**TRAINING MANUAL**

***Congratulations for the job and welcome to the Team!***

**LEVEL 1**

**Day 1:**

**Tasks for the Day-**

1. Review our websites to get an idea on the assistance and services we provide and the clientele we cater to. You can review the websites:

* <https://www.chanakya-research.com/>
* <https://www.phdbox.edu.in/>
* <https://www.fivevidya.com/>
* <https://phdguidance.org/>
* <https://www.thesisindia.net/>

We also have some websites who are catering to international clients. You can review this as well:

* <https://www.thesisclinic.co.uk/>
* <http://www.elkconsulting.com.my/>
* <https://www.360dissertations.com.my/>
* <http://www.elkconsulting.sa.com/>
* <https://www.regentstatistics.co.uk/>

1. Go to Contact Us, Request a Quote or Place Order pages, fill in dummy details like Name, email id, contact number, etc., and try submitting the form. Put your official email id in the same, so that you can check how queries are generated.

**Learning of the Day-**

1. Broad Classification of Services

* Consultation
* Academic Writing
* Editing and Reviewing
* Counselling

1. Clientele

* PhD Scholars
* Masters Students
* Scholars pursuing their PhD and Masters from India, UK, US, Middle East, Malaysia, etc.
* Age groups of clients may be between 25 to 65 years

1. How do they approach us?

* Websites
* Google Ads
* Client References

1. Client interactions

* Gets in touch by raising queries through: Contact us forms on Websites, Place order page, Request a quote forms, Live Chat
* Direct phone call on Contact numbers on websites
* Email from clients on the email registered on websites
* WhatsApp

**Day 2:**

**Tasks for the Day-**

1. What are the various domains in which research can be done?
2. Explore on various areas of studies mentioned below and list out 5 topics in each domain.

* Management: Human Resource, Finance, Marketing
* Computer Science: Image processing, Voice processing, Voice recognition, Cloud computing, Wireless sensor network, Security
* Engineering: Software, Mechanical, Electrical, Electronics

1. Find out the difference between Electronics and Electrical Engineering.
2. What are the services we offer in these domains?
3. Read the general process of PhD Work at <http://www.dissertationindia.com/phd-thesis-dissertation-consulting-process.html>

**Learning of the day-**

1. Areas of Study

* Management & Law
* Computer Science & Engineering
* Chemistry
* Geography
* English Literature
* Psychology
* Philosophy
* Medical & Healthcare

1. Topics in computer science

* Image processing & Image recognition
* Voice processing & Voice recognition
* Cloud computing
* Image retrieval
* Wireless sensor network
* Encryption and decryption
* Data mining
* Big data

1. Topics in engineering

* Dc convertor
* Software testing
* Optimization
* Micro controllers
* VLSI
* Power system
* Solar power
* Welding

1. Services we provide:

* Topic Consultation
* Synopsis/Proposal writing
* Chapters writing
* Thesis writing
* Research design consultation
* Questionnaire development
* Data analysis
* Implementation
* Proofreading and Editing
* Corrections work
* Research paper development

1. Process of PhD (attached in Appendices).

**Day 3:**

**Task for the day –**

1. What is a research gap?
2. What is a base paper?
3. What is a problem statement?
4. Difference between proposal and synopsis
5. What are the parts of proposal/synopsis?
6. What is a protocol?
7. Topic Consultation Package given on websites.

* <https://www.fivevidya.com/phd-packages.php>
* <http://www.dissertationindia.com/topic-assistance.php>
* <https://www.phdbox.edu.in/phd-topic-consultation.php>

1. What is a usual length for a proposal/synopsis?
2. How we calculate prices for topic and proposal?

**Learning of the day -**

1. Topic Consultation Package for Management Domain

* 2-3 fresh topic basis on research ideas and academic & professional background
* Overview of 200-300 words on the finalised topic
* Proposal development on the finalised topic
* PhD Planner

1. Topic Consultation Package for Technical Domain (Add PhD Planner as well in the service)

* 2-3 base paper suggestions basis on the research idea
* Defining of Problem Statement on the finalised base paper
* 2-3 fresh topic suggestions on the finalised base paper and problem statement
* Proposal development on the finalised topic
* PhD Planner

1. Parts of Synopsis/Proposal

* Topic
* Introduction
* Aims and objectives
* Review of literature
* Proposed methodology
* Expected outcomes
* Limitations of the study

1. Currencies in which take payments

* INR
* USD (US Dollar) : Rs.68
* MYR (Malaysian Ringgit) : Rs.17
* GBP (Great Britain Pound) : Rs.91
* ZAR (South African Rand) : Rs.5
* Euro : Rs.80

You can refer [www.xe.com](http://www.xe.com/) for checking currency conversion

**Day 4:**

We will do Mock Calls and Mock Mails on Topic Consultation.

**Mock Mails:**

1. Hi, I would like to do a PhD thesis on educational psychology.
2. My area of study is image processing. I need to finalize my topic but I am unable to understand anything. Do you have people who can help me with this!
3. Hi, I am pursuing LLM and need help in deciding topic and objectives. Can you share any 4-5 topics available with you?
4. My topic is related to Nano fluids. I am not sure which topic should I select. What all help you provide in my domain?
5. I am in area of mathematics and need to finalize a topic. Can you help?
6. Synopsis needed in 4 days on the topic related to organic chemistry.

**Learning of the day-**

1. How to write first mail.
2. How to ask for details which are missing.

**Day 5:**

We will do Mock Calls and Mock Mails on Topic Consultation only.

**Mock Mails:**

1. My area is biotechnology, I don’t have any topic or base paper yet. Pls call me to discuss this further and send me price and details for topic.
2. I am doing my PhD in English fiction. I have to consider foreign authors but don't know which topic to work on and which author to select! Can you help?
3. My area is Microfinance and I need help in Topic. Can anyone help?
4. I need to work in the area of civil engineering.
5. I am in the area of marketing. I need to submit a proposal in a week, how can you help?
6. I am working in solar power energy. I need help in complete research work. Please help me starting from topic selection, proposal and thesis. What are your prices, please call me to discuss I have urgency.
7. I am John and my area of research is Data mining. Can you tell me how you can help me in this and what are the charges? I need full guidance.

**Learning of the day-**

1. How to suggest the scope of work.
2. How to give a quotation.

**LEVEL 2**

**Day 6:**

**Task for the day –**

1. What all services are included in a thesis?
2. What are the parts of Introduction and Literature Review Chapter? Refer to the published thesis.
3. What is annotated bibliography?
4. What is a research objective?
5. Difference between Research Objective and Research Question?
6. What is a hypothesis? Type of Hypothesis?
7. How are hypothesis developed?
8. How to test the hypothesis? What is p value and how does it affect the results?

**Learning of the day-**

1. Parts of a thesis in case of Management/Medical Thesis

* Topic
* Table of Contents
* Introduction
* Literature review
* Research methodology
* Data analysis
* Discussions & Conclusion
* References and Appendices

1. Parts of a thesis in case of IT/Engineering Thesis

* Topic
* Table of Contents
* Introduction
* Literature review
* Implementation/Research design
* Results
* Discussion & Conclusion
* References and Appendices

1. Parts of Introduction Chapter

* Research background
* Aims and objectives
* Study inclusions
* Research questions
* Limitations of study

1. Parts of Literature Review

* Review from previous studies
* Critical review of what the studies predict
* Variables to be used for the study
* Conceptual framework
* Hypothesis
* References used

1. A hypothesis is a specific statement of prediction. It describes in concrete terms what you expect will happen in your study. Not all studies have hypotheses. Sometimes a study is designed to be exploratory.
2. Null Hypothesis - The hypothesis where there is no difference between the existing sample and new sample/situation.
3. Alternate Hypothesis - The opposite of null hypothesis, where there is a difference between the two situations –existing and assumed.
4. P- Value is probability value and if the p value is less than 0.05 (p <= 0.05) then null hypothesis is rejected.

**Day 7:**

**Task for the day –**

1. What is included in research methodology chapter?
2. What is Exploratory, Descriptive and Causal Research Designs?
3. What is longitudinal and cross sectional data?
4. What is Primary and Secondary Data?
5. What is Quantitative and Qualitative Data? How it is analysed? Check the software.
6. What is a Conceptual Model? What is Independent and Dependent Variable?
7. What is SEM analysis?
8. How to design a questionnaire? What are the types of Questions?
9. What is the process of Implementation and which are different tools used for implementation?

**Learning of the Day-**

1. Parts of Research Methodology Chapter:

* Research approach
* Research Design
* Sampling Design
* Data Collection Method
* Pilot Study
* Analysis and Interpretation of Data
* Statistical tools employed
* Software tools used

1. Longitudinal data is the data which is collected over a period of time say 6 months, 1 year, 2 year. The sample of study remains same during this time period.
2. Cross sectional data is the data which is collected from various sections, like rural and urban (at the same point of time).
3. Primary data: The first hand data collected through surveys and interviews from respondents using questionnaire.
4. Secondary data: Collected from other sources: Journals, online, magazines etc.
5. Quantitative data: Which can be quantified. Usually Likert scale questionnaires (close ended questionnaire) or secondary data in quantitative form.
6. Qualitative data: Collected through dual interviews (open ended questionnaire) or secondary qualitative data.
7. Quantitative analysis: descriptive, inferential analysis using SPSS/ SEM analysis using SPSS/AMOS/STATA (used in large data).
8. Qualitative analysis: Thematic analysis done manually, drawing themes from the questions/Nvivo analysis.
9. Statistical Tests

* Z Test
* T- Test
* F-Test
* Chi Square tests
* Regression
* Correlation
* ANOVA
* MANOVA

1. Implementation/Simulation

* Base paper finalization
* Problem statement
* Implementation plan
* Implementation/Coding
* Software used: Matlab/NS2/ANSYS etc.
* Output : Code

**LEVEL 3**

**Day 8:**

**Task for the day-**

1. What is a Research Paper: Review, Empirical and Technical?
2. What is a difference between Manuscript and Journal Paper?
3. Which are different types of journals in which one can publish?
4. What is National, International and High Factor Journal means?
5. What is Open Access and Close Access Journals?
6. What is Paid and Unpaid Journals?
7. What is Journals Directory and Thomson Reuters?
8. What is ISSN? What is difference between ISSN and ISBN?
9. What is IEEE? Review <https://www.ieee.org/>
10. What is SCI? Review <http://mjl.clarivate.com/publist_sciex.pdf>
11. What is SSCI? Review <http://mjl.clarivate.com/publist_ssci.pdf>
12. What are UGC listed journals?
13. What is Annexure 1 and Annexure 2 journals of Anna University?
14. Search 2 articles from open access journals: Indian Journals in marketing area.
15. Search 2 articles from annexure I journals in area of software testing.
16. Search 2 papers in area of computer science which are international journals and open access.
17. Search a journal in the area of forensics and security

**Learning of the day-**

1. Review Paper: We review papers and propose a new study. We do this in both domains.
2. Empirical paper: We implement a new study/includes analysis. Only for Management studies.
3. Technical Paper: We implement a new study/includes implementation. Only for Technical studies.
4. Manuscript: It is a research paper which is not yet published.
5. Journal Paper: It is a research paper which is published in a journal.
6. Types of journals:

* Indian journals
* International journals
* Impact factor journals (IEEE, Springer, Elsevier, SCI, ISI etc.)

1. Impact Factor: It specifies the yearly average number of citations of the articles from a particular journal.
2. Open Access Journals: Journals which are accessible openly to scholars to review the published papers.
3. Paid Journals: Journals in which scholar has to pay an amount to publish their manuscript.
4. Journals Directory and Thomson Reuters: Organizations which give Impact factor to journals.
5. ISSN: International Standard Serial Number: Each Journal has this unique number.
6. ISBN: International Standard Book Number: Each conference book has this unique number.

**APPENDIX**

**Process of PhD**

**Stage 1: Entrance stage**

1. **Scholar develops interest in one domain**

First thing in the process is to develop interest in one particular research area in which scholar wishes to pursue the study.

1. **Finalize University where one can apply**

There is a possibility that scholars can try to apply in 2-3 Universities of choice and thus scholar needs to recognize Universities which provide PhD in the particular domain.

1. **Get an Official guide**

It is very important to finalize Official Guide who will be actually guiding throughout the steps of PhD.

1. **Formulate topic and Develop Proposal**

Once it is known where will be the application sent, and once the guide have been allotted, Scholar needs to formulate a topic within the domain and develop a proposal on the same.

(Add a tool tip: The Proposal shall include research background, aims and objectives, review of literature and proposed methodology)

**Stage 2: Post Registration**

1. **One Year Course work**

Once the admission process is through, the coursework begins. Generally in most of Universities, coursework is of 1 year, which scholar needs to attend to be able to proceed for the research work.

1. **Progress reports**

During the coursework, scholar needs to develop progress reports which need to be presented semi-annually to the RDC. Progress Reports include the progress done so far in the research work.

**Stage 3: Commencing Research work**

1. **Final Topic and Synopsis/Proposal**

Before getting started with the final research, it is necessary to submit the final zeroed down topic that will be worked on. Scholar also needs to develop the synopsis that shall mention the objectives, research questions and methodology that will be applied in the study.

1. **Research Gap Development**

Research gap is an essential part in which scholar needs to finalize the gap he/she will be working on in the research. This can also be a part of the progress reports.

***Management Domain:***

1. **Developing research design:**

Once scholar is aware of the research gap, he/she can develop the research design of the study which shall include the strategies he/she will follow for data collection and analysis, the target respondents and how the tool for data collection will be developed.

1. **Developing questionnaire**

Once the objectives are formulated along with the variables scholar can develop the tool to be used for data collection. This questionnaire can be quantitative or qualitative as per the study’s objectives.

1. **Reliability test/Pilot Study**

Once the questionnaire is developed, it is time when scholar can collect a few samples (30-40) and conduct Reliability test/Pilot study to understand whether the questionnaire is reliable or needs modifications.

1. **Data collection**

Once the questionnaire if final post reliability, it is time when he/she can start collecting data basis the questionnaire developed.

1. **Data analysis**

Post the data is collected and entered, scholar can proceed for data analysis can be worked which can be descriptive and factor analysis or SEM. You can conduct analysis using SPSS or AMOS.

1. **Thesis writing**

Once the results are in place, scholar can start writing the chapters of thesis which include Introduction, Literature review, Research methodology, Analysis, Discussions and conclusion.

***Technical Domain:***

9. **Finalizing base paper, Problem and Extension**

The study will be based on a base paper which has possible extension and thus he/she will have to finalize a base paper and develop a problem. With that scholar presents the extension which will be done for the study.

10. **Plan for implementation**

It is always better if a plan of implementation is developed at first so that scholar knows what are the steps that need to be worked on, what will be the inputs and what will be the techniques applicable.

11. **Development part – Implementation**

Once the plan to be followed is developed, he/she can start with the coding part which involves development of algorithm and implementation.

12. **Research design**

Once the outputs/results are there, scholar can work on developing equations and drafting of the results and parameters used in research.

13. **Thesis writing**

Once the research work is completed, scholar can work on writing thesis which includes chapter’s development starting from Introduction, Literature review, Research design, Results and Conclusion.