

# **HEMCHAND YADAV VISHWAVIDYALAYA, DURG (C.G.)**

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## **Ph.D. Course Work Syllabus**

**ENGLISH**

**Session 2020-21**

# HemchandYadav University (C.G)

## Pre Ph. D. Course Work in English

(2020-2021)

### Scheme of Examination

There shall be two papers. The first will be a theory paper and the second will contain project work

<b>S.No.</b>	<b>Particulars</b>		<b>Maximum Marks</b>
1.	Theory Paper	Research methodology and	100
		computer Applications	
2.	Project work	Dissertation/Project Script	50
		Seminar	30
		Viva	20
		Grand Total	200

# Details of Syllabus

## Paper I

### Research Methodology and Computer Applications

- Unit-I**      **Research:** Definition of Research, Aim and application of research: Types of research; Planning the assignment/thesis- Selection a topic; Reviewing the literature; Designing the Study.
- Unit-II**      **Conducting Research:** Using modern academic libraries and other information sources and services: The Central information system; Reference work- Indexes and Bibliographies, collection of abstracts; guides to research; dictionaries: Encyclopedia: biographical source, web sources.
- Unit-III**      **Referencing and plagiarism:** Reference systems, kinds of bibliography, compiling a working bibliography, evaluating sources: taking notes, Plagiarism: Its definition, consequences of plagiarism, forms of plagiarism, copyright infringement.
- Unit-IV**      **The mechanics of Writing and Editing:** Outlining, writing drafts, the general format of a thesis, page and chapter format: the use of quotation, Documentation-preparing the list of works cited citing sources in the text according to MLA style: Editing evaluating the final product.
- Unit-V**      **Computer and Internet Basics:MS-Word:** Creating editing and formatting a document; Text entry, font, text style and alignment Understanding page layout, page set up header and footer, numbering pages; formatting paragraphs with paragraph spacing bullet and numbering; Using grammar and spell check utilities; Print preview, printing a document. MS-Excel: Workbook, worksheets and cells; entering data in worksheet; editing and formatting data using formulas and function: generating graphs using graphs features. MS-Power point: Working with basics for creating and delivering a power point presentation. Introduction to Internet: Use of search engine, communication on Internet creating your e-mail address. Using e-mail facilities; surfing the Internet; Downloading and printing literature using the Internet.

### **Book Recommended:**

- Anderson, Janothan, Berry H Durston and Millicent Poole; Thesis and Assignment Writing, New Delhi Willey Eastern Limited 1991
- Gupta Renu A course in Academic Writing New Delhi Orient Blackswan 2010
- MLA Handbllk for Writers of Research papers New Delhi Affiliated East-West press Pvt. Ltd.
- Nelson Stephen L The complete Reference Office Xp(TM)
- Oshima A and A Hougue Introduction to Academic Writing Addison Weseley Longman
- Rajaram R Basic Computer Science and communication Engineering (SCITECH)
- Swates J Genre Analysis English in Academic and research settings Cambridge CUP 1990.
- Williams J M Style: Ten Lesions in Clarity and Grace Harper Collins 1994.

