

**MDU Centre for Professional and Allied  
Studies, Gurugram (maintained by)  
MAHARSHI DAYANAND UNIVERSITY, ROHTAK  
(NAAC Accredited 'A' Grade State University)**

**Invites applications for**

**Two Week Capacity Building Program**

**(Sponsored by ICSSR, New Delhi)**

**For**

**Faculty of Social Sciences**

**12 – 25 November, 2018**



**Prof. Bijender K. Punia**  
**Vice-Chancellor (M.D.U Rohtak)**  
**Program/Course Patron-in-Chief**

**Prof. Santosh Nandal**  
**Director, MDU-CPAS**  
**Program /Course Director**

**Dr. Sunil Devi**  
**Program /Course Co-Director**  
**MDU-CPAS, Gurugram**

**Dr. Kavita Dahiya**  
**Program /Course Convener**  
**MDU-CPAS, Gurugram**

**About the University**

Maharshi Dayanand University, Rohtak, established in 1976 with the object to promote inter-disciplinary higher education and research. The University derives its name and identity from Maharishi Dayanand Saraswati, a great freedom fighter, renowned social reformer and progressive thinker of his time. In a span of 38 years, the University has progressed leaps and bound to emerge as a leading centre of higher education.

**About MDU-CPAS- Gurugram**

Maharshi Dayanand University Centre for Professional and Allied Studies, Gurugram was established, initially under the name 'National Law College' in year 2000 by the Government of Haryana. Institute is being run and maintained by the Maharishi Dayanand University, Rohtak. This University Teaching Department is spread over a sprawling land of 7 acres with the beautiful architecture of two floor building, parking space and lush green sports ground in the vicinity of the cyber city of nation. Institute is located in the centre of Sector 40 of Gurgaon, just opposite to the police station and is less than a km drive from National Highway - 8. MDU-CPAS is committed to impart high quality professional education in the areas of Law and Management through regular, evening and weekend programs at the

affordable cost to meet the growing demand of the corporate and others.

**About the Program**

The guru shishya parampara has existed ever since vedic era making education an integral part of human development. It is education which ultimately results in shaping or transforming the whole society into a human civilization cement of society and an essential medium of change'. Thus to keep teachers informed and more involved in research work a program on research methodology is being conducted. Research Methodology is dynamic in nature and equips researchers with comprehensive outlook about the research. The program aims to improve research skills and competence amongst the researchers via providing useful insights into efficiency and productivity measurement. The program will enable the researchers, both current and aspiring, to get familiarized with the latest developments in the arena of research methodology. Apart from providing a sound conceptual framework, the program would also emphasize the practical and contemporary aspects of research. The proposed program aims to be conducted in a highly interactive manner, with greater emphasis on giving participants hands-on experience in handling, analyzing and interpreting different datasets. Further, it also aims to enable the participants understand and develop their skills for statistical consulting, analysis and applied research.

### **Theme**

- ✚ Identification of Research Gaps and Selection of Problem & writing Research Proposal
- ✚ Writing Quantitative and qualitative Research Proposal in Social Science
- ✚ Hands on Training on Statistical Software like SPSS/MINITAB/SAS/STATA/EVIEWS
- ✚ Writing quality Research Papers/Reports
- ✚ Various Funding Agencies and their Funding Mechanism

### **Target Participants**

Academicians from the area of Social Sciences involved in the research work in Universities and Colleges.

### **Methodology**

Lectures and Presentation, Field Visits, Computer Lab work, Case Studies, training and interaction among participants.

### **Total seats:**

30 Participants will be selected for the program/ Course.

### **Course Fee:**

There is no program/course fee.

### **Accommodation:**

Outstation participants will be provided free accommodation in the Guest house/hotel on the twin sharing basis. Candidate willing to avail

accommodation facility will have to apply in advance as limited accommodation is available.

### **Important Dates:**

Last date to submit application:

**October 20, 2018**

Communication of Selection

**October 25, 2018**

Confirmation/Registration by the Participants

**October 30, 2018**

### **Program/Course Director**

Prof. Santosh Nandal

### **Program /Course Co- Director**

Dr. Sunil Devi

### **Program /Course Convener**

Dr. Kavita Dhaiya

## **Registration Form**

### **Two Week Capacity Building Program**

(Sponsored by ICSSR, New Delhi)

### **For Faculty of Social Sciences**

**12 – 25 November, 2018**

Name: Mr/Ms/Dr. ....

Designation:.....

Department:.....

University/Institution.....

Teaching Experience: .....

Address for Correspondence

### **Contact Details:**

Mob. No.....

E-mail ID : .....

Accommodation required:    Yes    No

Date

Signature

# **CONCEPT NOTE ON TWO WEEK CAPACITY BUILDING PROGRAM**

## **INTRODUCTION**

The idea behind the program is to enhance the capability of conducting quality research among faculty members and further brings out completed research into publishable material of high quality in the form of journal articles/books. The program will give a thorough exposure to research methodology, data analysis with the help of SPSS, field research and academic writings. The aim is to give participants' hands-on experience in conducting field survey, preparing a field report, project proposal and writing quality research papers/articles.

The program includes interactive sessions, practical sessions and a discussion of field report, project proposals and sample research papers/outlines prepared by the participants during the training. The course is expected to benefit participants from all social sciences. By the end of the program they are expected to develop conceptual clarity and practical knowledge to undertake quality research and writing good research papers, field reports and project proposals etc. undue practices in terms of increased cases of plagiarism, false data and results, emergence of flood of poor-quality dubious paid journals and conferences presenting themselves as peer-reviewed have caused threats to the quality and integrity of the social sciences in India. It is widely accepted that in pursuit of the excellence in higher education the research methodology programs can play an important role. Against this backdrop, it is considered imperative that social scientists are made aware of standardized research methods, techniques and tools. In general, more attention needs to be paid to develop research and teaching capacity in social sciences faculty members. This can be best achieved by conducting the short-term courses and training programs for university and college level teachers. The program aims to enable the faculty members of all social sciences of the state/central universities and colleges to learn the important tools and methods of research. Besides, the program will be helpful to the research scholars as the budding academicians and researchers while enhancing their exposure in good quality research and teaching.

## **OBJECTIVES OF THE PROGRAM**

The objective of the program is to enable the university teachers and research scholars for the use of appropriate tools and techniques in research in social sciences. Specifically, the objectives are to:

1. Facilitate the understanding of the application of appropriate quantitative techniques in various types of research in social sciences.
2. Enhance skills of preparing an appropriate research design.
3. Enhance the awareness for writing a good quality research paper for publication and develop the capacity for planning and writing a book.
4. Update the skill for writing competitive grant proposals and provide ideas about emerging researchable areas.
5. Develop the capacity for grant applications.
6. Develop capacity for conceptualizing and writing research proposals
7. Enhance capacity for writing a research paper for publication
8. Develop the capacity for planning and writing a book
9. Provide through exposure to use of PASW, STATA and E-Views for economic analysis.

The objective of the course will be to develop research capabilities among young faculty and to turn completed research into publishable material in the form of journal articles/books.

## **FOCUS**

As mentioned above, the focus of the program will be on applications of quantitative techniques in research especially in social sciences. It is aimed at providing knowledge of essential tools and techniques through classroom exercises with practical data. The emphasis will be on providing knowledge of the operation of computer software packages so that the teachers can link classroom teaching with research and self generated new knowledge.

- SPSS and E-views Paper Training
- Field Survey
- Paper Clinic

## PROGRAM THRUST AREAS

- **Observation and Case Study:** Concept of observation, its advantages and disadvantages; Types of observation; field observation – participant and non-participant observation; collection of genealogies; structured and unstructured observation; Concepts of case, case study, case study method, case approach; Types of case study.
- **Interview:** Concept and types of interview – informal, unstructured, semi-structured and structured; intensive interviewing; telephone interview; interviewing children; The interviewer – tasks, selection, and training; Advantages and limitations of interviewing; response effects and the question of accuracy.
- **Survey Method and Sampling, Basic Quantitative Analysis:** Data and data sources: secondary data sources, limitations of secondary data; Need for primary data, collection of primary data: Concept of survey; Construction of questionnaire; wording of questions; open and closed response categories; response category format, Mailed questionnaire; factors affecting mail surveys; Sampling techniques; Basic Statistics: importance of statistical inquiries and their limitations; Collection and tabulation of statistical data--- graphical presentation, frequency distribution; Measures of central tendency, measures of dispersion Analysis of Qualitative
- **Quantitative Data:** Similarities and differences between qualitative and quantitative data analysis; Methods of qualitative and quantitative data analysis; importance of negative evidence; Advanced quantitative techniques: multivariate regression analyses; limited/qualitative variables and models involving these variables: usages of slope and intercept dummy; linear probability, logit and probit models; basic panel data models; Hypotheses testing Ethics and Politics of Research: Ethics and the researcher, ethics and the scientific community, ethics and the sponsors of research; ethical issues involving human subjects – harm, deception, informed consent, special populations and new inequalities; Privacy, anonymity, and confidentiality, making ethical decisions; The politics of research: limits on research; dissemination of research findings; The uses of research: science and society. Focus on Qualitative or Quantitative/ Research: Qualitative Research: If the focus of the program is on qualitative research, then in addition to this basic research methods course.

- **Quantitative Research:** the focus of the program will be on quantitative research, then in addition to the basic research methods course.
- **Academic Writing:** Meaning and types of academic writing; Challenges in Academic Writing; Papers for Journals; Preparation of Reports; Writing Books (Difference from PhD thesis) Ethics in Academic Writing: Meaning and Seriousness of Plagiarism; Different Types of Plagiarism; How to Prevent Plagiarism; Importance of adhering to rules for Referencing/Citation Structure: Structure of Paper, Report and Book; Differences in structure of each kind of writing Elements of writing: Introduction, Literature Review, Methods; Organizing and Presenting an Argument; Discussion, Conclusions, Abstract (for papers); Differences between papers, reports and books in above; Quantitative: Data presentation, analyses and discussion; Analysis of Data and results, discussion and conclusion.
- **Research Proposal:** Writing a research proposal (difference from papers/books/reports); Research Proposal: Main elements; Identifying and Presentation of Issue(s)/Topic/Problem(s) to be studied; Quantitative: Presenting a Hypothesis Publication Process: Journals – submission, review, revision; Books – manuscript presentation, review, editing, Dealing with Rejection, Importance of Revision (Review Reports, Response sheets) Papers/Books: Criteria for selection, Process: Acceptance to Publication (revision, editing, proofing, printing)
- **Paper Clinic:** The idea in the Paper Clinic is to give the participants an opportunity to demonstrate what they have been exposed to in the previous 10 days by working with an actual paper/outline; this is a crucial element of the course and both the course directors and participants must give this module careful attention.

## **THE BROAD OVERVIEW OF COURSE/PROGRAM MODULES:**

### **WEEK ONE**

- Formulating the research proposal
- Research design
- Methodology of Social Science Research
- SPSS

### **WEEK TWO**

- E-Views
- Paper for Journals and Books
- Writing Project Reports
- Paper Clinic (Actual Papers/outlines will be taken-up for discussion)

## **CANDIDATES SELECTION FOR PROGRAM**

The selection of candidates will be done as per the ICSSR guidelines. The applications will be scrutinized on the basis of academic qualifications. Decision of the Selection Committee in this regard will be final. Those who are interested to attend the program must submit their application (hardcopy) in the prescribed format (enclosed) to: The Director, MDU-CPAS, Sector 40, Gurugram - 122001, Haryana, and at the following e-mail address: [dir.cpas@mdurohtak.ac.in](mailto:dir.cpas@mdurohtak.ac.in), [neel.kharb@gmail.com](mailto:neel.kharb@gmail.com) latest by October 20, 2018. Only completely filled applications, duly signed and forwarded through proper channel, will be accepted.

## **APPLICATION REQUIREMENT**

Along with the application form (Annexure I) an applicant should send a short CV explaining all academic details with work experience and publication details.

## **TRAVEL AND ACCOMODATION**

Out-station participants will be paid TA (as per university rules) and lodging and boarding will be provided free of charge.

# SCHEDULE AND PROGRAM/COURSE CONTENT

## Two Week Capacity Building Program

(Sponsored by ICSSR, New Delhi)

**FOR FACULTY MEMBERS IN SOCIAL SCIENCES**

**DURATION: NOVEMBER 12-25, 2018**

	<b>Session</b>	<b>Content</b>
Day-1 November 12,2018 Monday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Registration, Welcome and Inauguration Course Introduction Basic Tenets of Quantitative Research
	Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Identifying Research Problem Research Ethics: Identifying research opportunities
Day-2 November 13,2018 Tuesday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Research Design: Components & types, Avoiding design errors: Cases & examples Research methods: Field research and stages of field research
	Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Interview methods and types Interview training
Day-3 November 14,2018 Wednesday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Observation Methods Case study research
	Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Survey Methods Sampling types, techniques and sampling errors
Day-4 November 15,2018 Thursday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Questionnaire Design Cases
	Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Development of Hypothesis and its testing Significance tests: Type I & Type II Errors



Day-5 November 16,2018 Friday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm) Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Introduction to SPSS: Data coding, cleaning, and importing data for Analysis Parametric tests with SPSS Non-Parametric tests with SPSS
Day-6 November 17,2018 Saturday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm) Post Lunch Session – I & II (2 PM To 3:30 PM)	Library Visit Library visit
Day-7 November 18,2018 Sunday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Field Visit
Day-8 November 19,2018 Monday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm) Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Multivariate Analysis Factor Analysis Discriminant Analysis/ Conjoint Analysis/ Cluster Analysis Using AMOS for CFA
Day-9 November 20,2018 Tuesday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm) Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Using STATA for quality research Hands on Session Using E views for time series analysis Hands on session
Day-10 November 21,2018 Wednesday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm) Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Developing Research Proposal Report writing and book writing Research paper writing Preventing Plagiarism

Day-11 November 22,2018 Thursday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Using Excel in Research Hands on Session
	Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Paper Clinic Paper Clinic
Day-12 November 23,2018 Friday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Presentation of Research Proposal
	Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Presentation of Research Proposal
Day-13 November 24,2018 Saturday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Library Visit
Day-14 November 25,2018 Sunday	Session – I& II (Pre-Lunch) (9:30 am - 11:00 am) (11:30 am - 1:00 pm)	Discussion on Emerging Issues and trends for future research in Social sciences.
	Post Lunch Session – I & II (2 PM To 3:30 PM) (3:45 PM To 5:30 PM)	Valedictory Function – Distribution of Certificates

Note: Breakfast: 8:00am to 9:00am; Tea Break: 11:00am to 11:30 am; Lunch 1:00pm to 2:00pm; Tea Break 3:30pm to 3:45 pm; Dinner 8:00pm to 9:00pm

**M.D.U. CENTRE FOR PROFESSIONAL AND ALLIED STUDIES, GURUGRAM  
MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

Registration /Application Form

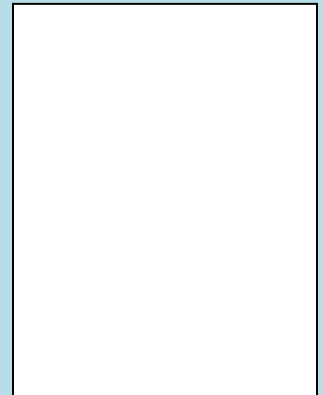
**Two Week Capacity Building Program**

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**DURATION: NOVEMBER 12-25, 2018**

**PERSONAL INFORMATION**

1. Name (In block letters): \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Sex: \_\_\_\_\_
4. Educational Qualifications: \_\_\_\_\_
5. Community: \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_
7. Mobile No.: \_\_\_\_\_
8. E-mail: \_\_\_\_\_



**DETAILS OF EMPLOYMENT**

1. Designation: \_\_\_\_\_
2. Department \_\_\_\_\_
3. Office Address : \_\_\_\_\_
4. District: State: Pin: \_\_\_\_\_
5. PhD Program: Enrolled/Year of Enrolment/Award: \_\_\_\_\_
6. Knowledge about the basic Quantitative Techniques ( Yes/No): \_\_\_\_\_

I hereby submit my application duly forwarded by Head/Principal of the Institute.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

Recommendation of Head/Principal  
With signature and seal