

**MUTHURANGAM GOVERNMENT ARTS COLLEGE (AUTONOMOUS)**

**VELLORE-632 002**

**SYLLABUS FOR THE NEW COURSES**

## **MANAGEMENT PRINCIPLES**

### **UNIT-I**

Nature and Functions of Management - Importance and Process of Management - Historical Roots of Contemporary Management Practices: Pre-modern era-Classical Contributions - Development of Management Thoughts - Managerial Roles: Role of a Manager - Levels of Management - Managerial Skills - Social Responsibilities of Business.

### **UNIT-II**

Nature and Importance of Planning -Types of Plans - Steps in Planning-Making Planning Effective - Strategic Considerations in Planning - Management by Objectives - Decision Making: Rationality in Decision Making - Decision Making and MIS - Forecasting: Techniques of Forecasting.

### **UNIT-III**

Need for Organization - Principles and Process of Organizing - Span of Management - Organization Structure - Variables affecting Structure - Departmentalization - Authority, Delegation and Decentralization - Committees.

### **UNIT-IV**

Staffing and Directing: Staffing as a Function of Management - Requirement of Effective Direction - Functions of Direction - Principles of Direction - Supervisor and his Qualities - Supervisor's Role and Functions - Effective Supervision.

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### ***M.B.A.: Syllabus (CBCS)***

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### **UNIT-V**

Co-Ordination - Need for Co-Ordination - Principles and Techniques of Co-ordination - Control: Need for Control - Steps in Control Process - Control Techniques.

## **ELEMENTS OF INSURANCE**

### **Objective:**

To gain a knowledge of insurance and its importance.

### **UNIT-I**

Definition of insurance - classification of Contracts of insurance - marine and non-marine - general principles of law as applied to non-marine insurance.

### **UNIT-II**

Life Assurance - objects of life Assurance - principles of life Assurance - different plans of life Assurance and annuities - policy condition and privilege - assignment and nomination - lapses and revivals - surrender values and loans - claims - double insurance.

### **UNIT-III**

Marine insurance - principles of marine insurance - functions of marine insurance - proximate clause - subrogation and contribution

### **UNIT-IV**

Types of marine policy - clauses in general use - warranties - kinds of marine losses - reinsurance and double insurance.

### **UNIT-V**

Fire insurance - principles of law as applied to fire insurance - the subject matter of fire insurance - fire waste - hazard types of fire policy - cover notes - surveys and inspection average - re-insurance - renewals.

### **Text and Reference Books:**

1. Dr. B. Vardharajan - Insurance Vol 1 and 2. - Tamil Text Book.
2. R.S. Sharma - Insurance Principle & Practice - Vara Bombay, 2006.

A. Murthy - Elements of Insurance Risk management & Insurance - Harrington, 2006  
- Tata McGraw Hill pub.

## **Customer Relationship Management**

### **Courses objectives:**

- To make students understand about the importance of customer information database
- To teach on the elements and process of CRM
- To impart knowledge on the strategic and operational CRM
- To acquire information about the concept and types of service quality
- To make students understand the current trends in CRM

### **Course outcomes:**

- Candidates will be enriched with the knowledge on customer behaviour, customer perception and customer profile analysis
- Students would be knowing about the structure and models of CRM for business applications
- Able to understand the tools of CRM, role of CRM managers in implementation and customer retention plans
- Candidates could be equipped with knowledge on service quality gaps, dimensions and methods of measurement
- Gain information about data mining, data warehousing and changing corporate culture

### **UNIT**

#### **INTRODUCTION**

Definitions - Concepts and Context of relationship Management – Evolution - Transactional Vs Relationship Approach – CRM as a strategic marketing tool – CRM significance to the stakeholders.

### **UNIT II**

#### **UNDERSTANDING CUSTOMERS**

Customer information Database – Customer Profile Analysis - Customer perception, Expectations analysis – Customer behavior in relationship perspectives; individual and group customer's - Customer life time value – Selection of Profitable customer segments.

### **UNIT III**

#### **CRM STRUCTURES**

Elements of CRM – CRM Process – Strategies for Customer acquisition – Retention and Prevention of defection – Models of CRM – CRM road map for business applications.

### **UNIT IV**

#### **CRM PLANNING AND IMPLEMENTATION**

Strategic CRM planning process – Implementation issues – CRM Tools- Analytical CRM – Operational CRM – Call center management – Role of CRM Managers.

### **UNIT V**

#### **TRENDS IN CRM**

e- CRM Solutions – Data Warehousing – Data mining for CRM – an introduction to CRM software packages.

## B. RECENT ISSUES IN INDIAN ECONOMY – II

### Course Objectives

1. Understand the approach farming and precision.
2. Analyse the trends in agricultural farming
3. Understand the pricing of agricultural inputs.
4. Describe the performance of public sector enterprises in India.
5. Distinguish between micro and small enterprises.
6. Understand the corruptions.
7. Understand the tax evasions.
8. Explain trade reports in India.

### Unit-1: Agricultural Sector

Size of farms – Trends in agricultural production – Organic farming – Precision farming – Pricing of agricultural input – Agricultural marketing – Agricultural credit.

### Unit-2: Industrial Sector

Growth and pattern of industrialisation – Industry policy since 1991 – Micro and small enterprises – Measures to promote MSEs – MSEs act 2006 – Industrial sickness.

### Unit-3: Service Sector

Education – Health – Contributions of education and health to development – Policies and performance – Commercial banking – Development banking – Insurance – Information technology sector

### Unit-4: Good Governance

Factors affecting good governance – Parallel economy – Black money – Corruption – Corruption perception index in India - Tax evasion – Reforms in Fiscal sector, money market and capital market - SEBI

### Unit-5: External Sector

Structure and direction of foreign trade – Structure and components of balance of payment – Export and import policy – Foreign capital and aid – Foreign direct investment – MNCs in India – Trade reforms in India.

### \* Field Study

There will be field study which is compulsory in the first semester of all PG courses with 2 credits. This field study should be related to the subject concerned with social impact. Field and Topic should be registered by the students in the first semester of their study along with the name of a mentor before the end of the month of August. The report with problem identification and proposed solution should be written in not less than 25 pages in a standard format and it should be submitted at the end of second semester. The period for undergoing the field study is 30 hours beyond the instructional hours of the respective programme. Students shall consult their mentors within campus and experts outside the campus for selecting the field and topic of the field study. The following members may be nominated for confirming the topic and evaluating the field study report.

- (i). Head of the respective department
- (ii). Mentor
- (iii). One faculty from other department

### \*\*Moc Courses

Inclusion of the Massive Open Online Courses (MOOCs) with zero credits available on SWAYAM, NPTEL and other such portals approved by the University Authorities.

## Company Law

### **Objectives:**

- To acquire knowledge about the regulatory framework of companies
- To know about the different kinds of shares and debentures
- To identify the various managerial personnel of the company
- To gain knowledge about arranging meetings and resolution passing procedures
- To make the students understand about recent amendments of winding-up a company

### **Learning outcome:**

- Students would be able to understand the meaning and basic characteristics of company and how it differs from other forms of businesses,
- Students will be equipped on the issue of shares, bonus and rights shares
- Able to identify the independent directors and key managerial personnel of the company
- Students could get sound knowledge on various kinds of meetings and resolutions
- Can acquire knowledge about various methods of winding-up of a company.

### **Unit I: Joint Stock Company**

Meaning - Kinds of Companies (Special Provisions with respect to Private Company, Public Company, One Person Company, Small Company, Dormant Company) - Formation - Memorandum of Association - Contents - Restriction on "Other Objects" - Doctrine of Ultra Vires - Articles of Association - Contents - Prospectus - Contents - Types (Statement in Lieu of Prospectus, shelf Prospectus, Red Herring Prospectus) - Underwriting - Book Building Process - Green Shoe Option - E-Filing - Dematerialisation.

### **Unit II: Share Capital and Debentures**

Meaning of Shares - Kinds of Shares - Voting rights - Issue of shares at a Premium and Discount - Partly paid shares - Bonus Shares - Rights shares - Sweat Equity Shares. Debentures - Meaning - Types.

### **Unit III: Managerial Personnel**

Directors - Women Directors - Independent Directors - Director Identification Number - Other Key Managerial Personnel - Related Party Transactions.

### **Unit IV: Meetings and Resolutions**

Meeting - Statutory Meeting - Annual General Meeting - Extraordinary General Meeting - Notice of Meeting - Quorum - Proxy - Board of Directors Meeting - Committee - Types of Committee - Audit Committee - Stake Holders Relationship Committee - Corporate Social Responsibility Committee. Resolutions - Ordinary Resolution - Special Resolution - Resolution requiring special notice.

### **Unit V: Winding up of Company**

Modes of Winding up - Winding up by the Court - Voluntary Winding up - Types - Members Voluntary Winding up - Creditors Voluntary Winding up. National Company Law Appellate Tribunal.

## Modern Banking

### Course Objective:

1. To provide the students with the latest development in the field of Banking and Financial System.
2. To evaluate the theories relating to the role of banks as financial intermediaries.
3. Understand the role of transactions costs and informational asymmetries in the operation of the banking system.
4. To understand how bank-based systems differ from market-based systems.
5. To enhance and analyses the various bank performance measures.

### OUTCOME:

1. To enhance the functions of Commercial Banks and Central Bank.
2. To learn the various types of deposits.
3. To understand the E-Banking and Internet Banking & Mobile Banking
4. To enhance Electronic fund transfers system.
5. To learn about Electronic payment systems

### Unit – I:

Banking – Meaning – Definition – History of Banking – Banking System - Unit Banking Branch Banking - Mixed Banking –Commercial Banking – Functions - Credit Creation – Money Market – Characteristics – Constituents of Indian money market.

### Unit – II:

Central Banking – Functions – Credit Control Devices – RBI – Functions – Different Departments of RBI.

### Unit – III:

Nationalizations of Commercial Banks – Causes – Achievements – Pitfalls – SBI – SBI Groups – Functions – SBI and Industrial finance – SBI Rural Finance – RRBs - Functions – Co-operative Banks – Co-operative Credit Structure – Achievements of Co-operative Banking – Challenges.

### Unit – IV:

E-Banking – Meaning - Benefits – Internet Banking Services – Drawbacks – Mobile Banking – Features – Drawbacks – Call Centre Banking – Features – Challenges – ATM – Types - Features – Benefits – Challenges – Credit Cards – Benefits – Constraints – Debit Card – Benefits – Smart Card – Features – Biometric Cards – Features – MICR Cheques – Benefits.

### Unit – V:

Electronic Fund Transfer (EFT) - RBI Guidelines – Benefits of Electronic Clearing Systems – E-Cheques – E-Money – Real Time Gross Settlement (RTGS) – Benefits to Banker and Customer – Cheque Transaction – Core Banking Solutions (CBS) – Benefits – Single Window Concepts – Features.



## **I. LABOUR ECONOMICS**

### **UNIT-I**

Concept: Concept of Labour - Labour Economics and Labour problems - Factors responsible for labour problems - Characteristic features of Indian Labour.

### **UNIT-II**

Collective Bargaining Power: Trade Union Movement in India - Meaning, Functions and role of trade Unions; Problems and Measures to strengthen T.U.

### **UNIT-III**

Industrial Disputes: Forms of Disputes - Meaning and causes, prevention methods, Joint Management Council - Code of Discipline. Settlement of Disputes: Works Committee - Conciliation Officer - Board of Conciliation - Court of Enquiry - Labour Court - Industrial Tribunals.

### **UNIT-IV**

Labour welfare: Labour Legislations: Social Security in India: Workmen's Compensation - Sickness Benefits Maternity Benefits - Retirement Benefits - ESI Act.

### **UNIT-V**

National Commission on labour: Recommendations ILO purpose and functions - India and ILO

## QUALITY MANAGEMENT

### Course objective:

- To understand the success factors, the principles for successful implementation of Quality Management.
- To understand the tools and technique for implementation of TQM in any industry.
- To create awareness about the ISO certification process and new trend like Six Sigma.

### Course outcome:

At the end of the course the students will be able to:

CO – 1: Define the quality based on the quality gurus.

CO – 2 Acquire knowledge on the various techniques of TQM

CO – 3: Recognize the implementation of SPC tools.

CO – 4: Degree of variation, defect and opportunity based on six sigma.

CO – 5: understand the concept of BPR.

### UNIT-I

Stages of quality control, History of quality, Quality management and its importance, Contributions of quality gurus, Impact of quality on business performance, Distinction between product quality and service quality, Desirable qualities of a leader, Leadership grid, Quality information system, Strategy development and deployment, Need for quality approach to strategy, Quality and its types, Supporting policies

### UNIT II

Functions of human resource management (HRM), recruitment and selection, Training Methods, quality circles- Steps of quality circle meetings, Implementation of quality circle, Rewards and recognition, Customer Focus - Customer focus Vs Process focus, Internal customers and management, Quality edge, Factors affecting customer satisfaction, Role of marketing for customer satisfaction, Importance of customer retention, Impact of Customer Retention on Profitability, Steps of developing customer focus

### UNIT III

\_ Process and Statistical Quality Control- quality system, control chart for variables (X and  $\bar{R}$ ) and (X and S charts ), control charts for attributes (p, c and u charts), Six Sigma - elements of six sigma, DMAIC Methodology, DMADV Methodology, six sigma technical tools, Benchmarking - types of benchmarking, stages of benchmarking process, Cost of quality- Activity based costing, Business performance management - performance measures and their importance, balanced score card, quality control activities during product cycle and balanced score card.

### UNIT IV

Total productive maintenance - objectives of TPM, performance measures of maintenance system, pillars of TPM, stages of implementation of TPM , reliability, Failure modes and effects analysis (FMEA), - Introduction to ISO Series..

### UNIT V

Business process reengineering- steps of business process reengineering, measures of performance of BPR, applications of BPR, Building and sustaining total quality .

## **A. ORGANISATIONAL DEVELOPMENT**

**Objective:** To prepare the students as organizational change facilitators using the knowledge and techniques of behavioral sciences and understand the applicability of OD interventions to be facilitated through case-studies.

**Course Outcomes:** The successful completion of this course shall enable the student:

**CO1:** To understand the need and philosophy of organization change and development in the changing times.

**CO2:** To learn OD as an applied field of change.

**CO3:** To understand techniques of collection and analyses of organizational diagnosis information and the significance of feedback in delivering diagnostic information.

**CO4:** To comprehend designing and evaluation of different types and levels of interventions and their ability to address organization's survival.

**CO5:** To explore the role of OD in addressing issues relating to globalization, OD research-practice interface and challenges faced by OD.

### **UNIT-I**

Introduction to Organisation Development:- Concepts, Nature and Scope of O.D. : Historical Perspective of O.D. - : Underlying Assumptions & Values Theory and Practice on change and changing - The Nature of Planned Change - The Nature of Client Systems : Group Dynamics, Intergroup - Dynamics and Organisations as Systems.

### **UNIT-II**

Operational Components of O.D - Diagnostic, Action and Process - Maintenance components.

### **UNIT-III**

O.D.Interventions: - Team Interventions - Inter-group Interventions - Personal, Interpersonal and group process interventions - Comprehensive interventions - Structural Interventions.

### **UNIT-IV**

Implementation and assessment of O.D - Implementation conditions for failure and success in O.D. - efforts. - Assessment of O.D. and change in organisational performance - The impact of O.D.

### **UNIT-V**

Some key considerations and Issues in O.D - Issues in consultant - Client relationship - Mechanistic & Organic systems and contingency approach - The future of O.D. - Some Indian experience in O.D

## **A. BUSINESS ORGANIZATION**

### **UNIT-I**

Business - Meaning - Types of Business and Profession - Organization - Meaning and importance of Business Organization.

### **UNIT-II**

Forms of Business Organization - Sole Trader, Partnership - Joint Hindu Family System - Joint Stock Companies - Co-operative Societies - Public Utilities and Public Enterprises.

### **UNIT-III**

Location of Industry - Factors influencing location and size - Industrial Estates and District Industries Centre.

### **UNIT-IV**

Stock Exchange - Functions - Working - Services - Regulations of Stock Exchange in India, Business combinations - Causes - Types - Effects.

### **UNIT-V**

Trade Associations and Chamber of Commerce.

## **C. CORPORATE SOCIAL RESPONSIBILITY**

### **Course Objectives**

1. To enhance the understanding of the corporate Social responsibility of Business
2. To extend the knowledge of factors influencing CSR policy
3. To facilitate the students to have the understanding about benefits of CSR to the company
4. To students to know about institutional investors in corporate governance
5. To let students to know about corporate governance board and its power.

### **UNIT I**

Corporate social responsibility – Meaning – Definition – scope of CSR – a rational argument of CSR – Economic argument for CSR – strategies of CSR – challenges and implementation of CSR in Indian – relation between CSR and corporate governance – major code of CSR initiative in India – barriers to social responsibility – social responsibility of business.

### **UNIT II**

Designing a CSR policy – factors influencing CSR policy – managing CSR in an organization role of the human resource professional in CSR – global reorganization of CSR – ISO 14000 – SA8000 – AA1000 – codes – formulated by an Global compact – UNDP – global reporting Initiative.

### **UNIT III**

CSR reporting trend in developing countries – timing and mode of release of CSR reports – CSR policy of a multi-product, multi-location Indian MNC's – constitutions of corporate social responsibility – dimensions of CSR – benefits of CSR to the company.

### **UNIT IV**

Corporate governance – concept, structure, process, origin – scope and present scenario – role of institutional investors in corporate governance – structure and development of board – role of capital marketing governance, governance rating future of governance – innovation practices – case studies with lesson learned.

### **UNIT V**

Corporate governance board and its power – responsibility – disqualification, board committee and their functions – remuneration committee – nomination committee, compliance committee – share holder grievance committee – investor relation committee – investment committee – risk management committee – and audit committee – regulatory framework of corporate governance in India; SEBI guidelines and clause 49; reforms in the company act 2013 – corporate governance in PSU; and banks.

## **OPERATIONS MANAGEMENT**

### **Course Objective: -**

To understand the strategic role of operations management in creating and enhancing a firm's competitive advantages.

- To understand the concepts of layout, planning, maintenance, quality and inventory control, material and store management.

### **Course Outcomes**

- . Reveal the ability to apply some mathematical forecasting techniques
- Summarise the Facility Location concepts and to Classify the Layouts.
- Describe the inventory implementation system.
- Study the work study features
- To understand basic Maintenance Planning and Control concepts.

### **UNIT-I**

Systems Concept of Production, Types of Production System, Productivity, World Class Manufacturing. Forecasting: Demand Patterns, Measures of forecasting, Forecasting Models: Simple Moving Average Method, Weighted Moving Average, Simple(single) Exponential Smoothing, Linear Regression, Delphi Method.

### **UNIT-II**

Facility Location: Factors influencing Plant Location, Break Even Analysis. Plant Layout & Materials Handling: Classification of Layout, Advantages and Limitations of Process Layout, Advantages and Limitations of Product Layout, Advantages and Limitations of Group Technology Layout. Layout Design Procedures: Introduction to CRAFT, ALDEP & CORELAP, Material Handling System, Unit Load Concept, Material Handling Principles, Classification of Materials Handling Equipments. Line Balancing: Concept of Mass Production system, Objective of Assembly Line Balancing, Rank Positional Weight Method. Inventory Control: Review of Basic Models of Inventory, Quantity Discount Model.

### **UNIT-III**

Implementation of Inventory Systems, Introduction to P & Q system of Inventory Nature of Aggregate Planning Decisions, Aggregate Planning Strategies, Aggregate Planning Methods: Heuristic Method, Flow Shop Scheduling: Introduction, Johnson's Problem, Extension of Johnson's Rule.

### **UNIT-IV**

Work Study: Method Study – Recording Techniques, Steps in Method Study, Principles of Motion Economy, Time Study.

Quality Control: Introduction, Need for Controlling Quality, Definition of a Quality System, Classification of Quality Control Techniques, Control Charts, Control Charts for Variable, Control Charts for Attributes, C-Chart, Acceptance Sampling: Operating Characteristic Curve (O.C. Curve), Single Sampling Plan.

### **UNIT-V**

Maintenance Planning and Control: Maintenance Objectives, Types of Maintenance, Basic Reasons for Replacement(Need for Replacement), Group Replacement Vs Individual Replacement – Trade-off.

Reliability: Reliability Improvement, Reliability Calculations for systems in series and parallel, Just-in-Time Manufacturing: Introduction-Overview of JIT, Kanban Systems.

It is requested that all communications should be addressed to  
The Controller of Examinations, Thiruvalluvar University and  
not to any person by name



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Dr. R. VIJAYARAGAVAN. M.Sc., M.Phil., B.Ed., Ph.D.,  
CONTROLLER OF EXAMINATIONS (FAC)  
No.TVU/M.Phil/Ph.D/Course Work Examinations/377A

27/07/2021

Date:27.07.2021

To

The Principal of all affiliated colleges offering Ph.D. degree.

Sub: CFR – Conduct of M.Phil / Ph.D., Course Work Examinations for 2020-2021 Batch-  
Reg.

Ref: This office letter No.TVU/M.Phil/Ph.D/Course Work Examinations/377, dated  
22.07.2021

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In continuation of the above reference cited, you are instructed to inform to the Ph.D. research Supervisors to submit the syllabus and 2 sets of question papers on the following subjects(except Paper – I Research Methodology and Research and Publication Ethics) to the Controller of Examinations(by name), Thiruvalluvar University and also submit the external question paper setters outside of the jurisdiction of Thiruvalluvar University along with the complete postal address email id and mobile number send to the Controller of Examinations through email )[phd-cfr@tvu.edu.in](mailto:phd-cfr@tvu.edu.in)) on or before 05.08.2021.

Ph.D scholars (without M.Phil.,)	
PAPER	SUBJECT
Paper-I	Research Methodology
Paper-II	Advanced Paper-I
Paper-III	Advanced Paper-II
Paper-IV	Guide Paper
	Two MOOC COURSE
	Research and Publication Ethics

Ph.D scholars (with M.Phil.,)	
PAPER	SUBJECT
Paper-I	Guide Paper
Paper-II	Two MOOC COURSE

Further I am to inform that the pattern of the question papers as follows:

Part-A 10 x 2 = 20 marks

Part-B 5 x 5 = 25 marks

Part-C 3 x 10 = 30 marks

For MOOC course question paper - MCQ type Max Mark 75 x 1 = 75 marks

Sd/-  
Controller of Examinations

## ANNEXURE

### **Course Title:**

- **Research and Publication Ethics (RPE)**-Course for awareness about the publication ethics and publication misconducts.

### **Course Level:**

- 2 Credit course (30 hrs.)

### **Eligibility:**

- M.Phil., Ph.D. students and interested faculty members (It will be made available to post graduate students at later date)

### **Fees:**

- As per University Rules

### **Faculty:**

- Interdisciplinary Studies

### **Qualifications of faculty members of the course:**

- Ph.D. in relevant subject areas having more than 10 years' of teaching experience

### **About the course**

#### **Course Code: CPE- RPE**

#### **Overview**

- This course has total 6 units focusing on basics of philosophy of science and ethics, research integrity, publication ethics. Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, h-index, Impact Factor, etc.) and plagiarism tools will be introduced in this course.

#### **Pedagogy:**

- Class room teaching, guest lectures, group discussions, and practical sessions.

#### **Evaluation**

- Continuous assessment will be done through tutorials, assignments, quizzes, and group discussions. Weightage will be given for active participation. Final written examination will be conducted at the end of the course.



## Course structure

- The course comprises of six modules listed in table below. Each module has 4-5 units.

Modules	Unit title	Teaching hours
<b>Theory</b>		
RPE 01	Philosophy and Ethics	4
RPE 02	Scientific Conduct	4
RPE 03	Publication Ethics	7
<b>Practice</b>		
RPE 04	Open Access Publishing	4
RPE 05	Publication Misconduct	4
RPE 06	Databases and Research Metrics	7
	<b>Total</b>	<b>30</b>

## Syllabus in detail

### THEORY

- RPE 01: PHILOSOPHY AND ETHICS (3 hrs.)**

- Introduction to philosophy: definition, nature and scope, concept, branches
- Ethics: definition, moral philosophy, nature of moral judgements and reactions

- RPE 02: SCIENTIFIC CONDUCT (5hrs.)**

- Ethics with respect to science and research
- Intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

- RPE 03: PUBLICATION ETHICS (7 hrs.)**

- Publication ethics: definition, introduction and importance
- Best practices / standards setting initiatives and guidelines: COPE, WAME, etc.
- Conflicts of interest
- Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types
- Violation of publication ethics, authorship and contributorship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and journals

### PRACTICE

- RPE 04: OPEN ACCESS PUBLISHING(4 hrs.)**

- Open access publications and initiatives

2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
3. Software tool to identify predatory publications developed by SPPU
4. Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

- **RPE 05: PUBLICATION MISCONDUCT (4hrs.)**

- A. Group Discussions (2 hrs.)**

1. Subject specific ethical issues, FFP, authorship
2. Conflicts of interest
3. Complaints and appeals: examples and fraud from India and abroad

- B. Software tools (2 hrs.)**

Use of plagiarism software like Turnitin, Urkund and other open source software tools

- **RPE 06: DATABASES AND RESEARCH METRICS (7hrs.)**

- A. Databases (4 hrs.)**

1. Indexing databases
2. Citation databases: Web of Science, Scopus, etc.

- B. Research Metrics (3 hrs.)**

1. Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score
2. Metrics: h-index, g index, i10 index, altmetrics

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