

BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI – 620 024.

M.Phil. PROGRAMME (Co-operation)

Course Structure

(for candidates admitted from the academic year 2009 -2010 onwards)

Sem ester	Course	Title of the Paper	Marks			Exam Hours	Credit
			IA	UE	Total		
I	Course I	Research Methodology	40	60	100	3	4
	Course II	Management of Co-operative Enterprises	40	60	100	3	4
	Course III	Paper on Topic of Research (To be framed by the Guide) *	40	60	100	3	4
	Course IV	Teaching and Learning Skills (Common Paper)	40	60	100	3	4
II	Dissertation	Viva Dissertation 50 Marks 150 Marks			200		8
	Total		210	390	600		24

Note: * For Course III the syllabus will be framed by the Guide and the Examination will be conducted by the Controller of Examinations, Bharathidasan University.

Marks

Maximum - 100 marks (passing minimum 50 marks)

External - 60 marks (Passing minimum 30 marks)

Internal - 40 marks (Internal Assessment as per M.Phil Regulations Vide-P.3)

Question Paper Pattern for Course I, II, IV

Written (University) Examination

Essay type questions with built - in - choice

Choosing two questions from each unit

Questions in either / or model

5 Questions to be answered (5 x12 =60 Marks)

Course - 1 Research Methodology

Unit I Research: Meaning, Purpose, types of research – Applied research, action research, and evaluation research – Theory and hypotheses. Methods of Research: Historical Research, Descriptive Research, Survey Research, Case Study and Experimental Research.

Unit 2 Tools and Technique of Research: Observation, interview schedule and questionnaire, checklists, planning a research project – selection and formulation of a research problem, review of literature, setting up of objectives, concepts, formulation of hypothesis, research design.

Unit 3 Sampling: Types of sampling, sampling procedures, target population, sampling frame, sampling units, sampling error, standard error, and determination of sample size.

Unit 4 Scaling Concept: Measurement, types of scales, criteria for good measurement, index measures. Attitude Measurement: Attitude rating skills, ranking, sorting, coding, transcription and tabulation.

Unit 5 Analysis of Data: Univariate, bi-variate and multi-variable analysis, testing of hypotheses, measurement of variability, correlation, regression, time series, chi-square test. Report Writing: Type of reports, contents of report, style of reporting, steps in drafting reports and follow up.

References:

1. Donald H.Mc Burney, **Research Methods**, Thomson Asia Pvt. Ltd., Singapore, 2002.
2. Donald R Cooper and Ramela S. Schindler, **Business Research Methods**, Tata McGraw Hill Publishing Company Limited, New Delhi, 2000.
3. Kothari CR, **Research Methodology**, Wishva Prakashan, New Delhi, 2001.
4. Krishnaswamy O.R., **Methodology of Research in Social Sciences**, Himalaya Publishing House, Bombay, 2002.
5. Ravichandran K and S.Nakkiran, **Introduction to Research Methods in Social Sciences**, Abhijeet Publications, Delhi, 2009.
6. Raymond-Alain, et. al., **Doing Management Research**, Sage Publications, London, 1999.
7. Uma Sekaran, **Research Methods for Business**, John Wiley and Sons Inc., New York, 2000.

Course -2 Management of Cooperative Enterprises

Unit 1 Cooperative Management: Cooperation as a socio-economic system – Cooperation as a sector and movement – system features of Cooperation – Cooperative Ideology – Principles of Cooperation – Cooperative management: Concept, Goals – Governance structure – General Body, Board, Executive control – comparison of management of profit business and cooperatives (not for profit) business.

Unit 2 Incorporation and System of Control: External control by Registrar of Cooperative Societies – Cooperative Legal Provisions relating the Registration, Amendments, Supervision, Inquiry, Inspection, Audit, Management, Liquidation, General Bye-laws – Recent trends towards liberalized legislation.

Unit 3 Cooperative Accounting & Audit System: Salient features – Differences of Cooperative Accounting from Double and Single entry. System of Cooperative Audit: Need and Importance – Audit Programme – Financial Audit – Administrative Audit – Verification and Valuation – Audit of Final Accounts and Balance sheet – Compilation of Audit Report and Schedule of Defects.

Unit 4 Issues in Cooperative Management: Professional Management, De-Officialization – Operational Efficiency – Cooperative Democracy Vs Efficiency – Criteria for measurement of efficiency - Key Result Area – Strategies for sustainable development of cooperatives in India.

Unit 5 Functional Areas of Management as applied to Cooperatives: Elements of Financial, Operations, Marketing, Human Resources Management – Role of Federal organizations.

References:

1. Government of Tamilnadu, **The Tamil Nadu Cooperative Audit Manual**, Chennai, 1993.
2. Government of Tamilnadu, **The Tamilnadu Cooperative Societies Act 1983**.
3. Government of Tamilnadu, **The Tamilnadu Cooperative Societies Rules 1988**.
4. Kamat, G.S., **New Dimensions of Cooperative Management**, Himalaya Publishing House, New Delhi, 1987.
5. Kapoor, D.R. **Hand Book of Cooperative Audit**, Anmol Publications Pvt., Ltd., New Delhi, 1998.
6. Krishnaswami, O.R., **Cooperative Account Keeping**, Oxford IBH Co., New Delhi, 1990.
7. Krishnaswami, O.R., **Principles of Cooperative Audit**, Oxford IBH Co., New Delhi, 1992.
8. Krishnaswamy, O.R., **Democracy in Action**, Somaiya Publishing House, New Delhi, 1979.
9. Kulandaiswamy V., **Text Book of Cooperative Management**, Aruda Academy, Coimbatore, 2002p
10. Manickavasagam, P.A., **Treatise on Cooperative Account Keeping**, Rainbow Publications, Coimbatore, 1989.
11. Nakkiran, S., **Cooperative Management – Principles and Techniques**, Deep & Deep Publications, New Delhi, 2006.
12. Ravichandran, K and S.Nakkiran, **Cooperation: Theory and Practice** Abhijeet Publications, Delhi, 2009.
13. Shah, A.K., **Professional Management for Cooperatives**, Himalaya Publishing House, New Delhi, 1987.
14. Weeraman P.E., **A Model Cooperative Societies Law with the Authors Commentary**, New Delhi, ICA 1994.
15. Weeraman P.E., **The Effect of Cooperative Law on the Autonomy of Cooperatives in South East Asia**, New Delhi, ICA, 1989.

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COURSE IV - TEACHING AND LEARNING SKILLS

Objectives:

After completing the course, scholars will be able to:

- acquaint different parts of computer system and their functions
- understand the operations and use of computers and common accessories
- develop skills of ICT and apply them in teaching learning context and Research
- appreciate the role of ICT in teaching, learning and Research
- acquire the knowledge of communication skill with special reference to its elements, types, development and styles
- understand the terms communication Technology and Computer mediated teaching and develop multimedia/E-content in their respective subject
- understand the communication process through the web
- acquire the knowledge of instructional

Unit I: Computer Applications Skills

Computer System: Characteristics, Parts and their functions - Different generations of computer – Operation of Computer: switching on/off/restart. Mouse control, Use of key board and some functions of key – Information and Communication Technology (ICT): Definition, Meaning, Features, Trends – Integration of ICT in teaching and learning – ICT applications: Using word processors, Spread sheets, Power point slides in the classroom – ICT for Research: On-line journals, e-books, Courseware, Tutorials, Technical reports, Theses and Dissertations.

Unit II Communication Skills

Communication Definitions – Elements of Communication: Sender, Message, Channel, Receiver, Feedback and Noise – Types of Communication: Spoken and Written: Non-verbal Communication – Intrapersonal, Interpersonal, Group and Mass communication – Barriers to communication: Mechanical, Physical, Linguistic & Cultural – Skills of Communication: Listening, Speaking, Reading and writing – Methods of developing fluency in oral and written communication – Style, Diction and Vocabulary – Classroom communication and dynamics.

Unit III: Communication Technology

Communication Technology: Bases, Trends and Developments – Skills of using Communication Technology – Computer Mediated Teaching Multimedia, E – content – Satellite – based communication: EDUSAT and ETV Channels. Communication through web: Audio and Video applications on the internet, interpersonal communication through the web.

Unit IV: Pedagogy

Instructional Technology: Definition, Objectives and Types – Difference between Teaching and Instruction – Lecture Technique: Steps, Planning of a Lecture, Delivery of a Lecture – Narration in tune with the nature of different disciplines – Lecture with power point presentation – Versatility of Lecture technique – Demonstration: Characteristics, Principles, Planning Implementation and Evaluation – Teaching – learning Techniques: Team Teaching, Group discussion, Seminar, Workshop, Symposium and Panel Discussion – Modes of teaching: CAI, CMI and WBI

Unit V: Teaching Skills

Teaching Skill: Definition, Meaning and Nature: Types of Teaching skills: Skill of Set induction, Skill of Stimulus Variation, Skill of Explaining, Skill of Probing Questions, Skill of Black Board Writing and Skill of Closure – Integration of Teaching Skills – Evaluation of Teaching Skills.

References:

Bela Rani Sharma (2007), Curriculum Reforms and Teaching Methods, Sarup and sons, New Delhi

Don Skinner (2005), Teaching Training, Edinburgh University Press Ltd, Edinburgh

Information and Communication Technology in Education: A Curriculum for schools and programme of Teacher development, Jonathan Anderson and Tom Van Weert, UNESCO, 2002

Kumar, KL (2008) Educational Technology, New Age International Publishers, New Delhi

Mangal, S.K. (2002) Essential of Teaching – Learning and Information Technology, Tandon Publications, Ludhiana

Michael, D and William (2000), Integrating Technology into Teaching and Learning: Concepts and Applications, Prentice Hall, New York

Pandey, S.K (2005) Teaching Communication, Commonwealth Publishers, New Delhi

Ram Babu, A and Dandapani, S (2006), Microteaching (vol. 1 &2), Neelkammal Publications, Hyderabad

Singh V.K. and Sudarshan, K.N. (1996) Computer Education, Discovery Publishing Company, New York

Sharma, R.A. (2006) Fundamentals of Educational Technology, Surya Publications, Meerut

Vanaja, M. and Rajasekar, S (2006), Computer Education, Neelkamal Publications, Hyderabad
