

## Important Instructions

As part of the curriculum, MSW students shall conduct a mini research on any problem of societal importance and submit a project report on the same during the second year. The students may get project guidance from any qualified Social Work faculty with M.Phil / PhD in social work working in any University /college /institute or working in any NGO of repute. Non compliance of the any of the following instructions may lead to the rejection of the report.

Please follow the instructions carefully before conducting the research.

1. Strictly follow the FORMAT given by the SDE. 1.10.2012 to 31.3.2013
2. The duration of the project will be six months from ~~1-12-2011~~ to ~~31-05-2012~~
3. The students have to submit the project individually
4. The research topic shall have the social work relevance
5. The report shall be neatly typed in **A4 size paper in 12 point size Times New Roman** font and the report shall only be in **ENGLISH**
6. All pages are to be numbered. The preliminary pages are to be numbered in lower case Roman numbers (I, ii, iii, iv ....) and the main text in Arabic numbers. (1,2,3,4,5,.....)
7. The report shall contain the **declaration** duly signed by the researcher and a **certificate** of authenticity duly signed by the guide and copies of the same may be enclosed in all the project reports.(specimen copy enclosed)
8. The project report **shall not exceed 75 pages** including all appendices.
9. The report shall be with **Pink Colour** wrapper and **Soft Binding** done in printing press.
10. The students should submit **TWO** copies of the report to the SDE
11. Viva-voce examination will be held at the Bharathiar University campus only and the students will not be exempted from appearing for the viva-vice examination. 1.04.2013
12. The last date for the submission of the report is ~~01-06-2012~~
13. **The University emblem shall not be used in any part of the project report**

**Please follow the format given below while preparing your report:**

1. Wrapper in pink colour
  2. First page i.e. replica of the wrapper
  3. Declaration by the candidate (see annexure)
  4. Certificate by the guide (see annexure )
  5. Acknowledgment by the candidate to thank those who have helped you in completing this project
  6. One page Synopsis of the project
  7. Table of contents ( chapter headings &sub headings) with page number
  8. List of tables with page number
  9. List of diagrams with page number
  10. **Chapters**
    1. Introduction
    2. Profile of the Universe where the study is conducted
    3. Review of Relevant Literature
    4. Analysis & Interpretation
    5. Findings, conclusion and suggestions
- Bibliography ( following shall be in alphabetical order)
    - -journals
    - -books
    - web sites
  - Appendix – A copy of the tool used for data collection

(Specimen copy of the project)

Title of the project

*A dissertation submitted to the School of Distance Education, Bharathiar University,  
in partial fulfillment of the requirements for the award of  
MSW degree*

*Submitted by*

*Name: -----*

*Reg.no:-----*

*Enrollment no: -----*

*Name of the study center : -----*

*Under the guidance of*

(Name of the Guide with designation & official address)

**School of Distance education  
Bharathiar University**

*May 2012*

**Important Note:** The student **shall not** use the University emblem and if used the report will be smarmily rejected.

## **CERTIFICATE**

This is to certify that Mr. /Ms-----

(Reg.no :-----) , a final year MSW student of School of Distance education, Bharathiar University, Coimbatore-46, has done his / her research project titled "-----

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under my supervision and guidance.

Further it is certified that this dissertation is a bona fide work done by Mr. /Ms-----and is submitted to SDE, Bharathiar University in partial fulfillment of the requirements for the award of MSW degree and this report has not formed any basis for the award of degree / diploma or any similar title to anybody of any University.

Forwarded by

**Director**

School of Distance education  
Bharathiar University  
Coimbatore-46

Signature of the guide

Name & designation

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Signature of the External Examiner

**DECLARATION**

I hereby declare that this dissertation titled "-----

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-----is a bona fide work done by me under the  
supervision and guidance of Mr./Dr./Mrs.-----

-----and this  
dissertation has not formed any basis for the award of any degree /diploma and any  
other similar title to any candidate of any University.

Countersigned by the Guide

Signature of the Candidate

Name & designation with seal

Name & Reg.no

## II MSW – CONTENT OF THE RESEARCH REPORT

### CHAPTER-I-A: INTRODUCTION

- (i) General introduction about the field/ subject from which the research problem (Topic ) selected
- (ii) Theoretical and practical background of the problem
- (iii) Relation of general area to specific problem

#### **Statement of the problem**

- Statement of the research problem which necessitates the study and its significance.
- Need / significance / Importance or Necessity of the study
- Logical explanations and justification regarding the choice of the topic
- Usefulness of the study in the present scenario

#### **OBJECTIVES:**

- **General Objective**
- **Specific Objectives**
- **Aim of the study**
  - Statements of the aspects of the problem to be investigated in clear concise terms.
- **Hypothesis:**
  - Hypothesis if any
- **Assumptions:**
  - Assumptions if any

### CHAPTER-I-B- RESEARCH METHODOLOGY

- **Research Design**
  - Description of the design and the justification for choosing the design

- For e.g. Descriptive/ experimental/ explorative etc
- **Universe**
  - The entire population of the study to be stated for e.g. an NGO,/ a company./ a village / community development block / a slum etc.
- **Sampling Strategy**
  - Statement of the sample size
- **Method of sampling technique :**
  - most appropriate for the study/ Justification (stating why it suited for the study)

#### **Tools of Data Collection:**

Choice of a particular mode of data collection which would accomplish the objectives and test the Hypothesis.-either a questionnaire or an interview schedule

#### **Sources of Data**

Primary- Description of the actual respondents (Field Investigation)

Secondary – Other sources like informal discussions, manuals, documents that contribute to the study.

#### **Pre- Testing**

The effectiveness of the tool of data collection to be justified (tested)  
10% of the sample size to be used for the test. (Typed Tool)

#### **Actual Data Collection**

When and how the data was collected (Duration)

#### **Research Experience**

Statements of limitations and restrictions that the researcher recognizes, with respect to the awareness, bias, openness, geographical limitations, etc

#### **Operational definition of the terms:**

Researcher's definition or meaning of geographical area/  
organization/ terms, etc, used in the study

**Limitations of the study:**

The shortfalls / gaps in the study and the difficulties encountered

**Chapterisation:**

List of Chapter titles and the contents dealt in each of them

**CHAPTER-II: REVIEW OF LITERATURE:**

The purpose of reviewing the relevant literature is to identify the research gap in the respective field, and to fulfill by the current research; to formulate the hypotheses; Thus you have to

- a. Survey of the existing volumes of similar and related subjects
- b. The nature of the problem and related subjects which throw light on the significant sub topics to the explored
- c. Portrayal of the theoretical background with the help of books/ articles/ periodicals/ documented report, etc.

**CHAPTER-III: Profile of the Organization / AGENCY/ FIELD AREA:**

- In case of an agency: Brief History of the agency, Registration particulars, Vision & Mission , Organizational Structure, personnel, nature of activities, budget provisions, funds/ aids received , major activities , beneficiaries ,
- In case of an area: demographic profile, socio economic details, NGOs & CBOs working, Govt. schemes implemented there, number of beneficiaries, etc.

**CHAPTER-IV: ANALYSIS AND INTERPRETATIONS**

- Logical analysis of every question and researcher's interpretation on them
- Explanation with the help of tables and statistical calculations



- Use figures, graphs, diagrams wherever possible
- Cross tables wherever applicable, which links dependent with independent variables
- If you formulate Hypotheses, then test them with appropriate tools.
- Illustrations wherever applicable

**Format of Presenting in this chapter:**

- Table No.
- Title of the Table
- Introduction of the Table
- Presentations of the Table
- Analysis
- Interpretation
- Statistical Application- if any
- Each table may be represented by a Diagram with running number and title

**CHAPTER-V: FINDINGS & CONCLUSIONS**

- a. The researcher's findings based on the analysis to be stated
- b. The researcher shall conclude his research aptly with the help of the major findings
- c. The researcher's suggestions and recommendations are to be included based on the findings.

**APPENDIX**

1. **Bibliography** :All the Books/ Journals/ Documents used for the purpose of study in Alphabetical order
2. **Tool of data collection**: A copy of the Questionnaire or Interview Schedule to be attached.