

COLLEGE OF DEFENCE MANAGEMENT

JOINING INSTRUCTIONS: MANAGEMENT DEVELOPMENT PROGRAMME RESEARCH METHODOLOGY (MDP RM-03) (09 DEC TO 14 DEC 2024)

PART I: INTRODUCTION

1. College of Defence Management is a premier Tri-Service institution imparting management training to officers of the Defence Services. The College is entrusted with the responsibility of instilling contemporary management thoughts, concepts and practices in the senior leadership of the three Services.
2. The College has trained over 10,000 officers since its inception through its in-house training programmes. Selected civilian officers from the Ministry of Defence and officers from friendly foreign nations also attend these programmes. Over the years, the College has achieved the unique status of being a National Centre for Management Education, especially in the field of Defence Management. In recognition of this eminence, the All India Management Association, the apex body for Management in India, invited the College to be an institutional member of the Association, along with the Indian Institutes of Management and Administrative Staff College of India.
3. **Management Development Programme - Research Methodology (MDP-RM)** is a one week course and has been introduced from training year 2022-23 for mid-level Defence Officers of the rank of Lt Col / Col, and their equivalent in Navy and Air Force. The aim of the course is to acquaint the participants with contemporary research concepts and associated techniques towards their application in solving real life professional problems.

PART II: TRAINING

4. **Aim.** To acquaint the participants with contemporary research concepts and associated techniques towards their application in solving real life professional problems.
5. **Objectives.** The objectives of the course are as follows:-
 - (a) Enable officers to use research in discharge of their duties as staff officers, primarily for evaluation of existing policies/ programmes, design new policies/ plans.
 - (b) Enable officers to present the research findings/ solutions effectively in the form of file noting/ concept papers.
 - (c) Equip officers to prepare and implement research design for minor research projects related to their professional duties.

- (d) Enhance awareness to contemporary concepts in Research Methodology.
- (e) Enable officers to apply Research Methodology in solving real life professional problems.
6. The course seeks to develop **a thorough understanding of research principles, concepts, tools and techniques.**
7. **QRs for MDP RM.** The course is applicable for any officer of the rank of Lt Col/ Col, and their equivalent in Navy and Air Force. The officer should not have qualified on HDMC.
8. **Training Methodology.** The methodology of teaching at the College has been designed to be dynamic with focus on participative and interactive learning for a productive and intellectually stimulating learning experience. Case Study method of teaching will be adopted for all sessions during the conduct of the course.
9. **Block Syllabus.** Block Syllabus for MDP RM-03 is attached as **Appendix A.** Please also refer the Course Flyer for details.
10. **Study Material.** CDM has a well-established College Wide Network (CWN) and virtually all aspects of the course curriculum including day-to-day passing of instructions, classroom teaching, submission of solutions (where required), issue of training programme are carried out etc online. It is essential that participants are reasonably proficient in IT. Soft copies of study material required by participant officers will be uploaded on the CWN. Reading material and General Instructions may be downloaded from CDM website at <https://cdm.gov.in>. The training programme and the course material for the duration of the course will be issued to the participants immediately on arrival to the college.
11. **Peer Learning.** As part of peer learning, participants will be required to give experiential presentations on Defence Management situations as syndicates for a duration of approximately 40 min. Participants will be allotted topics after joining for the course.
12. **Library.** CDM has a vibrant and well stocked library with a diverse collection of books as well as well-curated research material on various disciplines.
13. **Duration of the Course and Working Hours.** The course is scheduled from **09 Dec 24 (Mon) to 14 Dec 24 (Sat).** Working hours will be from **0800 to 1650h, with a lunch break in between 1410h to 1530h.**
14. **Timings.** The programme begins on the first day at 0800h. All officers are requested to be **seated in 'Chanakya Hall' classroom in 'Gandhi Block' by 0750h every day.**

15. **Coordination.** Training Branch would coordinate all the training activities with respect to the MDP RM-03. The undermentioned officers may be contacted with respect to the training activities of the course:-

SI	Name	Appt	Mob No	E-mail ID
(a)	Col Abhishek Arora	DS Coord	+91 7080666444	dscooordcdm.ids@gov.in
(b)	Col Kedar Gupte	Trg Coord	+91 7598395319	trgcoord.ids@gov.in
(c)	Col Chetan Masoan	Col Adm	+91 8800772656	ssoadm.ids@gov.in
(d)	Capt (IN) Suguna Kumar	Basic DS	+91 9441497903	ds53.ids@gov.in

PART III: ADMINISTRATION

16. **Reception and Dispersal.**

(a) All participant officers are requested to report between **Sat, 07 Dec 24 (AN) to Sun, 08 Dec 24 (FN)**. A Reception Cell will be established at **CDM Officers' Mess wef 07 Dec 24**. Upon their arrival at CDM, officers are requested to report to the Reception Cell for completion of arrival formalities and for further instructions. *Kindly note that accommodation will be available wef PM 07 Dec 2024, and not prior to that.*

(b) The dispersal from the College on termination of the course may be planned on **Sat, 14 Dec 24**. Officers are requested **NOT** to book return tickets for any flight originating from Hyderabad before **2300h on 13 Dec 24**.

(c) **Taxi Services.** Officers may use taxi services from the Airport to reach CDM and claim the cost of transportation from Airport to CDM as authorised. Prepaid cabs of various cab service providers are available at airport. The distance from airport is approximately 45 km (1h 30 mins). CDM is located near Ammuguda Bus stop (Yapral) / Sainikpuri. Google Map showing route from Airport to CDM is placed at **Appendix B**.

17. **Documents.**

(a) **Arrival Information.** All participant officers are requested to send their arrival information as per **Appendix C** to the Col Adm by FAX/ AWAN / Email (contact details given in Para 13 above). The same may also be shared with the **Course Basic DS, Capt (IN) Suguna Kumar** by SMS / WhatsApp on **9441497903**.

(b) All service participants must be in possession of their **Course Nomination Letter, Movement Order** and **Service Identity Card**. Personal particulars of the officers are requested to be handed over to reception cell on arrival / latest by **08 Dec 24 (AN)** as per the format given at **Appendix D**.

18. **Accommodation and Messing.** All participants of the MDP RM-03 course will be accommodated on **Single Occupancy Basis** at the CDM Officers' Mess which is located inside the College premises. List of facilities provided in rooms is attached as **Appendix E**. **Kindly intimate in advance, if accompanied with Spouse** (to be in

possession of valid Identity/ Dependent Card), **for necessary permissions and arrangements. Officers are requested not to carry their LRC as flat rates will be charged for dining in the CDM Officers' Mess.** Bills may be paid by Credit/ Debit cards/ NEFT/ IMPS transfer only.

19. **Financial Arrangements.** Service officers are advised to draw their TA/ DA advance before coming for the course. The approximate Mess Bill for the duration of the course would **Rs 2600/- per day** for accommodation and messing. In addition, Coffee Bar charges would amount to approximately Rs. 500/- per week. The visit to any tourist place in city would be on own expense.

20. **Dress.** The dress is formal civil dress (Open Collar light colour full sleeve shirt and dark trousers) with a name tab (issued at CDM). Summer working uniform (equivalent) will be worn on Monday and also on the first and the last day of the course or on specific occasions including course photograph, which will be specified separately. Officers are advised to carry formal neckties to cater for external visits to station units / establishments if any.

21. **Banking Facilities.** SBI, EME Centre is located close to the College. ICICI & SBI ATM counters are located in the CDM complex. In addition, ATMs of most of the major banks are available in the vicinity of the College.

22. **Medical Facilities.** MI Room facilities are available in CDM premises. Military Hospital, Secunderabad is located at a distance of approx five kms from CDM. Military Dental Centre, Bolaram is located five kms from CDM.

23. **Leave.** Being a Short Programme, **no leave is permitted** during MDP RM-03.

24. **Sports and Leisure time.** CDM offers the following sports and leisure time activities:-

(a) **Tennis and Squash.** Tennis and Squash facilities are available at CDM.

(b) **Gym.** A well-equipped gym is available in the CDM Officer's Mess.

(c) **Golf.** Two 18-hole golf courses, viz Bison Ecology Park and Training Area (BEPTA) and Eagle Environmental Park and Training Area (EEPTA) are in close vicinity. Participants may play by paying Green Fees.

(d) **RSI.** RSI is located about 1.5 km from the College. Officers may use facilities on cash payment basis. Mess Secy, CDM will facilitate temporary membership.

25. **Information on Hyderabad.** Hyderabad is capital of Telangana and is known to be founded in 16th century. Many other relevant information regarding history, weather and places of tourist interest are placed as **Appendix F.**

26. **Point of Contact.** The undermentioned may be contacted with respect to the administrative activities of the course:-

SI	Name	Appt	Mob No	E-mail ID
(a)	Capt (IN) Suguna Kumar	Basic DS	+91 9441497903	ds53.ids@gov.in
(b)	Col Chetan Masoan	Col Adm	+91 8800772656	ssoadm.ids@gov.in
(c)	Lt Col VS Sambyal	AAQMG	+91 9541577718	ssoadm.cdmap@nic .in
(d)	College Duty Clk		+91 4027111731	

27. **Address.** The postal address of the College is as under:-

- (a) **Postal** : College of Defence Management
Sainikpuri PO, Secunderabad – 500 094
- (b) **Fax** : **Col Adm : 0091- 40-27111731**
DS Coord : 0091- 40-27115741
- (c) **CDM Website** : <https://cdm.gov.in>
- (d) **e-mail** : cdm@gov.in
- (e) **ASIGMA** : CDM SECUNDERABAD

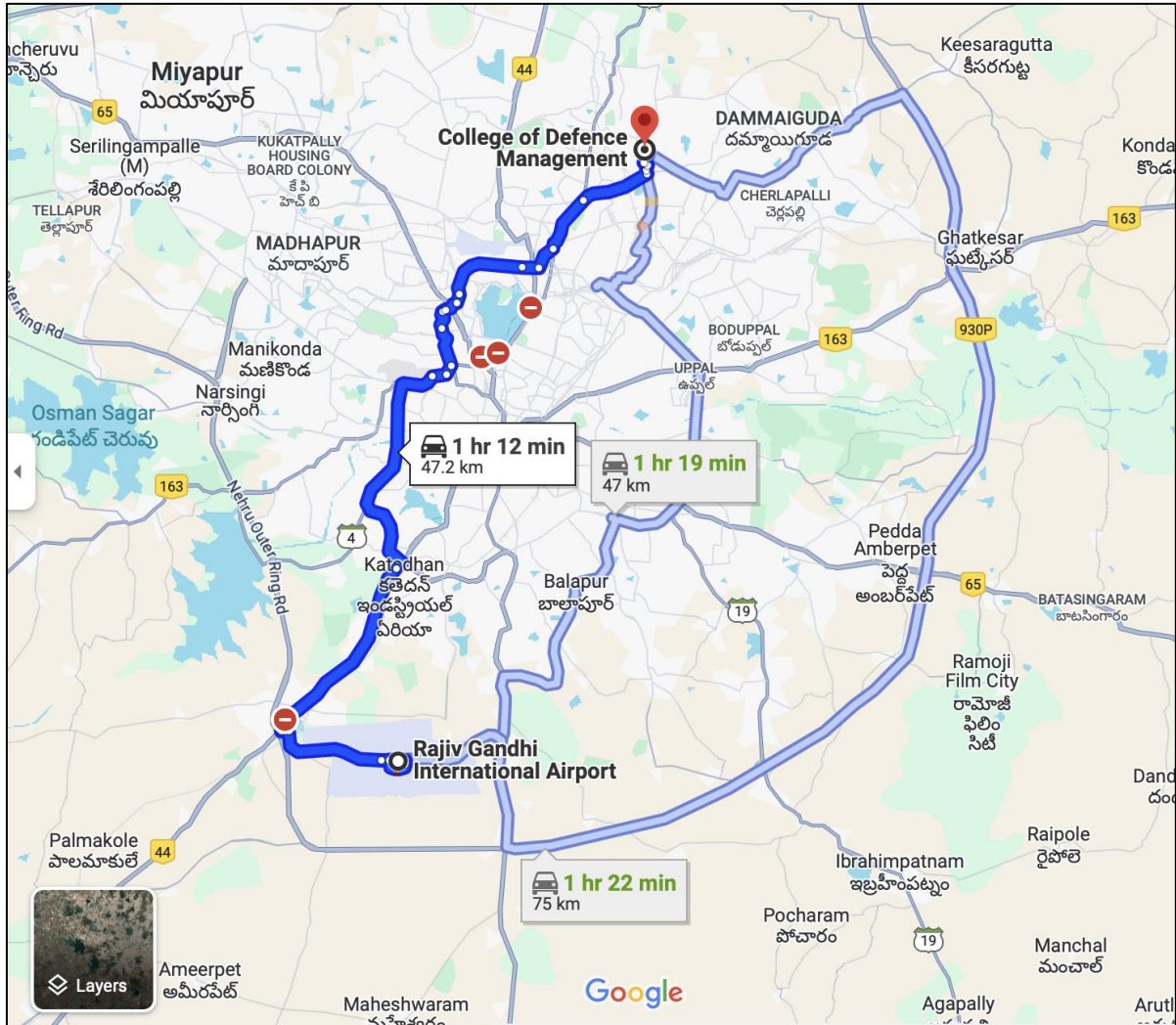
MDP RM-03
BLOCK SYLLABUS

SI	Module	Activity
1.	RM Fundamentals	Fundamentals of Research - Methods of knowing - Scientific Method - Research in Armed Forces
2.		Research Strategy - Definition - Philosophical Orientation - Types of Research Strategies
3.	Problem Formulation	Defining Research Problem - Concepts & Conceptualisation - Components of Research Problem - Research Question & Objectives - Research Problem Statement
4.		Workshop on Review of Literature - Discussions on selected Research Articles
5.		Review of Literature - Purpose of RoL - How to review literature - Outcome of RoL - Structure of output of RoL
6.		Research Hypothesis (RH) & Variables - Definition & Formulation of RH - Types of Hypothesis - Operationalisation of Constructs & Variables
7.		Research Design 1/2 - Components of Research Design - Survey Designs
8.	Research Design 2/2 - Other popular designs	
9.	Data Collection & Analysis	Sample Selection & Data Collection - Types of sampling - Types of data - Methods of Data Collection - Observation Method
10.		Questionnaire Design 1/2 - Attitude & its Measurement - Procedure for designing a Questionnaire - Common Errors
11.		Questionnaire Design (Workshop) 2/2
12.		Interview technique

		<ul style="list-style-type: none"> - Types of Interview - How to conduct Interview - Interview guide - Transcribing the interview
13.		Quantitative Data Analysis <ul style="list-style-type: none"> - Data preparation - Pilot survey analysis - Final survey analysis - Secondary data analysis
14.		Qualitative Data Analysis <ul style="list-style-type: none"> - Thematic analysis - Content analysis
15.	Interpretation Evaluation & Report writing	Interpretation & Report Writing <ul style="list-style-type: none"> - Interpretation - Validity & Reliability - Writing of Report
16.	Project	Project Presentations
17.	Exercise	Assimilation Exercise

Appendix B
[Refers to Para 14(c) of
Joining Instructions]

MDP RM-03
MAP SHOWING ROUTE FROM RGIA, HYDERABAD TO CDM



Appendix C[Refers to Para 15(a) of
Joining Instructions]**ARRIVAL INFORMATION: MDP RM-03**
(TO BE MAILED TO BASIC DS ON ds53.ids@gov.in BY 05 DEC 2024 (FN))

1.	Rank	
2.	Name	
3.	Mode of Travel	Airline : Flight No : ETA : OR Train Name : Train No : ETA : Rly Stn :
4.	Entraining/ Emplaning Station and Date	
5.	Mobile No	
6.	e-mail ID	
7.	Dietary preference	Vegetarian/Non-Vegetarian
8.	Any other information	

*All trains coming from Mumbai/ Bengaluru stop at **Secunderabad Junction** which is nearer to CDM as compared to Hyderabad (Nampally) Railway Station. Officers are advised to disembark at **Secunderabad Junction**.

*Hyderabad airport is approx 45 km away from CDM. The travelling time is nearly 1h 30m. Prepaid cabs are available at the airport.

Date:

(Signature of Officer)

Appendix D

[Refers to Para 15(b) of Joining Instructions]

PERSONAL AND SERVICE PARTICULARS: MDP RM-03
[TO BE HANDED OVER AT RECEPTION CELL ON ARRIVAL/ LATEST BY
08 DEC 2024 (AN)]

1.	Name (in Block Capital)	
2.	Decorations	
3.	Personal No	
4.	Substantive Rank with Date	
5.	Acting Rank with Date	
6.	Regiment/Corps/Branch	
7.	Date of Commission	
8.	Date of Seniority	
9.	Date of Birth	
10.	Marital Status	
11.	CDA/ Pay Account No	
12.	Bank Details (Account No Bank, Branch, IFSC)	
13.	Identity Card No	
14.	Blood Group	
15.	Date of booster dose of COVID Vaccine administration	
15.	Next of Kin and Relationship	
16.	Permanent Home Address	
17.	Present Address	
18.	Telephone(s)	
19.	E mail ID	
20.	Management Qualifications	
21.	Details of Courses undergone :	
22.	Academic Qualifications	

23.	Articles/ Papers/ Books Published	
24.	Would you like to share your experience with rest of the participants and the Faculty which could highlight any of the themes of your research work done earlier? If Yes, please attach a synopsis of the proposed talk.	
Please submit this form with a passport size photograph . Kindly write name on back of photograph.		

Date:

(Signature of Officer)

Appendix E

(Refers to Para 16 of Joining Instructions)

**LIST OF ITEMS / EQUIPMENT AVAILABLE AT THE SEKHON BLOCK
OF THE CDM OFFICERS' MESS**

1. Air conditioned furnished bedrooms.
2. Refrigerator.
3. LCD TV with DTH.
4. Electric kettle with items for making tea.
5. Electric iron.
6. Newspaper.
7. Welcome hamper.
8. Basic toiletries
9. List of important telephone numbers.

Note: Room bearer have been earmarked for respective rooms on sharing basis.

Appendix F

(Refers to Para 23 of Joining Instructions)

INFORMATION ON HYDERABAD

1. **Introduction.** Hyderabad, the capital city of Telangana consists of the twin cities of Hyderabad and Secunderabad and is a bustling 400-year-old metropolis with an urban population of approximately 8.7 million people. Hyderabad is famous as the former seat of the fabulously wealthy Nizams of Hyderabad. It is built on the banks of the river Musi. The district is situated between 77° 30' and 79° 30'E, of the eastern longitudes and 16° 30' and 18° 20'N, of northern latitudes. The Hyderabad district shares boundaries with the Nalgonda district, Mahaboob nagar district, Karnataka state and Medak district in the East, South, West and North directions respectively.

2. **Weather.** Hyderabad climate is hot and humid in the month of May when the temperature scorches up to 40-45 degrees. In the months from June to September the city receives medium to heavy rains. Monsoon days are not preferable for traveling. In October the temperature hops in between 22 degree and 30 degree whereas it drops to a minimum of 20 degree in November. During the months of December and January the temperature cuddles in between 15 and 20 degrees. In February and March it rises to about 24-27 degrees and in the month of April, soars to 30-35 degrees.

3. **Location.** Hyderabad is located approximately in the centre of Deccan plateau. The distance from Bangalore to Hyderabad is about 560 kms and is about 700 kms from Mumbai. Chennai is located approximately 630 kms from Hyderabad and Tirupati is about 550 kms. It is about 590 kms from Vizag. Thus Hyderabad can be comfortably reached by road from the major South Indian and Deccan cities.

4. **History.** Hyderabad is the capital and largest city of the South Indian state of Telangana. It was ruled by the Qutub Shahis, Mughals and the Nizams which shaped its history. The city is noted for monuments which includes the masterpiece of Charminar and the fort of Golconda. There are multitude of masjids, temples, churches and bazaars in the city.

Places of Tourist Interest

5. The city houses famous historical sites like Charminar, UNESCO Asia Pacific Heritage site of the *Chowmahalla Palace*, *Salar Jung Museum* (among the world largest private collection museum) as well as art galleries, libraries, sports complexes, museums and theatres. Hyderabad is known as The City of Pearls, as once it was the only global center of large diamonds and natural pearls trade. Many traditional and historical bazaars are located around the city.

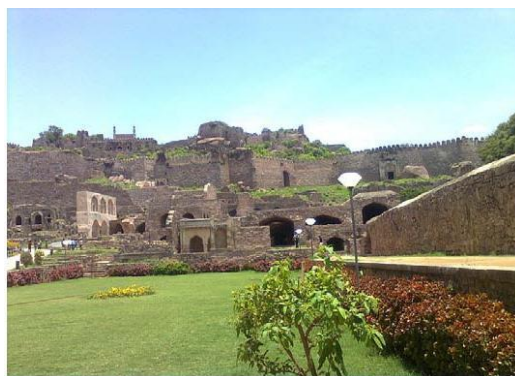
6. **Mecca Masjid.** Mecca Masjid was built 400 years back during the reign of Sultan Muhammad Qutub Shah, the 6th Qutub Shahi Sultan of Hyderabad. The three arched facades have been carved from a single piece of granite. More than 8,000 workers were employed to build the mosque.



7. **Charminar.** A major landmark of Hyderabad with four graceful minarets located in the old city. It is built by Muhammed Quli Qutb Shah as a memorial for plague victims. It is in the midst of 'Charkaman' which are the four archways leading to roads in all four directions of the monument.



8. **Golconda Fort.** Once abandoned by Qutub Shahis, Golconda Fort is one of the most magnificent fortress complexes in India. Seated on a hillside, the spiralling fort was amongst the strongest forts of India.



9. **Qutb Shahi Tombs.** There are various tombs dedicated to the rulers of Qutub Shahi dynasty, located at Shaikpet, near Golconda Fort. These are an example of Deccan architecture with large minarets, huge domes, delicate marble designs and multiple inner passages.



10. **Paigah Tombs.** These are recently discovered series of mausoleums of Paigah nobles with unique geometrical sculptures. These are located at Chandrayanagutta.
11. **Paigah Mosque (Spanish Mosque).** This Mosque is famous for its amazing architecture. The mosque was constructed in the Andalusí/ Spanish Architecture by Sir Vicar-ul-Umra a Paigah Nawab in 1906.
12. **Falaknuma Palace.** Built by an Italian architect through one of the Paigah nobles, Nawab Viqar al-Umra'. Complete in Italian marble, Louis XIV-style decor, Mughal ambience, marble staircases and ornate fountains, it has now been undertaken by the Taj group and has been developed as a Heritage Hotel.
13. **Asman Garh Palace.** It was designed and built by the erstwhile Prime Minister of Hyderabad state Sir Asman Jah in 1885 on a hillock for leisure. It is based on Gothic architecture and is in the shape of a European medieval castle. The palace presently houses a museum displaying archaeological relics.
14. **Taramati Baradari.** '*Taramati Baradari*' is a palace located near Gandipet Lake that was built under the reign of Abdullah Qutb Shah, the Seventh Sultan of Golkonda as an ode to his favourite courtesan.
15. **Bella Vista.** It was a royal palace of the Nizams built in 1910. The Bella Vista Palace is an Indo-European building standing on a 10-acre (40,000 sq m) verdant campus. The building's French architect christened it as Bella Vista, meaning beautiful sight, as it overlooks the Hussain Sagar Lake. It is located in the Saifabad suburb of the city. It now houses the Administrative staff college of India.
16. **Salar Jung Museum.** The museum houses the largest one-man collection of antiques in the world. Collections include the *Veiled Rebecca* and other huge collection of artefacts dating back to a few centuries. Apart from the galleries, there is a reference library, chemical conservation lab, sales counter and a cafeteria.
17. **Birla Planetarium.** The Planetarium is another magnificent building with a big dome resembling that of the '*Gol Gumbaz*' of Bijapur. The special attraction are the shows which unveil the mysteries of the cosmos and the origins of the universe, comets, eclipses, unidentified flying objects etc. The latest addition is the '*Dinosaurium*', which houses a collection of dinosaur egg fossils.

18. **City Museum, Hyderabad.** It is a newly inaugurated Museum and is famous amongst the tourists. Muffakham Jah, the grandson of the last ruler of Hyderabad State, said that "The history of Hyderabad was always over shadowed as most historians tended to focus only on Mughal rule". The museum has brought nearly 4,000 years of history of the city through archaeological evidence such as the neolithic pots, megalithic sites, European styled terracotta figurines, coins of Satvahana period among others.
19. **Sri Lakshminarasimha Swamy Temple.** Located at distance of 60 km from Hyderabad is a popular Hindu Temple of '*Narasimha Swamy*', an incarnation of Lord Vishnu. The temple is quite popular amongst locals and is busy throughout the year.
20. **Birla Mandir.** Hindu temple made of white marble located on top of a hill overlooking the city.
21. **Hussain Sagar Lake.** It is a man-made lake famous for the 19-metre tall Buddha statue installed in the centre of the lake. Located on its banks is Tank Bund which consists of beautiful gardens and statues of famous personalities. Boating and water sports are a regular feature at the lake.



22. **NTR Gardens.** This leisure spot is located beside the IMAX theatre. Situated on 36 acres (150,000 sq m) of land adjoining the '*Hussain Sagar*', these gardens provide entertainment and recreation to families and youth alike. It also houses a memorial of Late Shri N.T. Rama Rao, former Chief Minister.
23. **Lumbini Park.** Lumbini Park is a small public, urban park of 7.5 acres (0.030 km²; 0.0117 sq mi) adjacent to '*Hussain Sagar*' Lake in the busy Necklace Road area and is one of the popular parks in the city.
24. **Ramoji Film City.** It is the world's largest integrated film studio cum theme park, at nearly 3,000 acres. It is also one of Asia's most popular tourism and recreation centres. Recently, it has made its way to the Guinness Book of World Records for being the largest film studio in the world.
25. **Shilparamam.** Located opposite Cyber Towers,HITEC city, it is an arts and crafts village which was conceived with an idea to create an environment for the preservation of traditional crafts such as sculpting wonders from stone, weaving in cotton, silk and gold thread, Dhaka muslin, '*Kondapalli toys*', '*Bankura horses*', temple arts and a motley of Indian arts and crafts.

26. **Laad Bazaar**. Also called '*Chudi Bazaar*' it is located on the west side of the '*Charminar*', and is known for its exquisite bangles, jewellery and pearls shops.
27. **Koteshwar Temple**. Koteshwar temple near 1 EME Training Centre is quite old and famous among the local.