



**Indira Gandhi National Tribal University
Amarkantak, MP, India**

Syllabus for Ph.D. Coursework

**Board of Studies of Department of Museology
April 16-04-2026**

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Indira Gandhi National Tribal University, Amarkantak

Department of Museology

Minutes of Board of Studies of Museology (April 16-04-2026)

The Meeting of Board of Studies of Department of Museology for Ph.D. Course work was held online during April 16-04-2026 at Indira Gandhi National Tribal University, Amarkantak. The following members attended the Meeting:

1. **Prof. Narsingh Kumar**

Head, Department of Museology
Indira Gandhi National Tribal University
Amarkantak 484 887, Madhya Pradesh, India

Chairman

2. **Dr. Amit Soni**

Associate Professor
Department of Museology
Indira Gandhi National Tribal University
Amarkantak 484 887, Madhya Pradesh, India

Member

3. **Dr. Kirti**

Assistant Professor
Department of Museology
Indira Gandhi National Tribal University
Amarkantak 484 887, Madhya Pradesh, India

Member

4. **Prof. Alok Shrotriya**

Dept. of AIHC & Archaeology
Indira Gandhi National Tribal University
Amarkantak 484 887, Madhya Pradesh, India

Member

5. **Dr. Devendra Kumar Singh**

Dept. of History
Indira Gandhi National Tribal University
Amarkantak 484 887, Madhya Pradesh, India

Member

6. **Prof. Manvi Seth,**

Dept. of Museology
Indian Institute of University (Deemed University), Nodia UP

Member

7. **Prof. Sunjay Jain**

Professor (Rtd), Department of Museology
MS University of Baroda, Gujarat

Member

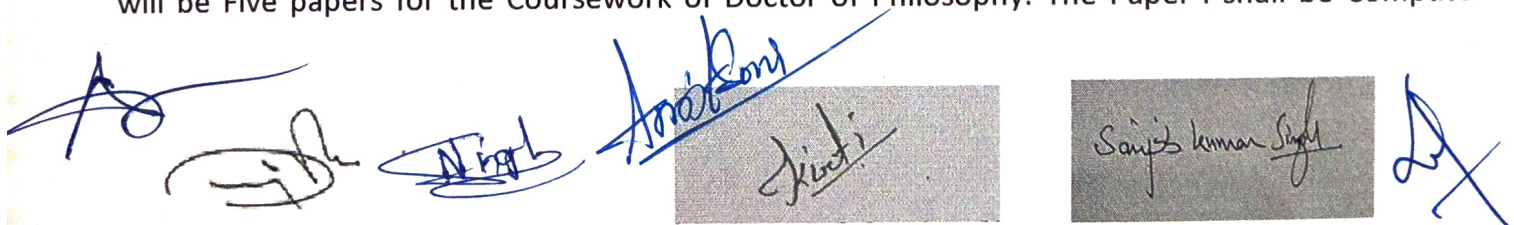
8. **Dr. Sanjib Kumar Singh**

Director, International Ramkatha Sangrahalay, Ayodhya, UP

Special Invitee
Member

Proceedings

Members of Board of Studies, deliberated in detail and revised the Ph.D. Coursework Syllabus. There will be Five papers for the Coursework of Doctor of Philosophy. The Paper-I shall be Computer



Applications. Paper-II shall be 'Research Methodology'. The third paper shall be of Research and Publication Ethics. The fourth and Fifth Papers will be DSE I and DSE II, respectively. Members of Board of Studies reviewed and revised the Ph.D. Coursework Syllabus.

1. The duration of Ph.D. Course will be for 6 months.
2. There will be 5 papers in Ph.D. Coursework. The Credit structure of the Coursework will be as following:

Credit Structure

Sl. No.	Name of the Paper	Credits	Marks
1.	Computer Applications	4	100
2.	Research Methodology	4	100
3.	Research & Publication Ethics	2	50
4.	Discipline Specific Elective I	4	100
5.	Discipline Specific Elective II	2	50

3. Each candidate shall have to pass all the five (05) papers to join Ph.D. Programme. As specified in the credit structure, Paper I, Paper II and Paper IV shall be of 100 marks each, while paper III and Paper V shall be 50 marks each, which will be divided as following:

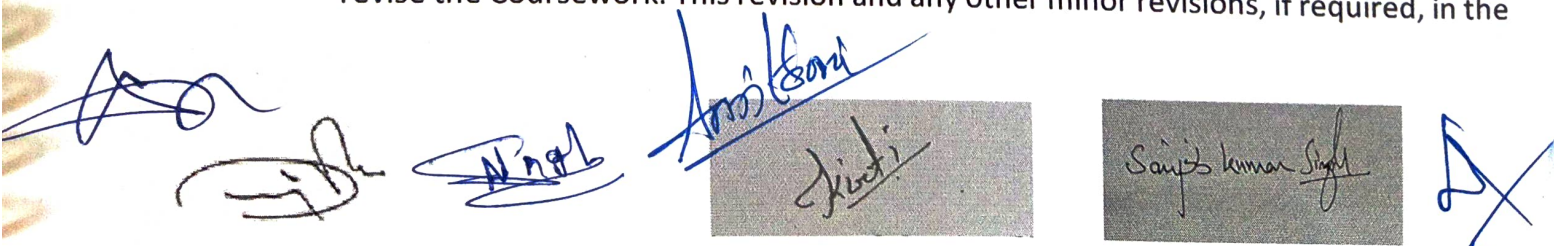
Paper I, Paper II and Paper IV

Internal Examination (Theory/Seminar/Attendance/Assignment, etc.) marks: 40
External Theory Examination marks: 60

Paper III and paper V

Internal Examination (Theory/Seminar/Attendance/Assignment, etc.) marks: 20
External Theory Examination marks: 30

4. The examination duration of Paper-I, Paper-II and Paper IV will be of three hours each. The Paper-III and Paper-V will be of two hours each. The students, of their own interest, may opt for DSE I and DSE II out of many papers to be offered.
5. The syllabus of the PhD Coursework shall come into force from the Academic Session 2026-27 onwards.
6. The University may adopt NEP in due course and there may be a requirement to revise the Coursework. This revision and any other minor revisions, if required, in the

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Objective

Unit I: Steps in Research and Writing Thesis

Unit-II: Museology Research and Methods

Unit-III: Qualitative Research / Data collection

Unit-IV: Quantitative Research / Data Collection

File Chart and Tables, Measures of Central tendency, Score Testing, SPSS Analysis, Correlation and Variation, Scaling, etc.

Visitor Survey

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Sangit Kumar Singh

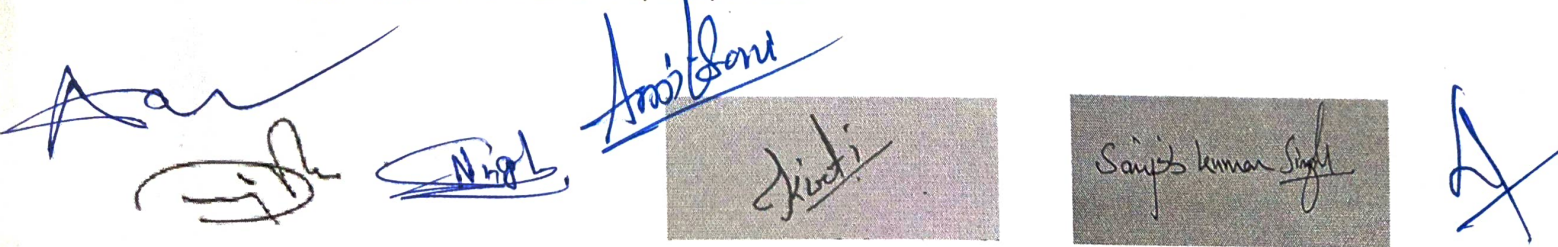
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Unit-V: Review of Literature, Thesis Writing

Meaning and purpose of review of literature, Finding literature, Documentation and analysis of Museum, Audio-Visual Presentation Sand Research Theme : Method of Reference and Bibliography; American Psychological Association (APA) style, Modern Language Association (MLA) style, Chicago/Turabian style, Oxford stule; Bibliography, Annotated Bibliography, difference between References and Bibliography; Citation; Appendix; Citation; Quotation; Paraphrasing; Endnotes; Footnote, difference between endnote footnote; Mechanics of writing.

Suggested Readings (Listed study material is not exclusive)

1. Abrams, Mark. *Social Surveys and Social Action*. William Heinemann: London, 1951.
2. Ahuja, Ram: *Research Methods*. Rawat Publications: Jaipur, 2006.
3. Association of Social Anthropologists of the UK and the Commonwealth. *Ethical Guidelines for Good Research Practice*. ASA: London. www.theasa.org/downloads/ethics/ethicalguidelines.pdf, retrieved on 10th October, 2018.
4. Bajpai. S.R.: *Methods of Social Survey and Research* (2nd ed.), Kitab Ghar: Kanpur, 1964.
5. Bernard, HR: *Research Methods in Anthropology: Qualitative and Quantitative Approaches*. Altamira Press: Lanham, MD, 2011.
6. Bogdan, R & S.J. Taylor 1975. *Introduction to Qualitative Research*, New York: Wiley & Sons.
7. Boellstorff, Tom: *"Method" in Coming of Age in Second Life*. Princeton University Press: Princeton, 2008.
8. Booth, Wayne, Gregory G. Colomb, & Joseph M. Williams: *The Craft of Research*. Chicago University Press: Chicago, 2008.
9. Campbell, D.T. and J.C. Stanley: *Experimental and Quasi-Experimental Design/or Research*. Rand McNally: Chicago. 1972.
10. Cardasco. Francesco and E.S.M. Gatner: *Research and Report Writing*. Barnes and Noble: New York. 1956.
11. Cargan, Leonard: *Doing Social Research*. Rawat Publications: Jaipur, 2008.
12. Cortes, Fernando, Adam Przeworski and John Sprague. *Systems Analysis for Social Sciences*. John Wiley: New York. 1974.
13. Dandapani, S. *Fundamentals of Social Survey and Research Methods*. Scholars Foundation: Delhi. 1971.
14. Das, D.K.: *Design of Social Research*. Rawat Publications: Jaipur, 2005.
15. Dasgupta. Sugata (Ed.). *Methodology of Social Science Research*. New Delhi: Index. 1967.
16. DeWalt, Kathleen & Billie DeWalt: *Participant Observation: A Guide for Fieldworkers*. Alta Mira Press: Lanham, MD, 2011.



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17. Ellen, R: *Ethnographic Research: A Guide to General Conduct*. Academic Press: London, 1984.
18. Emerson, Robert, Rachel Fretz, and Linda Shaw: *Writing Ethnographic Fieldnotes*, 2nd Edition, The University of Chicago Press: Chicago, 2011.
19. Evans-Pritchard, E. E: *Witchcraft, Oracles, and Magic among the Azande*. Clarendon Press: Oxford, 1976.
20. Gibson, William and Brown, Andrew: *Working with Qualitative Data*. Sage Publications: New Delhi, 2009.
21. Goode, William J. and Hatt, Paul K: *Methods in Social Research*. McGraw-Hill Book Co: New York, 1952.
22. Gupta, Akhil and James Ferguson, eds.: *Anthropological Locations: Boundaries and Grounds of a Field Science*. University of California Press: Berkeley, 1997.
23. Hammersley, M. & P. Atkinson: *Ethnography. Principles in practice*. Routledge: London, 2007.
24. Kumar, Ranjit: *Research Methodology - A Step by Step Guide for Beginners*, Pearson, 2011
25. Lundberg. G.A.: *Social Research: A Study in Methods of Gathering Data*. Longmans Green, London, 1942.
26. Lune, Howard & Koppel, Ross: *Perspectives in Social Research Methods and Analysis*. Sage Publications: New Delhi, 2009.
27. Malik, Ramesh & Kasi, E: *Theory and Practice of Ethnography: Readings from the Periphery*. Rawat Publications & IGRMS: Jaipur & Bhopal.
28. Malinowski, B: *Argonauts of the Western Pacific: An Account of Native Enterprise and Adventure in the Archipelagoes of Melanesian New Guinea*. Waveland Press: Prospect Heights, 1984.
29. Narayanasamy, N.: *Participatory Rural Appraisal: Principles, Methods and Application*. Sage Publications: New Delhi, 2009.
30. Palumbo, Dennis, J.: *Statistics in Political and Behavioral Science*. Appleton-Century-Croft: New York, 1969.
31. Salmons, Janet: *Doing Qualitative Research Online*. Sage: London & New Delhi.
32. Sanjek, R. (ed.): *Fieldnotes: The Makings of Anthropology*. Ithaca and Cornell Univ. Press: London, 1990.
33. Sjoberg. Gideon and Roger Nett : *A Methodology for Social Research*. Harper: New York, 1968.
34. Srinivas, MN, AM Shah, and EA Ramaswamy: *The Fieldworker and the Field*. Oxford University Press: New Delhi, 2004.
35. Srivastava, VK: *Methodology and Fieldwork (Oxford in India Readings in Sociology and Social Anthropology)*. Oxford University Press: New Delhi, 2005.

Discipline Specific Elective I (DSE I)

(DSE I) Paper- Collection Management

Unit-I Collecting - a historical perspective, purposes and ethics. Nature and range of tangible and intangible heritage. Collection responsibilities. (10 Hours)

Unit-II Ethics of collection. Collection management policy including policy on acquisition, disposal, loaning and insurance. Administrative aspects of collecting- planning, obtaining necessary permissions, resource requirements, role of purchase committee, etc.

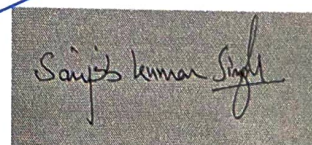
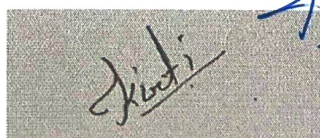
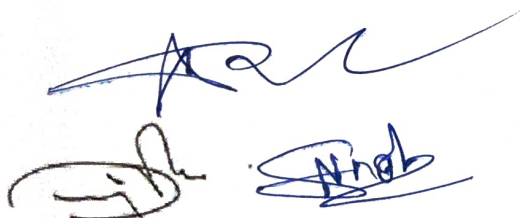
Unit-III Methods of collecting tangible heritage: General methods such as purchase, loan, exchange, donation, gift, will, bequest, confiscation, fabrication etc.; and Specific methods according to discipline such as archaeology, art, anthropology and science.

Unit-IV Methods of collecting intangible heritage. Disposing museum collections - Meaning and purpose of disposal, methods and procedures of disposal, terms and conditions of disposal.

Unit-V Classifying objects in museum's collection. Classification systems for classifying man-made objects and natural history collections. Authentication of museum objects. Appraisal of museum objects.

Suggested reading

1. Howie F. *Safety at Museums and Galleries*, Butterworths, London, 1987.
2. ICOM code of ethics for museums, ICOM, Paris, 2004.
3. International Committee For Museology. *Collecting today for tomorrow*. Annual meeting, Leiden, 1984. Stockholm: Museum of National Antiquities [for] ICOFOM, 1984. 161 p. (ICOFOM Study Series; 6)
4. Kenyon, J. 'Collecting for the twenty-first century' in *Collections Management* / ed. by Anne Fahy. Routledge, London, New York 1994.
5. Montaner, Josep Maria & Oliveras, Jordi. *The Museums of the Last Generation*. Academy Editions St Martin's Press, New York, 1986.
6. Ontario Museum Association. *Issues in contemporary collecting: proceedings of the Ontario Museum Association 2003 Colloquium*. Ontario Museum Association, Toronto 2003.
7. Thompson, John M.A. (ed.) *Manual of Curatorship, a guide to museum practice*. Butterworth, 1984.



(DSE I) Paper - Documentation and Research

Unit-I Meaning, purposes and scope of documentation. Documentation policy including accessioning, deaccessioning and temporary arrivals. Introduction to systems and process of documentation. Modern documentation techniques.

Unit-II Types of documents – Entry, Accession, Classified, Location, Movement and Deaccessioning Registers; Index and Catalogue Cards. Methods of taking field notes on archaeological, anthropological and natural history expeditions. Methods of documenting oral history. Numbering the objects: purpose; systems – Simple, Bipartite and Tripartite; standard locations for numbering objects; applying numbers; processing unnumbered objects or objects having old numbers found in collections.

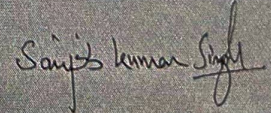
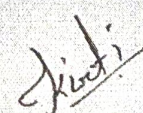
Unit-III Documentation standards - Importance, format of various types of documents, use of standard terminology. Object ID – concept of an international standard for describing art, antiques and antiquities; guidelines for writing descriptions and photography. Management of current and archival records acquired or generated by a museum - access, retrieval, storage, maintenance, safety, etc.

Unit-IV Definitions, objectives and scope of research in museums. Classification of museum research. Research policy. Methods of research. Writing research proposals and reports.

Unit-V Practicals: Writing description of objects using general terms used for describing objects, images, edifices etc. and specific terms according to conventions of various types of collections. Preparing various types of documents.

Suggested reading

1. Biswas, S. S. *Protecting the Cultural Heritage: National Legislations and International Conventions*. Aryan Books International, 1999.
2. Dudley, D. H., Wilkinson, I.B. et.al. *Museum Registration Methods*. American Association of Museums, Washington, D.C., 1979.
3. Museums Association of India, *Documentation in Museums*. Proceedings of Annual General Conference of Museums Association of India held in Mysore, 1973.
4. Roychaudhari Anil, *Art Museum Documentation and Practical Handling*. Choudhury and Choudhury, 1963.



(DSE I) Paper - Museum Education and Publication Relation

Unit-I Museum as an educational institution. Role of museums in formal, non-formal and formal education. Concepts of education, learning, interpretation, continuing education, adult education, life-long learning, etc. Structures of education/learning. Barriers to learning. Characteristics of learning in museums. Education versus interpretation. Ethics of museum education. ~~Public Relation~~

Unit-II Management of education services - education policy; professional standards for museum educators; administrative procedures; resource requirement and development. Planning the learning experience: organized visits of children and adult groups. Making provisions for visually impaired, physically challenged, deaf, learning disabled, mentally retarded etc. Extension service - meaning, purposes, scope and possibilities. Travelling and mobile exhibitions, school loan kits, community programmes, excursions, field trips, heritage walks etc, extension programme through digital media.

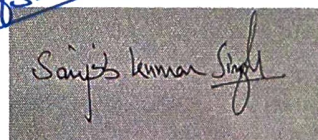
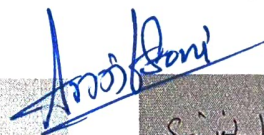
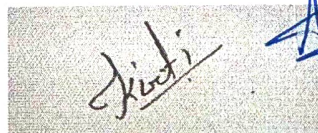
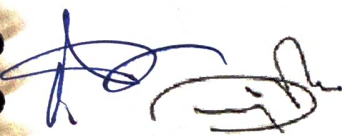
Unit-III Methods of museum education and interpretation: direct teaching, guides tours, talks, storytelling, workbooks, workshops, demonstration, drama, discovery based activities, role play, live interpretation, activity sheets, tactile experiences etc. Developing appropriate programmes for various target groups such as school children, teachers, families, tourists, and people with disabilities. Feedback.

Unit-IV Museum publications - definitions, range and types of museum publications. Publications as a museum function and its significance. Acquisition of publications - Need for a library and its operation.

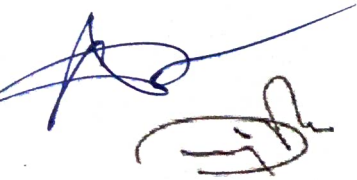
Unit-V Practical: Preparation of education material such as activity sheets, lesson plans, preparation of feed-back forms and conducting surveys in local museums. Interpretation of exhibits, etc. Developing and visualizing concept of loan kits, travelling and mobile exhibitions etc. Lay outing various types of publications.

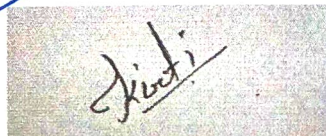
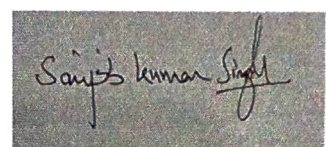
Suggested reading

1. Ambrose, Timothy., (Ed.), *Education in Museums: Museums in Education*, Scottish Museums Council: Edinburgh, 1987
2. Bose, Amalendu., *Mobile Science Exhibition*, UNESCO: Calcutta, 1983.
3. Fairley, John A., *History teaching through Museums*, longman: London, 1977.
4. Falk & Dierking (eds.), *Learning from Museums*, 2000.
5. GEIM, *Museum Outreach Programmes*, GEIM bulletin July-December 1987.
6. Ghose, S., 'Science museums beyond their four walls,' *Museum* 150, 1986.
7. Hartley, Eleanor (ed.), *Touch and See*, University of Leicester: Leicester, nd.
8. Hein, George., *Learning in the Museum*, Routledge, 1998
9. Hooper-Greenhill, Eilean., *Museum and Gallery Education*, Leicester University Press: Leicester, 1991
10. Hooper-Greenhill, Eilean., (ed.), *Initiatives in Museum Education*, Department of Museum Studies, University of Leicester: Leicester, 1989.



11. Hooper-Greenhill, Eilean., *Museum and their Visitors*, 1994
12. ICOM/CECA, *Museums and Education*, Danish ICOM/CECA, Denmark, 1982.
13. Jain, Sunjay., 'Mobile museums in India,' *Museums and the Appropriation of Culture*, Athlone Press: London, 1994
14. MAGDA., *Disability Design Museums*, MAGDA and GDIM: U.K., nd.
15. MAI, *Journal of Indian Museums*, Volume XXXVI 1980.
16. MAI, *Journal of Indian Museums*, Volume XLVIII 1992.
17. NCSM, *Instruction Manual for MSE Programming*, NCSM: Calcutta, 1987
18. Pearson, Anne, *Arts for Everyone*, Carnegie UK Trust & CEH, nd.
19. ROM., *The Museum and the Visually Impaired: The Report of the Work group on Facilities for the Visually Impaired*, Royal Ontario Museum: Toronto, 1980.
20. UNESCO, *Manual of Travelling Exhibitions*, (UNESCO: Paris, 1953)
21. UNESCO, *Temporary and Travelling Exhibitions*, Museums and monuments series, 10 (UNESCO: Paris, 1963)
22. Winstanley, Barbara., *School-loan Services*, The Museums association: London, 1959.




(DSE I) Paper - Museum Architecture, Storage and Security

Unit-I Museum building: Functions; types - adapted buildings, purpose-built buildings, single unit buildings, multi-unit buildings, multi-storey and green buildings etc; Taxonomy of space and zoning.

Unit-II General considerations affecting building decisions: site, location, nature and size of collections, contents other than collections; types and number of nts, organization of spaces with relation to movement of people and material, landscape and aesthetics.

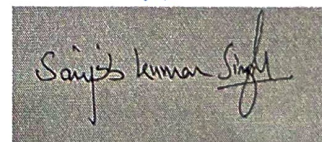
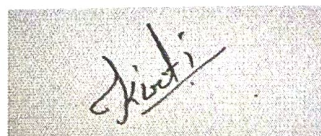
Unit-III Technical requirements in terms of security, conservation, safety, lighting, ventilation and disasters and calamities. Adaptation of existing buildings for museums: advantages and disadvantages, feasibility in terms of use and technical requirements.

Unit-IV Storage: meaning, importance and types. Planning – establishing collection storage needs in terms of space, accessibility, retrieval, conservation, security, and relationship with collection support areas and other museum facilities. Storage systems. Specific storage conditions for different types of collections.

Unit-V Security: Nature and assessment of risks; physical planning in terms - construction of building, doors, windows, showcases, storage systems, etc. Management of security personnel. Internal procedures. Protection from fire – prevention, detection and counteraction. Electronic security. Emergency measures. Damage assessment and procedures after a damage has been done. Insurance and indemnity.

Suggested reading

1. Brawne, Michael. *The new museum: Architecture and display*. Frederick A. Praeger, New York, 1965.
2. Dwivedi, V. P. and Pant, G.N. *Museums and Museology: New Horizons*. Agam Kala Prakashan, Delhi, 1980.
3. Howarth, Charles (Jr.) & Medrano, Maeryta. *Architecture and Exhibition Design: a survey of infrastructure*. ASTC, Washington, D.C., 1997.
4. Howie F. *Safety at Museums and Galleries*, Butterworths, London, 1987.
5. Jodidio, Philip. *Architecture now! Museums*. Taschen, Paris, 2010.
6. MacLeod, Suzanne (ed.). *Reshaping Museum Space: Architecture, Design, Exhibitions*. Routledge, London, 2005.
7. Museums Association of India. *Museum Architecture*. Proceedings of Annual General Conference of Museums Association of India held in New Delhi, 1971.
8. Naredi, Rainer (von), Paul. *Museum Buildings: A design manual*. Birkhäuser, Basel, Berlin, Boston 2004.
9. Thompson, John M.A. (ed.) *Manual of Curatorship, a guide to museum practice*. Butterworths, 1984.
10. UNESCO, *The Organisation of museums: practical advice*. Paris, 1960.
11. UNESCO, "Storage", *Museum International*, Vol. XLVII, n. 4, 1995.



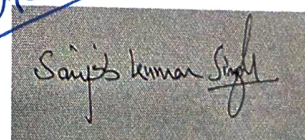
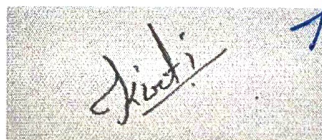
Discipline Specific Elective II (DSE II)

(DSE II) Paper - Preventive Care and Conservation

- Unit-I** Conservation – concept and significance. Terms commonly used in conservation. History of conservation. Specific role of curator and conservator in conservation. Ethics of conservation. Traditional conservation versus professional conservation. Relevance of traditional methods in present day context.
- Unit-II** Types of museum collections. Materials of collections, their nature and role in deterioration. Meaning of deterioration and other similar terms. Types of deterioration. Causes of deterioration.
- Unit-III** Methodology of Conservation. Requirements for conservation. Introduction to various tools and equipment used in conservation.
- Unit-IV** Planning the conservation efforts. Documentation in Conservation and its significance and methods. Conservation audit. Research in conservation. Analytical tools employed in the study of deterioration and assessment of materials.
- Unit-V** Conservation as a profession. Attributes of a conservation professional. Training and career enhancement opportunities. National and International conservation organisations and associations. Partnerships with outside agencies for conservation efforts.

Suggested reading

1. Agrawal O. P., *Care and Preservation of Museum objects*, NRLC, New Delhi, 1977.
2. Agrawal O. P., *Museum Lighting*, NRLC, Lucknow (nd)
3. Conservation of cultural Property (with special reference to tropical conditions), UNESCO, Paris, 1979
4. Conservation of cultural Property in India, annual Journal of IASC, New Delhi
5. Dhawan Shahshi, *Microbial Deterioration of Paper Material – A Literature Review*, N R L C, Lucknow(nd)
6. Douglas A. Allan, *The Museum and its function*, The Organisation of Museums Practical Advice, Unesco, Paris, 1960
7. Gairola T.R., *Handbook of Chemical conservation*, Dept of Museology, M S University of Baroda, Vadodara, 1960
8. John M.A. Thompson (Ed.), *Manual of Curatorship*, Butter Worth's publication, London, 1984
9. Plenderleith H.J. and Werner A.E.A., *The Conservation of antiquities and works of Art*, Oxford University Press, New York, 1979
10. Ranade Anuradha, Samel Swapna and Nabar Sheela, *Elements of Museology, Archaeology, Archival and Library Sciences*, Manan Prakashan, Mumbai, 2002
11. Thomson G., *Recent Advances in Conservation*, Butterworths, London, 1963

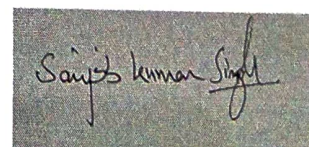
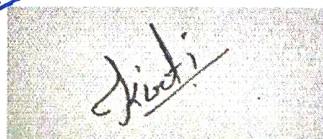
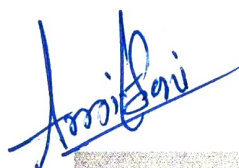


(DSE II) Paper -Museum Marketing and Public Relation

- Unit-I** Marketing - meaning, definitions and functions. Core marketing concepts: marketers and prospects; needs, wants and demands; product; offering and brand; value and satisfaction; etc. Role of marketing in museums. Marketing versus Public Relations.
- Unit-II** The product concept: definitions, product life cycle and marketing strategies in different stages of product life cycle. Types of products and their characteristics: goods and services; Museum as a product, multi-product organization and a service.
- Unit-III** Meaning and dimensions of market. Market versus public. Market segmentation: meaning and significance, bases of segmentation – demographic, geographic psychographic. Approaches to segment markets. Concept of targeting and target marketing.
- Unit-IV** Marketing-mix: concept of 4Ps (Product, Price, Promotion & Place) and significance, tools and strategies.
- Unit-V** Definition and significance of Public Relations. Fundamental Principles of Public Relations. Tools, tactics and strategies of Public Relations. Media relations, Public relation campaigns.

Suggested reading

1. Ames, Peter J., 'Meshing mission and markets', *Museums Journal*, 88(1), 33-36, 1988
2. Dixon, Brian., 'Marketing for museums: Enhancing the social value of the museum experience,' *MPR News* Volume 2, Number 2, 1992.
3. Kotler, Philip., *Marketing Management: Analysis, Planning, Implementation, and Control*, Prentice-Hall of India, New Delhi
4. Mork, Paal., 'Marketing', *Running a Museum: A Practical Handbook*, ICOM, 2004
5. Runyard, Sue and French, Yiva., *Marketing and public Relations Handbook for Museums, Galleries and Heritage Attractions*, Altamira Press, 2000
6. Silberberg, Ted 'The importance of market and feasibility analysis', in Lord, Gail Dexter & Lord, Barry (eds.), *The Manual of Museum Planning*, chapter 4, HMSO, London, 1991



(DSE II) Paper - Disaster Management

Unit I Understanding Disaster: Concept of Disaster - Different approaches- Concept of Risk - Levels of Disasters - Disaster Phenomena and Events (Global, national and regional) Hazards and Vulnerabilities: Natural and man-made hazards. Types of disasters.

Unit II Capacity Building: Capacity Building: Concept - Structural and Non-structural Measures Capacity Assessment; Strengthening Capacity for Reducing Risk.

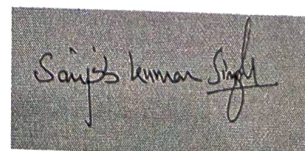
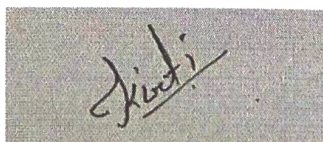
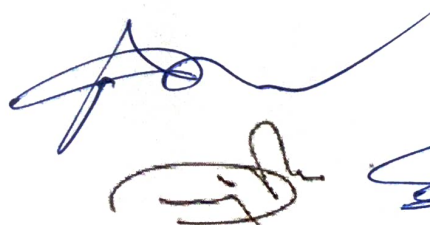
Unit III Coping with Disaster: Coping Strategies; alternative adjustment processes – Changing Concepts of disaster management.

Unit IV Planning for disaster management: Strategies for disaster management planning - Steps for formulating a disaster risk reduction plan - Disaster management Act and Policy in India

Unit V Case studies: Natural and man-made disasters, preparedness and planning.

Suggested reading

1. Disaster management and Mitigation – Prof. R.B Singh
2. Disaster Mitigation : Experiences and Reflections – Alka Dhameja and Pardeep Dhameja
3. Management of Natural Disasters – S. Syngellakis
4. Disaster management – A.K Srivastava
5. Natural and Man-Made Hazards – M.I. EL- Sabh and T.S Murty
6. International Case Studies in The Management of Disaster – Babu George and Qamaruddin Mahar



(DSE II) Paper - Museum and Tribal Heritage

Unit 1. Definition, Concept and History of Tribal Museums in India. Scope & Function of Tribal Museums in Present Context.

Unit 2. Introduction to Some Tribal museums of India. Tribes and Tribal Museums in M.P and C.G

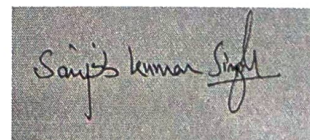
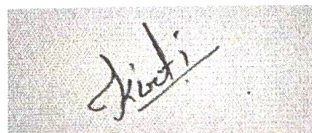
Unit 3. Introduction to Tribal research institute (TRI). Introduction to Tribal traditional Tangible and Intangible heritage.

Unit 4. Indian Tribes: Classifications - ethnic, cultural; Tribe-Caste continuum. Introduction to some major tribes in India.

Unit 5. Introduction to Nomadic and De-notified tribes in India.

Suggested reading

7. Tribes in Indian civilization – Surjit Sinha.
8. Tribal Culture of Indian – L.P. Vidyarthi.
9. Tribal India – Nadeem Husnain
10. Primitive society – R .H Lowie
11. Primitive Religion – Norbeck
12. Introduction to Social Anthropology – Paul Bahannan
13. Tribal Culture in Ethnographic Museum – Namita Pegu
14. Tribal Arts in India :The National Inventory of Tribal Museums – Bhasha Research & Publication Centre



Ph.D. Programme

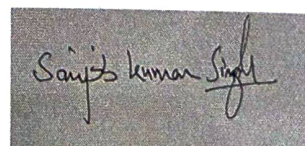
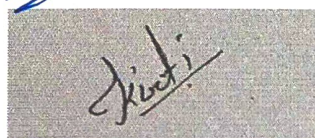
(Core Course shall be taught at University level for Ph.D. Course work)

Duration: One Semester

RCS-103: COMPUTER APPLICATIONS

Subject Code	Subject Name	Number of Credits	Max. Marks
RCS-103	Computer Applications	4	100

(60:40::End Sem Exam: Internal Exam)



Syllabus

Unit I

Fundamental of Computer:

Characteristics of Computers, Evolution of computers, computer generations, Basic computer organization; System software, Application software, Application packages, I/O devices, computer memory, introduction to operating system and characteristics, Windows, Mac etc.

Unit II

Computer Hardware basics and Software Installation:

PC Boot Process and BIOS, Description of Different parts of a Computer, personal computer configuration, performing installation of operating system and other application, Usage of relevant tools and recovery using various tools/ software, Perform cabling, connecting, and configuring of a peer to peer network (Wi-Fi/Broadband), Use of identifying different Desktop Icons. My Computer, My Documents, Changing Desktop Backgrounds, Mouse Pointer, Screen Saver and Notepad, WordPad, MS Paint, Operating System Installations and Procedures/ Booting Procedures, Windows Configurations & Adding Device Drivers.

Unit III

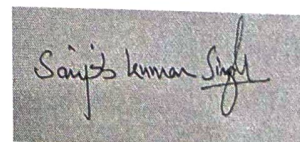
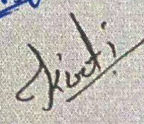
Introduction to Internet, WWW and Web Browsers:

Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software(s), Search Engines; Understanding URL; Domain name; IP Address; Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent email. Using Emails; Document collaboration; Instant Messaging; Netiquettes. Using e- governance website, website for journal access, website for research applications: Shodhganga, ShodhGangotri, ResearchGate, SWAYAM, NPTEL, UGC-CARE etc.

Unit IV

ICT Tools for Documentation of Research Work:

Various format of e-research paper, e-book and e-document: .cbr, .cbz, .cb7, .cbt, .cba, .djvu, .doc, .docx, .epub, .fb2, .html, .ibook, .cdr, .inf, .azw, .lit, .prc, .mobi, .exe, .pkg, .pdb, .txt, .ps, .tr2, .tr3, .oxps, .xps; Various useful Software for image to text, .pdf to .doc/.docx, Voice to text/.docx, text to image, .pdf to jpeg/png, .doc/.docx to image and other type of conversion; E-document Conversion Tools Compatible with Multiple Formats, Plagiarism Checker software and its utilization.



Unit V

Research Writing Tools and Software:

General Purpose Software Package: REF-N-WRITE, Microsoft office: Word, Power Point, Excel; Software for Writing Your Dissertation: LaTeX, LyX, Scrivener; Referencing Tools and Reference Management Software: Zotero, Mendeley, Docear etc; Grammar Checkers and Sentence Correction Tools: MS Word Spelling & Grammar checker S/W; Grammarly Desktop Apps and Online Grammar checking sites; Image and Video editing software.

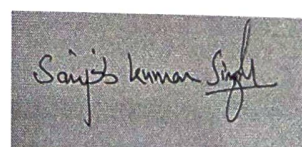
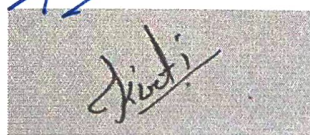
Text Books

1. Grotenhuis, Manfred te, and Matthijssen, Anneke. Basic SPSS Tutorial. United States, SAGE Publications, 2015.
2. Raubenheimer, Jacques. Mendeley: Crowd-sourced Reference and Citation Management in the Information Era. United Kingdom, True Insight Publishing, 2014.
3. Goel, Anita. Computer Fundamentals. India, Pearson Education, 2010.
4. Maidasani, Dinesh. Learning Computer Fundamentals, Ms Office and Internet & Web Tech.. India, Laxmi Publications, 2005.

Reference Books

1. Wishnietsky, Dan H.. Internet Basics: An Educator's Guide to Traveling the Information Highway. United States, Phi Delta Kappa Educational Foundation, 1997.
2. McCormick, Keith, and Salcedo, Jesus. SPSS Statistics for Data Analysis and Visualization. Germany, Wiley, 2017.

IGNTU, AMARKANTAK (M.P.)





ज्ञान-विज्ञान विमुक्तये

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सत्यमेव जयते

Prof. Rajnish Jain
Secretary

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University Grants Commission

(IfRq BmtR mc.filB . mcm)
(Ministry of Human Resource Development, Govt. of India)

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IfIIT, -110002

Bahadur Shah Zafar Marg, New Delhi-110002

Ph.:011-23236288/23239337

Fax: 011-2323 8858

E-mail : secy.ugc@nic.in

D.O.No.F.1-1/2018(Journal/CARE)

December, 2019

Respected Sir/Madam,

University Grants Commission in its 543rd meeting held on 9th August, 2019 approved two Credit Courses for awareness about publication ethics and publication misconducts entitled "**Research and Publication Ethics (RPE)**" to be made compulsory for all Ph.D. students for pre-registration course work (**attached as Annexure**).

In view of the above, you are requested to ensure that the above two Credit courses may be made compulsory for all Ph.D. students for pre-registration course work undertaken in your University from the forthcoming academic session.

With regards,

Yours sincerely,

9JiJG

(Rajnish Jain)

TO THE VICE-CHANCELLORS OF ALL UNIVERSITIES

1. 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.)

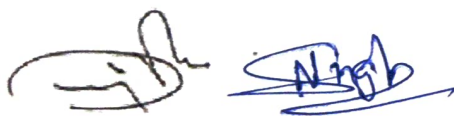
1. Indexing databases
2. Citation databases: Web of Science, Scopus, etc.

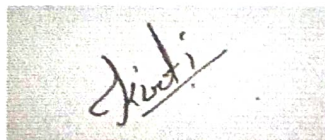
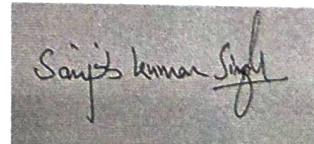
B. Research Metrics (3 hrs.)

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

References

- Bird, A. (2006). *Philosophy of Science*. Routledge.
- MacIntyre, Alasdair (1967) *A Short History of Ethics*. London.
- P. Chaddah, (2018) *Ethics in Competitive Research: Do not get scooped; do not get plagiarized*, ISBN:978-9387480865
- National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition*. National Academies Press.
- Resnik, D. B. (2011). What is ethics in research & why is it important. *National Institute of Environmental Health Sciences*, 1-10. Retrieved from <https://www.niehs.nih.gov/research/resources/bioethics/whatis/index.cfm>
- Beall, J. (2012). Predatory publishers are corrupting open access. *Nature*, 489(7415), 179-179. <https://doi.org/10.1038/489179a>
- Indian National Science Academy (INSA), *Ethics in Science Education, Research and Governance*(2019) , ISBN:978-81-939482-1-7. http://www.insaindia.res.in/pdf/Ethics_Book.pdf



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

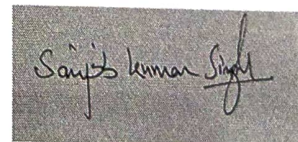
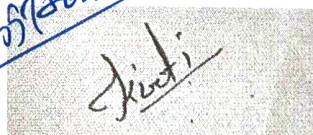
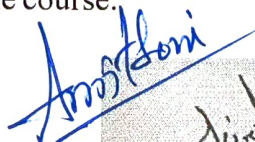
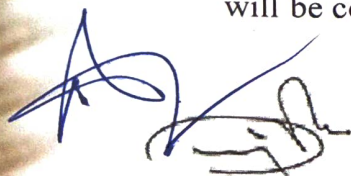
- This course has total 6 units focusing on basics of philosophy of science and ethics, research integrity, publication ethics. Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, 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.





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Sanjay Kumar Singh

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Course structure

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

Module		Teaching hours
Theory		
RPE01	Philosophy and Ethics	4
RPE02	Scientific Conduct	4
RPE03	Publication Ethics	7
Practice		
RPE04	Open Access Publishing	4
RPE05	Publication Misconduct	4
RPE06	Databases and Research Metrics	7
Total		30

Syllabus in detail

THEORY

• RPE 01: PHILOSOPHY AND ETHICS (3 hrs.)

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

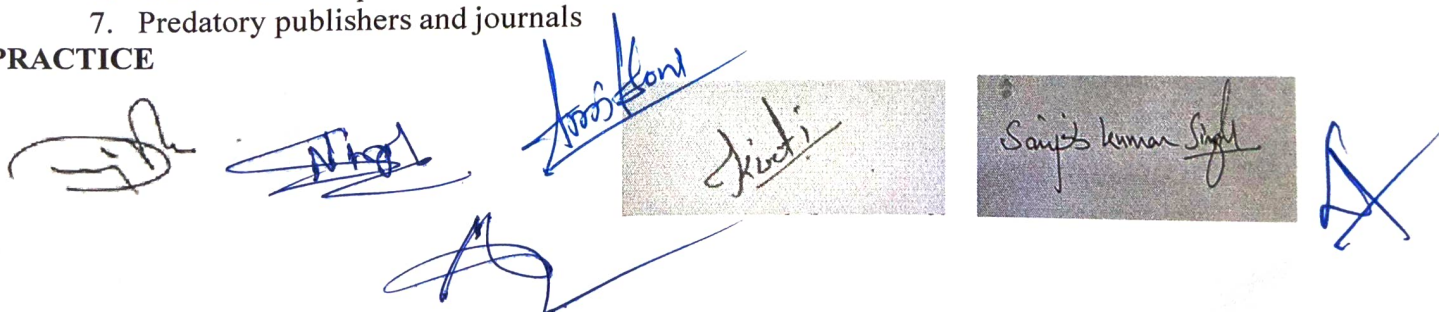
• RPE 02: SCIENTIFIC CONDUCT (Shrs.)

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

• RPE 03: PUBLICATION ETHICS (7 hrs.)

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

PRACTICE



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

