



सिद्धार्थ विश्वविद्यालय, कपिलवस्तु, सिद्धार्थनगर

**Syllabus of Pre-Ph.D. course work**

**Subject: COMMERCE**

**Paper I : Research Methodology**

1. **Foundation of Research:** Meaning, Significance and Type of research. Research and Theory. Social Research, Scientific Research. Research Methods and Methodology. Research Process, Review of Literature: need, sources and methods.
2. **Planning of Research:** The planning process, Techniques involved in defining a research problem, selection of a problem for research.
3. **Research Design:** Concepts, Need and Types. Features of a good research design, Application of Statistical Method in economic research.
4. **Sampling:** Census and sample survey, Sampling Technique and procedure. Sample Design and choice, Size of sample. The case Study Method.
5. **Research Data:** Meaning and Types, Method of data collection-Observation, Questionnaire, Interview, Schedule, Rating Scale, Check List, Field Work, Processing and Presentation of Data. Editing, Coding, Construction of Frequency Table. Tabulation, Graphs, charts and Diagrams.
6. **Statistical Analysis of Data:** Hypothesis: meaning, Concepts and Testing. Measures of central Tendency, Measures of Dispersion, Univariate and Multivariate Analysis. Chi-Square test, t-Test.

**Suggested Readings:**

- i. Goodey and Hatt: Methods in Social Research.
- ii. Young P.V.: Scientific Social Surveys and Research, New York.
- iii. Doby J.T: An Introduction to Social Research.
- iv. Wilkinson and Bhandarkar: Methodology and Techniques of Social Research, Delhi
- v. Krishna Swami and Rangnathan: Methodology of Research in Social Sciences, Delhi
- vi. Cochrane, R: Advances in Social Research, Constable.
- vii. Trivedi and Shukla: Research Methodology.

## **Paper-II : Basic Computer Application**

### **Unit-One**

Computer Fundamentals,  
What is Desktop PC System?  
Working of a Monitor,  
Keyboard,  
Mouse,  
Hard Disk,  
Compact Disk and Printer

### **Unit-Two**

Working with the Control Panel  
Customize your Desk top  
Working with files and folders

### **Unit-Three**

Features of MS-Word  
Working with MS-Word, Formatting documents and texts

### **Unit-Four**

Introduction to Excel and Power Point Presentation

### **Unit-Five**

Working on Internet and e-mail