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Rayat Shikshan Sanstha's,

# CHANDRAROOP DAKALE JAIN COLLEGE OF COMMERCE



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## NATIONAL LEVEL SEMINAR

ON

# BUSINESS RESEARCH : STATUS & THRUST AREAS

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19	<b>PROCESS &amp; METHODS FOR RESEARCH IN CONSUMER BEHAVIOUR</b> <i>DR. ASHOK BHANUDAS NAVALE</i>	72
20	<b>RECENT RESEARCH TRENDS IN HUMAN RESOURCE MANAGEMENT</b> <i>Dr. Shirish Nana Gawali</i>	75
21	<b>Tools ICT in Business Research</b> <i>Mr. Vivek M More, Mr. Vicky Khandagale</i>	81
22	<b>IPR Issues related to Business Research in India.</b> <i>Prof.S.D.Shaikh</i>	84
23	<b>BUSINESS RESEARCH METHODS: A DECISION MAKING TOOL IN THE HANDS OF MANAGEMENT</b> <i>CA. Nikhil Bharat Goyal</i>	86
24	<b>Interdisciplinary Business Research</b> <i>Mr. Vivek M More, Miss. Prachi S Kulkarni</i>	89
25	<b>Research Design: an Overview</b> <i>Dr. Barhate G.H., JawaleMeenakshJanardhan</i>	92
26	<b>Process of Business Research</b> <i>Prof. Kekane Maruti Arjun, Prof. Pinjari Dnyandeo Rangnath</i>	94
27	<b>Research Methodology in Commerce – Research Design</b> <i>Prof. Sayyad Mahejabin</i>	99
28	<b>Good Research Report Writing</b> <i>Miss. Jagtap Mangal Babasaheb, Miss.Priyanka Deepak Rathod</i>	102
29	<b>CHALLENGE OF SOCIALLY USEFUL RESEARCH IN COMMERCE AND BUSINESS</b> <i>Prof. Mrs. Gujar P.S., Dr. Adik B.R.</i>	105
30	<b>संशोधन अहवालाचे महत्त्व</b> <i>Dr.B.D.Todkar</i>	108
31	<b>Research in Consumer Behavior</b> <i>Prof. Dr. Kalhapure B. B.</i>	114
32	<b>RESEARCH METHODOLOGY: AN INTRODUCTION</b> <i>Ghotekar D.B</i>	118
33	<b>USEFUL TRICKS FOR WRITING EFFECTIVE RESEARCH PROPOSAL</b> <i>Prof. Riyazkhan H. Attar, Dr. G.H Barhate</i>	122
34	<b>ESSENTIALS FOR A GOOD LITERATURE REVIEW</b> <i>Prof. Riyazkhan H. Attar, Prof. Shantilal R. Jawale</i>	128
35	<b>Research in Higher Education for Quality Improvement</b> <i>DR. BHOSALE J. P</i>	134
36	<b>Morals and Ethic in Business Today</b> <i>Mr.S.R.Pagare</i>	140
37	<b>IPR in India: An overview</b> <i>Mr. Vivek M More, Mr.Samadhan B. Tayad</i>	143
38	<b>Intellectual property right: A way to Economic Growth in India</b> <i>Mr. Vivek M More, Mr. Sanket G kankate</i>	147

## Good Research Report Writing

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### • Introduction:

A research report is a systematic, scientific and consistent presentation of the entire process of research carried out by a researcher commencing with the nature of the problem of research, the narrative should provide all the introductory details that necessitated the research. Information pertaining to investigation has to given. The authority under the auspices of which the research was undertaken should be stated. The duration and the sources of finance for the research should also be mentioned. The importance of the entire research project should be convincingly explained.

### Objectives of research paper

1. To study the importance of good research report writing
2. To understand good research report writing process briefly different points in the research process.

### Research Methodology.

The research paper is based on secondary data. The researcher has collected the information from various books, researcher journals, and websites

**A research report consists of the following three essential parts.**

- |                 |   |                                  |
|-----------------|---|----------------------------------|
| <b>Part I</b>   | - | <b>Preliminary Part</b>          |
| <b>Part II</b>  | - | <b>Substance of the Research</b> |
| <b>Part III</b> | - | <b>Appendices</b>                |

### • Explanation of Part I:

The preliminary part should consist of the following pages.

1. Title Page.
2. Preface and Acknowledgements.
3. List of tables.
4. List of graphs and diagrams.
5. Contents (Chapter wise).

The title should be simple, clear and appropriately worded so as to be self – explanatory. It should not be too lengthy and ambiguous. It should be attractive and interesting so as to attract the attention of learned observer. The preface should carry briefly the message of the researcher, along with the acknowledgements that sincerely express the thankfulness of the researcher to all those responsible for the successful completion of the research

The list of tables should be provided in a sequential form. The page number pertaining to each table should be mentioned for quick reference. List of graphs and



diagrams **should be** provided in accordance with the sequence of chapters. The contents **page should** contain the chapter heading in a proper order.

• **Explanation of Part II:**

This is the **most important** part of the research report as it contains the total substance (**text**) of the research.

This chapter should provide the introductory details relating to the problem of research. It **should** contain the background information, stating the facts, happening and observations that enthused or prompted the researcher to undertake the investigative study. The topic of research should be meaningful introduced.

**Survey of Literature:**

Research on various topics in the areas of business, commerce and social is generally based on an extensive study carried out by a researcher. In regard to the topic of study appropriate source of information should be sought by visiting various libraries and research institutions. Study tours, forum for detailed observation and on the spot survey should be undertaken.

**Objectives, Hypotheses & Methodology:**

A research should be clearly spelled out the necessary objectives of research. The objectives should be pertinent to the problem of research. The number of objective should not be very large. Each objective should be precisely worded. Hypothesis should be relevantly framed so as to be in consonance with the objectives. Hypothesis should not be too many as that would lead a researcher astray from his searching goal.

Depending upon nature of the problem, area & type of research, methodology should be designed. The researcher should substantiate his sampling methodology.

**Collection of Data:**

This chapter should provide various details relating to methods of collecting primary data. Sources of secondary data should be stated. Details of the "questionnaire and schedules" used should be explained precaution taken by the researcher to maintain accuracy & minimize the errors, if any should be stated. The collected data should be presented in a properly classified and tabulated manner.

**Analysis of Data:**

The research report should be carefully specified the tools and techniques that were used in the analysis of data. In the course of analysis appropriate statistical techniques should be used to validate the hypotheses.

**Findings, interpretation & conclusion:**

This chapter contains the essence of research. Analysis leads to finding that necessitate logical interpretation. A researcher can subjectively state his conclusions.

**Suggestions and Recommendation:**

Research investigation and in- depth studies provide new knowledge and experience to a researcher. This in turn would require a researcher to have a degree of expertise and insight, so as to enable him to suggest some guidelines to all those