

## **GUIDELINES FOR DISSERTATION WORK AT CDM**

### **General**

1. Every participant of the Higher Defence Management Course (HDMC) is required to write a Dissertation as an original research work following Research Methodology towards partial requirement for grant of “hdmc” symbol and award of MMS degree. The aim of writing dissertation is to provide an opportunity to the participants to :-

- (a) Conduct an in-depth study of a topic of their choice.
- (b) Produce original evidence based research work to bring out innovative and original ideas in application of management concepts and techniques in defence.
- (c) Apply research process for understanding or solving real-life military problems.

### **Aim**

2. To promulgate guidelines covering all aspects of dissertation work to be undertaken by HDMC participants.

### **Scope**

3. The SOP covers the following aspects :-

- (a) Part I : Allocation of Dissertation Topics.
- (b) Part II : Dissertation writing.
- (c) Part III : Role of DS Guide.
- (d) Part IV : Evaluation of Dissertations.
- (e) Part V : Sharing of Dissertations.

## **PART I : ALLOCATION OF DISSERTATION TOPICS**

4. **Preparation of List of Topics.** Broad topics for dissertation is compiled and prepared by BOO under HF FR&C based on the inputs received from the faculty members, topics recommended for further research by participants of previous HDMC and topics received from select institutions. Inputs from HQ IDS, Service HQs, War Colleges, NDC and various Think Tanks are also to be obtained while compiling the list. **Topics for the CENJOWS Cash Award Competition are also to be formulated / obtained from CENJOWS and included in the final list (a separate SOP exists on the subject).**

Dissertation topics are required to be academically aligned to at least one of the following subjects being covered as part of HDMC :-

- (a) **Strategic Management and Strategic Studies (SM / SS).** Includes topics relevant to strategic management of defence, management/administration of war, national security, geostrategy / geopolitics, international relations and miscellaneous topics of strategic / military studies.
  - (b) **Organisational Behavior and Organisational Development (OB/OD).** Topics related to behavioral studies, organisational design, organisational development including human resource management.
  - (c) **Information and Decision Sciences (IS/DS).** Topics related to operations research, system analysis, quantitative techniques / modelling, technology management, project management, information and communication technology.
  - (d) **Supply Chain Management and Financial Management (SCM/FM).** Topics related to supply chain management, financial management, supply chain analytics, defence procurement, inventory management etc.
  - (e) **Miscellaneous / Specialist Topics.** Miscellaneous topics relate to Indian Ancient Knowledge System, history, operational concepts & policies of Services not covered under subjects mentioned above.
5. Should a participant seek a topic of his own choice and has adequate justification for it, he/she may do so. In such cases, the participant needs to **submit a proposal in writing**, not exceeding one page, highlighting his expertise in the subject & justifying the felt need to study the proposed topic. The dissertation topic proposed should **comply with the above requirements**.
6. **Allocation of Topics.**
- (a) The FR&C is to compile & scrutinize list of topics and ensure a balanced distribution of topics across all academic verticals, to the extent possible.
  - (b) Further, the faculty is also to rationalize the scope of research, by **classifying the type of research to be carried out as descriptive/ case study/ analytical/ comparative** etc.
  - (c) Post approval of the commandant, the list of topics is **forwarded to the officers nominated for HDMC by 10 April**.
  - (d) Participants are to submit minimum four choices from the given list of topics with at least one from each academic theme (vertical), **by first week of May**.
  - (e) A format of Excel Sheet for submission of choices is placed at **Appendix A**.

(f) Topics are promulgated, post approval of Commandant, **by the second week of the course.**

(g) Suggested distribution of topics amongst academic themes is as follows :-

Ser No	Theme	Recommended Percentage	Approx No of Dissertations(or more)
(i)	SM / SS	30-40%	45-60
(ii)	OB/OD	20-30%	30-45
(iii)	IS/DS	10-20%	15-30
(iv)	SCM/FM	10-20%	15-30
(v)	Misc Topics	05-10%	8-15
<b>Total</b>		<b>100%</b>	<b>150</b>
<b>Note – Participants from Friendly Foreign Countries will be asked to submit their own topics which will be allotted after due scrutiny by FR&amp;C</b>			

(h) Title of dissertations is developed by participants from the topic based on literature survey, as advised by the respective DS guide **and associated RM DS.**

7. **Briefing to Participants.** HoD, Research Methodology will brief the participants on the selection of topic, writing of dissertation, guidance and evaluation methodology during the first week of the course.

## **PART II : DISSERTATION WRITING**

7. CDM is the only Military institute in India where Research Methodology is covered in the curriculum with emphasis on Mixed Methods research. Accordingly, participants need to adhere to the tenets of Research Methodology while undertaking dissertation work at the college during HDMC.

### **Guiding Principles**

8. **Methodology.**

(a) Participants must follow all tenets of Research Methodology.

(b) Problem statement must clearly bring out the areas of concern ie difficulty being faced, associated program or phenomena and the affected population.

(c) Appropriate Research Questions should be formulated with a view to provide focus to the research.

- (d) Research Strategy followed must be appropriate to the topic / problem.
- (e) Quantitative approach must highlight the theoretical & conceptual framework. Emphasis has to be on development & usage of valid instrument, comprehensive data collection & appropriate data analysis.
- (f) Qualitative approach should begin with appropriate Research Questions. The emphasis must be laid on correct method of obtaining primary & secondary data and its analysis using appropriate tools.
- (g) Research work must be comprehensive and logical. Analysis, interpretations and recommendations are to be based on data collected for the study.
- (h) Participants intending to pursue mixed method research shall obtain specific approval from HoD RM.

### **Review by DS Guide /FR&C**

9. **Submissions.** Participants are to submit all research work on file to DS Guide & RM DS for assessment. The DS Guide will regularly put up these submissions for the approval of the concerned HF. The submissions are as listed below:-

<b><u>S No</u></b>	<b><u>Aspect</u></b>	<b><u>Details</u></b>	<b><u>By</u></b>
(a)	Statement of Problem	As per para 8 (b) above	3 <sup>rd</sup> Week
(b)	Synopsis	<ul style="list-style-type: none"> <li>• Research Title</li> <li>• Research Problem</li> <li>• Research Questions</li> <li>• Research Strategy</li> <li>• Review of Literature- minimum Five books &amp; 20 peer reviewed research papers.</li> </ul>	5 <sup>th</sup> Week
(c)	Research Design Seminar	The participants are to submit Research Proposal to their DS Guide and RM DS by Friday of 6 <sup>th</sup> Week.	7 <sup>th</sup> Week
(d)	Data Collection <ul style="list-style-type: none"> <li>• Primary- Pilot &amp; Final Survey</li> <li>• Secondary Data</li> </ul>	<ul style="list-style-type: none"> <li>• Pilot Questionnaire and its analysis.</li> <li>• Launch Final Questionnaire.</li> <li>• Interviews &amp; secondary quantitative/ qualitative data collection</li> </ul>	20 <sup>th</sup> Week

<u>S No</u>	<u>Aspect</u>	<u>Details</u>	<u>By</u>
(e)	Data Analysis	Quantitative analysis using Jamovi Qualitative analysis using Thematic/ Content/Discourse analysis, as applicable.	By 30 Nov
(f)	Interpretation and Report Writing	Chapter including interpretation, report writing and recommendations	By 10 Dec
(g)	Draft	Hard/Soft Copy to DS Guide	By 15 Dec
(h)	Final Dissertation	Soft Copy submitted to RM DS	By 20 Dec
(j)	Viva Voce		2 <sup>nd</sup> /4 <sup>th</sup> week of Jan
(k)	Article on the research work	<b>Top Ten Selected Dissertations of IPs and Two of FFPs</b>	<b>Prior to their College Level Presentation</b>

### **PART III : ROLE OF RM & DS GUIDE**

10. **DS Guide**. A suitable DS Guide is nominated by the college for each participant officer to guide him in his dissertation work during HDMC. The Guide DS is decided based on following aspects:-

- (a) Choice of the DS Guide.
- (b) Academic expertise and faculty of the DS.
- (c) Each DS has to guide **four to five** participants for dissertation work.

11. **RM DS Guide**. HoD RM, in consultation with HF R&C, nominates RM DS Guides and map them to the various DS Guide. The role of the RM DS Guide is to **assist the DS Guide in following the tenets of the research methodology** for dissertation work by the participants.

12. **Role of DS Guide**. Guiding of HDMC participants is an aspirational task for DS. Relationship between a Guide and his Mentee lasts much beyond the 44 weeks of HDMC. Guiding is a continuous process and is structured through graded and non-graded interactions. Towards this DS Guide is expected to :-

- (a) Monitor the participant for expected progress of dissertation to ensure timely and quality submission.
- (b) Provide **feedback on all written submissions** of the participants.

(c) Be well versed in Research Methodology and provide guidance to the participant with respect to the following :-

- (i) Clear identification and articulation of the research problem, Research Questions & Research Strategy.
- (ii) Refinement of hypothesis.
- (iii) Limiting scope of the research to achievable goals.
- (iv) Identification of population and sample selection.
- (v) Meaningful interpretation based on relevant theories.
- (vi) Proper referencing as per APA format (7<sup>th</sup> edition).
- (vii) Adhere to plagiarism checks (as per the SOP on plagiarism).

(d) DS Guide is not expected to provide literature for review or impose his views and curtail the original thinking by the participants, in any manner.

(e) DS Guide is to also assist participants in selection of **additional subject matter experts** from within the faculty and amongst guest speakers.

(f) Provide appropriate **inputs to the Commandant** through respective HF in case any participant is not making expected progress.

(g) **Act as an intellectual companion to the participant and not merely an assessor / auditor.**

(h) **Plagiarism Check.** Plagiarism report is a **mandatory requirement for the dissertation and “similarity index” has to be 10% or less** for the dissertation to be accepted. The check is carried out using a licensed Plagiarism Check Software and the **report is attached as an Appx** to the final report. All participants are given access to the software through their respective DS Guides.

13. **Empowering the DS Guide.** FR&C will empower the DS Guide as follows:-

(a) All DSs are issued with the soft copy (**pdf format**) of latest RM precis.

(b) All Power Point presentations of RM for the current course are made available to all DSs through VLE / LMS. **DSs are encouraged to attend** the following important sessions of RM along with the HDMC participants :-

- (i) Qualitative Research
  - (ii) Hypothesis formulation & CCV.
  - (iii) Research Design.
  - (iv) Mixed Methods Research.
  - (v) Qualitative Data Analysis using SW.
  - (vi) Quantitative Data Analysis using Jamovi.
  - (vii) Central Guest lecture on Case Study.
- (c) **HoD RM conducts orientation workshop for all DS Guides during TTT (Details are at Appendix B).**
- (d) HoD RM provides the DS Guides with **check lists for scheduled interactions** and handouts on research flow to help them guide their mentees better.

14. **Scheduled Interactions between Participants and DS Guide.** Guides are free to interact with participants on as required basis. However, **Seven**, including RD Seminar, **formal interaction sessions** are planned in the CDM Almanac as follows:-

- (a) During the interactions, **DS Guide are to assess the participants** as per guidelines enumerated in para 15 of the SOP.
- (b) While the DS Guide should be able to guide the mentee effectively, participants are free to seek views and assistance of any member of the faculty for their research work. Participants must formally acknowledge such assistance in their Thesis.
- (c) Guidelines for interactions are placed at **Appendix B**.

#### **PART IV : METHODOLOGY : EVALUATION AND AWARDS**

15. **Evaluation by DS Guide and Associated HF.** Assessment is carried out online using the Quixy module. DS Guide evaluates the Dissertation out of **170 marks** and the associated HF out of **30 marks**. Distribution of marks for various aspects is placed at **Appendix C**. Assessments of more than 80% and less than 50% are to be scrutinized in detail by respective HsoF.

16. **Quality of Research Work.** All mentees are to be continuously evaluated for the progress and quality of research work. In case the progress and / or quality is found to be below acceptable standards, DS Guide is to counsel the mentee in writing. If the mentee

does not show adequate improvement despite counseling, the DS Guide is to raise the matter to HF and, if required, subsequently to the Commandant. In case the final submission by the mentee still remains below acceptable standard, the DS Guide is to take up the matter for directions of the Commandant on file. In such case, the Commandant may decide to award 'NQ'.

17. **Responsibility at FR&C.** All Faculties are to complete the assessment of their respective participants through Quixy module by 10 Jan each year. FR&C is to compile all the marks, carryout a detailed analysis of marks, including normalization if required, prior to submission to the Commandant.

18. **Selection for Awards.**

(a) All dissertations being awarded more than 75% (150 marks) are evaluated further by FEC for selection of **ten best dissertations by Indian Participants and the Best two dissertations amongst FFC.**

(b) These **Twelve** dissertations are awarded book prizes during Valedictory cocktails at CDM House.

(c) Results of the **best three dissertations and the best dissertation by participant from FFC** are announced during Convocation Ceremony.

(d) Participants whose **dissertations are shortlisted for college level presentations are to submit articles, based on their dissertation for publishing in the Defence Management Journal, prior to their presentation.**

(e) The detailed methodology recommended to be followed by FEC is placed at **Appendix D.**

19. **Revision of Marks post FEC.** On completion of final evaluation of dissertations by the FEC, there may be a requirement of normalization of the marks awarded to the course participants to align the same with the assessment of FEC. For revision of marks, following methodology is recommended to be adopted:-

(a) Calculate the mean & standard deviation of marks of DS Guide plus HF of all the participants recommended for FEC.

(b) Convert the assessment of FEC into Z score.

(c) Convert the Z scores of FEC into marks using mean and standard deviation calculated in para 20(a) above.



## **PART V: SHARING OF DISSERTATIONS**

20. **Intellectual Property Rights**. The dissertation submitted by the participants shall remain the intellectual property of CDM. Softcopy and hardcopy of dissertations is retained at the CDM Library and treated as a **sensitive reference material**. Soft copy of selected dissertations is retained with HoD RM for their usage in the course content.
21. **Issue of Hardcopy of Dissertations**. Dissertations is bound in hard cover subject wise volumes and kept in reference section. Access to dissertations is open to all members of the CDM Library.
22. **Hosting of Softcopies of Dissertations**.
- (a) Soft copies of the dissertations may be hosted on **Internal CDM College Wide Network** with “Read-Only” access to all DS and participants through “Search and Retrieval” software of CDM Library Digitization Project.
  - (b) Technical administrative rights access to upload, download and modify the database are to remain with **OIC Library and HoD IS** in person.
  - (c) Emergency password for administrative rights is kept in a sealed envelope along with all other passwords with HF PAT of the college.
  - (d) DS Guide are to also recommend suitability of dissertations for uploading on Unified Content Management System (UCMS).
23. **Sharing of Hardcopy or Softcopies with the Environment**.
- (a) Besides members of the CDM library, CDM will provide physical access to all serving officers of the three services to read / reference any dissertation kept in CDM library. Veteran officers may also be allowed to access these on specific orders of HF R&C.
  - (b) Access to read and comment is granted to all Professors of Osmania University nominated for conduct of Viva-Voce.
  - (c) No dissertation may be communicated in full or part by any means, manual or electronic, to members of the press, media or any civilian agency by the CDM or by the author of the dissertation. No individual may photocopy or use any reprographic means to copy, photograph or record a dissertation or any of its part for personal use including research.
  - (d) Suitable dissertation may be shared **with PME institutes, Think-Tanks, NSCS, and Service HQs** as decided by the Commandant CDM.

(e) Photocopy of a dissertation may be shared with other institutes when specifically ordered by HQ IDS in writing. However, **appendices carrying data, responses to individual questionnaires etc are generally not shared.**

(f) In order to obviate plagiarism, softcopy of the dissertations are not shared with any individual or establishment.

### Conclusion

24. Dissertation is an original research work carried out after an in-depth study of a topic. This SOP aims to ensure that the dissertations are of the requisite standards, conform to the approved format and follow the correct methodology. Its important that the dissertations are submitted as per the schedule.

25. This SOP supersedes all previous orders on the subject and will be in force with immediate effect.

Date : 05 Jun 24

Place : Secunderabad

(Kedar Gupte)

Col

Trg Coord

for Commandant

### Distribution.

All Faculties, Dept of Trg and Dept of Adm

SOP File and 'All Offrs to see Folder' of DS Coord

1. All officers are to **select four topics** for dissertation, one each from any four verticals. In case an officer desires to propose an additional topic of his own choice; the same may communicated to HoD RM as the fifth choice. The additional topic is to be **accompanied with a one page write-up** covering the domain expertise of the author, problem statement and relevance of the topic to the Indian Armed Forces.

## **Excel Work Book with Choice Work Sheet and Work Sheets with List of Broad Topics for Each Domain**

### Filled Excel Sheet with Priority and Justification of P1

**Appendix B**

(Refers to Para 13 & 14 of the SOP)

**GUIDELINES FOR INTERACTION BETWEEN GUIDE AND MENTEE FOR DISSERTATION**

1. Preparation for interactions will commence during the TTT when the grouping of DS Guide and associated RM DS is promulgated. During the TTT, RM workshop of two sessions will be conducted. The first session will be utilized by HoD RM to cover the salient aspects and changes / updates of the subject. During the second session the RM DSs will conduct a workshop for their associated DS Guides on various important aspects of research work.
2. Two days prior to each scheduled interaction or as and when needed, the RM DS and the associated DS Guide will meet and discuss the progress of each participant based on his/her submissions with the aim to decide on focus areas during the coming interaction.
3. Similarly, after the submission of the Research Proposal and prior to the conduct of the RD Seminar, the RM DS and the associated DS Guide will discuss the respective proposals. In case of any disagreement, the matter would be referred to HF R&C.
4. A focused approach towards the activities scheduled prior to RD Seminar will ensure that the Research Design Seminar is meaningful & outcome oriented.
5. The details of various interaction between the DS Guide and the mentee are given in the table below.

<b><u>S No</u></b>	<b><u>Activity</u></b>	<b><u>No of Session</u></b>	<b><u>Wk / Dt</u></b>	<b><u>Quantitative</u></b>	<b><u>Qualitative</u></b>	<b><u>Mixed</u></b>
1	<b>Tentative List</b>		<b>Apr 1<sup>st</sup> week</b>			
2	<b>Final List</b>		<b>Mid Apr</b>			
3	<b>Dissertation Choices</b>		<b>May 1<sup>st</sup> week</b>	OIC IT to ensure that dissertation choices are included in the initial documentation		

4	<b>RM Workshop</b>	1	<b>TTT 2<sup>nd</sup> week</b>	<b>During TTT</b>	<b>During TTT</b>	<b>During TTT</b>
5	<b>Course Bfg</b>		<b>29-May</b>			
6	<b>Allocation</b>		<b>10-Jun</b>			
7	Dissertation Interaction 1	1	<b>3</b>	Initial Bfg – Formulation of Title, Research Questions & Research Problem		
8	Dissertation Interaction 2	1	<b>6</b>	RoL, Hypothesis & <b>Research Design</b>	RoL & <b>Research Design</b>	RoL, CCV, Hypothesis & <b>Research Design</b>
9	RD Seminar	6	<b>7</b>	RD Seminar	RD Seminar	RD Seminar
11	Dissertation Interaction 3	1	<b>15</b>	RD Seminar Follow Up, RoL final & Data Collection Plan		
				Pilot Questionnaire	Finalise Interview Questions & Guide	Pilot Questionnaire or Interview Guide based on the core design decided

<b>S No</b>	<b>Activity</b>	<b>No of Session</b>	<b>Wk / Dt</b>	<b>Quantitative</b>	<b>Qualitative</b>	<b>Mixed</b>
12			<b>17</b>	<b>Launch Pilot Svy</b>	Conduct Interviews / Data Collection	Launch Pilot or Conduct initial Interviews
13	Dissertation Interaction 4	1	<b>20</b>	Pilot Svy Analysis & prepare Final Questionnaire	Conduct Interviews / Data Collection	Pilot Svy Analysis & launch Final Questionnaire / Qual Data Collection/analysis
14	Dissertation Interaction 5	1	<b>22</b>	<b>Launch Final Svy</b>	Data Analysis & tentative themes	Final Svy analysis or Qualitative data collection/analysis
15	Dissertation Interaction 6	1	<b>24</b>	Final Questionnaire Analysis	Addl data collection & Theorisation	Final Svy Analysis or Qual Data Analysis
16	Dissertation Interaction 7	1	<b>27</b>	Interpretation & Recommendations - Draft Submission		
17			<b>20 Dec</b>	Final Submission to DS Guide by 15 Dec & RM DS by 20 Dec		

**Note:** The guide DS Guide may interact with their respective mentees over and above the scheduled interactions, utilizing post training hours and R&SS sessions. All these interactions and submissions are to be recorded in the submission file.

**Appendix C**

(Refers to Para 15 of the SOP)

**DISSERTATION ASSESSMENT: MMR**

Title \_\_\_\_\_

HDMC No \_\_\_\_\_ Author \_\_\_\_\_

Mentor DS \_\_\_\_\_

Key Words (for cataloguing purpose) \_\_\_\_\_ Type : \_\_\_\_\_

<b><u>Ser No</u></b>	<b><u>Heading</u></b>	<b><u>Max Marks</u></b>	<b><u>Mark Allotted</u></b>
1.	<b>Formulation of Research problem &amp; Research Questions</b>	20	
2.	<b><u>Review of Literature. (20)</u></b>		
	(a) Quality and Sources of Literature (min 5 books & 20 peer reviewed research papers)	10	
	(b) Research Gap	05	
	(c) Research Methods	05	
3.	<b>Theoretical &amp; Conceptual Framework</b>	05	
4.	<b>Hypotheses</b>	05	
5.	<b><u>Research Design.</u></b> (Sampling, Observational, Statistical and Operational)	15	
6.	<b><u>Data Collection. (15)</u></b>		
	(a) Primary Data	15	
	(b) Secondary Data		
7.	<b><u>Data Analysis (MMR). (50)</u></b>		
	(a) Pilot Survey Analysis	10	
	(b) Final Survey Analysis (15)		
	(i) Descriptive Analysis	05	
	(ii) Inferential Analysis	10	
	(c) Qualitative Data Analysis	10	
	(d) Mixing	05	
	(e) <b><u>Interpretation.</u></b> Use of relevant theories to explain outcomes of data analysis.	10	
8.	<b><u>Findings &amp; Recommendation. (15)</u></b>		
	(a) Major Findings / Inferences	10	
	(b) Recommendations	05	
9.	<b><u>Misc. (25)</u></b>		
	(a) Layout of Thesis (Including Minor SD)	15	
	(b) Referencing	05	
	(c) Answering of Research Questions	05	
8.	Total by DS	<b>170</b>	

9. **Recommendation for FEC.** (All graded 75% and above).

10. **Recommendation for uploading on UCMS.** – Yes/No

Date : \_\_\_\_\_ Signature of DS Guide \_\_\_\_\_

11. **Marks by Respective HF.**

Marks by HF	Max Marks	Marks Allotted	Recommended for FEC(Yes/No)
	30		

12. **Grand Total.**

Grand Total	Max Marks	Marks Allotted
	200	

Date : \_\_\_\_\_ Signature of HF \_\_\_\_\_

13. **Comments of HFR&C.** Justified/Strict/Liberal (With explanatory notes where required).

Date : \_\_\_\_\_ Signature of HF R&C \_\_\_\_\_

**Note:** Guidelines for assessment.

1. Poor/Failure - below 40%
2. Below Average - 40-50%
3. Average - 50.1-60%
4. High Average - 60.1-70%
5. Above Average - 70.1-75%
6. Excellent - More than 75%



**DISSERTATION ASSESSMENT : QUALITATIVE**

Title \_\_\_\_\_

HDMC No \_\_\_\_\_ Author \_\_\_\_\_

Mentor DS \_\_\_\_\_

Key Words (for cataloguing purpose) \_\_\_\_\_ Type : \_\_\_\_\_

<b><u>Ser No</u></b>	<b><u>Heading</u></b>	<b><u>Max Marks</u></b>	<b><u>Mark Allotted</u></b>
1.	Evolution of Research Questions (20)	20	
2.	<b><u>Selecting Relevant Site(s) &amp; Subjects (Research Design (20)</u></b>	20	
3.	<b><u>Data Collection. (25)</u></b>		
	(a) Primary Data	25	
	(b) Secondary Data		
4.	<b><u>Interpretation of Data (30)</u></b>	30	
5.	<b><u>Conceptual and Theoretical Work (30)</u></b>	30	
6.	<b><u>Findings &amp; Conclusion. (20)</u></b>		
	(a) Major Findings / Inferences	10	
	(b) Formulation of Themes/ Theory	10	
7.	<b><u>Misc. (25)</u></b>		
	(a) Layout of Thesis (Including Minor SD)	15	
	(b) Bibliography	05	
	(c) Validation of Research Questions	05	
8.	Total by DS	<b>170</b>	

9. **Recommendation for FEC.** (All graded 75% and above).10. **Recommendation for uploading on UCMS.** – Yes/No

Date :

Signature of DS Guide \_\_\_\_\_

11. **Marks by Respective HF.**

Marks by HF	Max Marks	Marks Allotted	Recommended for FEC(Yes/No)
	30		

12. **Grand Total.**

Grand Total	Max Marks	Marks Allotted
	200	

Date :

Signature of HF \_\_\_\_\_

12. **Comments of HFR&C.** Justified/Strict/Liberal (With explanatory notes where required).

Date :

Signature of HF R&amp;C \_\_\_\_\_

**Note:** Guidelines for assessment.

1. Poor/Failure - below 40%
2. Below Average - 40-50%
3. Average - 50.1-60%
4. High Average - 60.1-70%
5. Above Average - 70.1-75%
6. Excellent - More than 75%

### **DISSERTATION ASSESSMENT: QUANTITATIVE**

Title \_\_\_\_\_

HDMC No \_\_\_\_\_ Author \_\_\_\_\_

Mentor DS \_\_\_\_\_

Key Words (for cataloguing purpose) \_\_\_\_\_ Type : \_\_\_\_\_

<b><u>Ser No</u></b>	<b><u>Heading</u></b>	<b><u>Max Marks</u></b>	<b><u>Mark Allotted</u></b>
1.	Formulation of Research Questions and Research Problem (20)	20	
2.	<b><u>Review of Literature. (20)</u></b>		
	(a) Quality and Sources of Literature (min 5 books & 20 peer reviewed research papers)	10	
	(b) Research Gap	05	
	(c) Research Methods	05	
3.	<b><u>Theoretical &amp; Conceptual Framework</u></b>	05	
4.	<b><u>Hypotheses</u></b>	05	
3.	<b><u>Research Design.</u></b> (Sampling, Observational, Statistical and Operational) (15)	15	
4.	<b><u>Data Collection. (15)</u></b>		
	(a) Primary Data	15	
	(b) Secondary Data		
5.	<b><u>Data Analysis. (50)</u></b>		
	(a) Pilot Survey Analysis	10	
	(b) Final Survey Analysis		
	(i) Descriptive Data Analysis	10	
	(ii) Inferential Data Analysis	15	
	(c) <b><u>Interpretation.</u></b> Use of relevant theories to explain outcomes of data analysis.	15	
6.	<b><u>Findings &amp; Recommendation. (25)</u></b>		
	(a) Major Findings / Inferences	10	
	(b) Recommendations	05	
7.	<b><u>Misc. (25)</u></b>		
	(a) Layout of Thesis (Including Minor SD)	15	
	(b) References	05	
	(c) Answering of Research Questions	05	
8.	Total by DS	<b>170</b>	

9. **Recommendation for FEC.** (All graded 75% and above).

10. **Recommendation for uploading on UCMS.** – Yes/No

Date : \_\_\_\_\_ Signature of DS Guide \_\_\_\_\_

11. **Marks by Respective HF.**

Marks by HF	Max Marks	Marks Allotted	Recommended for FEC(Yes/No)
	30		

12. **Grand Total.**

Grand Total	Max Marks	Marks Allotted
	200	

Date :

Signature of HF\_\_\_\_\_

13. **Comments of HFR&C.** Justified/Strict/Liberal (With explanatory notes where required).

Date :

Signature of HF R&amp;C\_\_\_\_\_

**Note:** Guidelines for assessment.

1. Poor/Failure - below 40%
2. Below Average - 40-50%
3. Average - 50.1-60%
4. High Average - 60.1-70%
5. Above Average - 70.1-75%
6. Excellent - More than 75%

**Appendix D**

(Refers to Para 20 of the SOP)

**METHDOLOGY FOR FINAL EVALUATION COMMITTEE****Composition of FEC.**

1. The composition of FEC will be as under:-
  - (a) Chairman - HF R&C.
  - (b) Secretary - HoD RM.
  - (c) Member 1 to 5 - One DS from each Department of Statistics, OB/OD, SM/SS, FM/SCM and Faculty of Decision Sciences.

**Conduct**

2. **Pre FEC Phase.** In this phase a team of RM DSs headed by HoD RM assesses the recommended dissertations and shortlist the dissertations for evaluation by the FEC. A maximum of 40 dissertations by Indian Participants and four by Foreign Participants (Approx 25%) are recommended.
3. The FEC evaluates the recommended dissertations in three phases.
4. **Phase 1.**
  - (a) All the dissertations recommended for FEC are sub-divided as per the vertical (SM/SS, IS/DS, FM/SCM, OB/OD, Misc) and distributed among the members based on their experience / expertise for Initial evaluation.
  - (b) The focus of the evaluation is on correct application of Theory, Principles and tools as well as techniques of the subject. The member are to also check the overall flow, logic, findings and recommendations for appropriateness and applicability. The assessment sheets are attached at **Annex 1**.
  - (c) The **methodology of evaluation is explained to the members** by **Secy FEC** in the presence of the Chairman.
  - (d) Post evaluation by the DSs, the top 20 dissertations by Indian Participants and two by Foreign Participants are shortlisted for Phase 2 through a FEC collegiate meeting.
5. **Phase 2.** In this phase HoD RM (member Secy of FEC) carries out a research methodology-based evaluation of all the recommended dissertations. He assesses

dissertations for correct application of the fundamentals for Research Methodology to include Problem Statement, Research Questions, Research Design, Data Collection, Analysis and Interpretation. The assessment sheets are attached at **Annex 2**.

6. **Phase 3.** This Phase includes an independent assessment of the selected dissertations by the Chairperson FEC, considering both the Subject Matter and Research Methodology. Assessments of Phases 1 and 2 are internal to the FEC and would be considered during the Phase 3. On completion of Phase3, the top ten dissertations of Indian Participants and the best two dissertations of Foreign participants are decided.

7. The results of Phase 3 are discussed by the FEC and approved based on a collegiate meeting.

8. Only outcome of Phase 3 is to be put up on file to the Commandant CDM for approval.

9. **Presentation.**

(a) The top **10 Indian participants and Two foreign participant approved by** FEC will present their research to the college.

(b) The presentations are only be for the purpose of providing an opportunity to the selected participants to present their research to the course and are not assessed.

10. **Awards.**

(a) All top **10 Indian participants and Two foreign participant** are awarded Book Prize.

(b) The top three Indian and best Foreign Participant is awarded during the Valedictory Ceremony.

**Annex 1**

(Refers to Para 4(b) of Appx D of the SOP)

**ASSESSMENT OF DISSERTATION BY FINAL EVALUATION COMMITTEE MEMBER**

Title \_\_\_\_\_

Index No \_\_\_\_\_

**ASSESSMENT**

		<b><u>Max Marks</u></b>	<b><u>Marks Awarded</u></b>
1.	Selection & Formulation of Problem	10	
2.	Depth and quality of Review of Literature	15	
3.	Quality and Relevance of Research Questions & Objectives	10	
4.	Research Design (Flow and Logic of Data Collection and Analysis)	15	
5.	Data Collection and Use of Data Analysis Tools and Techniques	20	
6.	Findings and Recommendations	15	
7.	Cogency, Logic, Readability of the Report	15	
	<b>Total</b>	<b>100</b>	

Comments, if any:-

Date:

Signature of FEC Member

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**Annex 2**

(Refers to Para 4(b) of AppxD of the SOP)

**ASSESSMENT OF DISSERTATION BY HOD RM**

Title \_\_\_\_\_

Index No \_\_\_\_\_

**ASSESSMENT**

		<b><u>Max Marks</u></b>	<b><u>Marks Awarded</u></b>
1.	Statement of Problem	10	
2.	Depth and quality of Review of Literature	15	
3.	Formulation of research questions	10	
4.	Research design and implementation	15	
5.	Analysis & Inferences	20	
6.	Interpretation of findings based on relevant theories.	15	
7.	Cogency, Logic, Readability of the Report	15	
	<b>Total</b>	<b>100</b>	

Comments, if any:-

Date:

Signature of HOD RM

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