minimum of 40 members which include faculty members, research scholars, students and those who are interested in the subject.
 - i. The following documents should be submitted to the University after viva-voce,
 - i. Notification
 - ii. Attendance list
 - iii. Programme
 - iv. Report

14. Re-Registration

- i. Candidates who fail to complete the requirements of the Ph D. degree programme within the maximum period, including the extension period, as the case may be, can be permitted for re-registration to Ph.D. programme and be allowed to submit their Part 2 Thesis after a period of one year from the date of re-registration, if they already possess M.Phil qualification or if they have already passed Part I examination during their initial registration
- ii. Candidates re-registering for Ph.D programme shall be granted exemption from writing 3 papers of Part I if they have passed the same under their initial registration and with the same specialization.
- iii. Such re-registration shall be permitted within ten year from the date of initial registration.
- iv. The fees for re-registration shall be as prescribed from time to time.

15. Conferment of the Degree

- a. A Candidate is eligible for the conferment of the Ph.D. degree if he/she has undergone the prescribed programme for a period of not less than two years (for one who has registered with M.Phil qualification), and three years (for one who has registered without M.Phil qualification) and passed all the examinations, and fulfils such conditions as have been prescribed therefore.
- b. One hard and soft copy of the thesis of a successful candidate will be retained by the University Library while another copy would be given to the department concerned. CD of the dissertation and synopsis would be sent to the INFLIBNET as directed by UGC.
- c. Abstracts of the thesis would be sent to i) the Bulletin of Association of Indian Universities and ii) Dissertation Abstracts International for publication.
- d. Candidates who qualify for the Ph.D degree shall be awarded the degree in the discipline in which the candidate registered.
- e. Any point/ item not specifically covered in these rules, shall be decided by the Vice Chancellor of the University on merit of the individual cases.

16. Revision of Regulations and curriculum

The University may from time to time revise, amend or change the regulations, scheme of examinations, syllabus and fee structure if found necessary, and such amendments and changes shall come into effect from the date prescribed.

Yours in the service of the Lord

Administrative Head
F DMSE, RKMVU
Ramakrishna Mission Vidyalaya
Coimbatore -641 020
Tamil Nadu
India

Registrar
RKMVU
HQ Belur Math
Howarih-711 202
West Bengal

CHECKLIST FOR ADMISSION:

- i. Application in the prescribed format
- ii. Xerox copy of Birth Certificate/ S.S.L.C. Certificate
- iii. Xerox copy of Community Certificate
- iv. Xerox copies of HSC / UG / PG /M.Phil. Mark Statements and Convocation Certificates
- v. Xerox copies of approval of qualification granted by the respective university
- vi. Xerox copies of Certificates of Research Experience

Instructions for filling up the Application:

- i. Serial Nos 1-18 should be filled in by the applicant. Serial Nos 19-23 should be filled in by the Supervisor. Serial No 24 should be filled in by the Head of the Research Department/ Principal/ Director.
- ii. The filled in applications may be sent to the Administrative head at any time during an academic year.
- iii. Applications forms can be had from the office of the Administrative Head, RKMVU, FDMSE, Coimbatore on payment of Rs.500/- by means of Demand Draft

drawn in favour of Ramakrishna Mission Vivekananda University, payable at Coimbatore.

- iv. Application can also be downloaded from the website and sent to the Administrative Head, with prescribed fee in the form of Demand Draft as mentioned above.
- v. The admission to Ph.D programme shall be completed by the end of August and March each year.

FORMAT OF PROPOSAL

Title

Brief but comprehensive in not more than 3 lines

Introduction

Not more than a paragraph of 8 to 10 lines.

Statement of the problem

- a) Do not simply repeat the title
- b) Give concise but clear picture of the problem in not more than 4 to 5 lines
- c) Indicate whether the study is a comparative, normative or experimental

Significance of the problem

State the nature of the problem or who will benefit from this study. Be very precise.

Objectives of the study

Hypothesis

- a) Give one major and one or two subordinate hypotheses
- b) Give preference to null (no difference) hypothesis, especially in experimental study.
- c) State alternative or research hypothesis only when there is strong evidence in favour of it.

Definition of important terms

Define important terms as they are used in the study or in their operational way.

Review of related literature:

Give a brief review of 7 to 10 recent studies from research journals and not books.

Methodology

State here the following in very clear and precise manner.

- a) **Sample of the study:**
 - i. Characteristics in terms of age, gender and any particular characteristics

- ii. Method of selection of sample; also state whether the sample is purposive or probability sample.

Note: Remember less than 30 is small sample and requires different statistical treatment.

- b) **Procedure:** The procedure means how you would collect the data; for example: by using questionnaire, a field test or anthropometric test and how you would record the data.
- c) **Statistics to be used while treating data:** for example; descriptive statistics, Comparative statistics and relationship statistics

References: Give all the references in proper form.