

**CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNA NAGAR – 522 510**

Academic Schedule for M.A. Social Work, Final Year Students

Submission of Project Proposal		
I. without late fee	:	29-11-2008
II. with a late fee or Rs. 100/-	:	15-12-2008
Submission of Project Report		
I. without late fee	:	02-02-2009
II. with a late fee or Rs. 100/-	:	16-02-2009

Guidelines for Project Work

Project Report : At the end of Second Year, fresh candidates shall undergo practical training in any organization for a minimum period of eight weeks and submit a report thereon along with a practical training certificate obtained from the organization. In case of in-service candidates, the project report should relate to the candidates organization. Any deviation from the above should be approved by the CDE, Acharya Nagarjuna University, Nagarjuna Nagar.

The Project report carries a maximum of 100 marks. The Project Report shall be guided and certified by a recognized guide nominated by CDE. The completed project report should be submitted to the CDE, at least 15 days before the scheduled time or before the due date as communicated by the Office.

Students of M.A., Social Work Programme will have to take up project work in the second year.

1. The purpose of the project work is primarily to demonstrate the application of knowledge and skills acquired during the programme, by studying and analysing the selected programme in the work agency / Community in a systematic manner.
2. The topic for project may be taken from any one of the following sources.
 - I. Review of research studies, M.A., Social Work literature and consultation with the project guide.
 - II. Field Study / Empirical Study.

Project Proposal

1. The proposal of project (synopsis) should be prepared in consultation with the guide and sent to the course coordinator. The proposal should clearly state the significance, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.

2. Eligible project guide may be taken from any one of the following :

- I. Faculty of department of M.A., Social Work from the University Campus.
- II. Faculty of the P.G. Department of M.A., Social Work in any affiliated college, School of M.A., Social Work
- III. Ph.D., holders working in P.G. Departments of M.A., Social Work affiliated to Acharya Nagarjuna University
- IV. Teaching faculty of P.G. Department of M.A., Social Work of any other Universities recognized by Acharya Nagarjuna University.

Students are advised to send their project synopsis and bio data of the guide which must be duly signed by the guide, to the course coordinator. If the proposed guide is not acceptable, the student shall be advised accordingly and in all such cases, the student should change the guide before the proposal is considered for approval. Similarly, if a student wants to change his/her guide after some time, he/she would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma.

3. The project proposal shall be sent in the proforma (format is given at the end of this note) along with one copy of synopsis and bio-date of the guide to the course coordinator for approval. Proposals incomplete in any respect will straightaway be rejected, students are advised to retain a copy of the synopsis.
4. Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.
5. Communication of non-approval of the proposal will be accompanied by comments / suggestions for reformulating the project. The revised project proposal should be submitted in the new proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions of the evaluator are given should also be submitted.

Note: Students are advised to select their guides who are either teachers or active professionals in the relevant area of the selected topic.

Preparation of Project Report :

- I. The report should consist of **a.** significance of the study, **b.** Objectives, **c.** Sampling and methodology, **d.** statistical techniques use, **e.** limitations, if any, and **f.** guidelines for future research.
- II. The length of the report shall be in between 60 and 80 double spaced typed A4 size pages (excluding appendix and exhibits). The report is to be submitted in a bound volume.
- III. The project report should also contain :
 - a. Project approval

- b. Synopsis
- c. Certificate from the supervisor as to the originality of work.
- d. A Statement from the candidate mentioning that the work is a original one and has not been submitted earlier, either to this university or to any other institution for fulfillment of the requirement of a course of study.

One typed copy of the project report is to be submitted to the course coordinator at least 15 days before the scheduled time or before the due date as communicated by the office of CDE. One copy of the report is to be retained with the student. The copy sent to the CDE will not be returned.

ACHARYA NAGARJUNA UNIVERSITY
CENTRE FOR DISTANCE EDUCATION
M.A., SOCIAL WORK
(Through Distance Mode)
PROFORMA FOR PROJECT PROPOSAL

Regn. No. Study Centre:

Name and Address of Student

.....

.....

Title of the Project :

Subject Area :

(specify) Name, Designation and Official Address of the Project Guide

.....

Is the guide an Academic Counsellor of M.A. Social Work Programme? Yes / No

If Yes, Name of the Study Centre and the Course of counseling and since when

.....

Number of students working under the Guide for Project

Signature of the Student

Date :

Signature of the Guide

Date :

Note : Enclose the synopsis of the project and bio-data of the guide.

(FOR OFFICE USE ONLY)

Synopsis
Approved
Not Approved

Supervisor
Approved
Not Approved

Comments / Suggestions for reformulation of the Project.

DATE :

Signature of the Evaluator

**CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNA NAGAR – 522 510**

M.A., Social Work Final Year

Submission of Project Report

- | | | |
|----------------------------------|---|------------|
| I. without late fee | : | 02-02-2009 |
| II. with a late fee of Rs. 100/- | : | 16-02-2009 |

Preparation of Project Report

- I. The report should consist of
 - a. Significance of the study
 - b. Objectives
 - c. Sampling and Methodology
 - d. Statistical Techniques used
 - e. Limitations, if any and
 - f. Guidelines for future research

- II. The length of the report shall be in between 60 and 80 double spaced types A4 size pages (excluding Appendix and Exhibits). The report is to be submitted in a bound volume.
The project report should also contain :
 - a. Project Approval
 - b. Synopsis
 - c. Certificate from the supervisor as to the originality of work
 - d. A statement from the candidate mentioning that the work is a original one and has not been submitted earlier, either to this University or to any other institution for fulfillment of the requirement of a course of study.

One typed copy of the Project Report is to be submitted to the Course Coordinator at least 15 days before the scheduled time for comprehensive viva-voce examination or before the due date as communicated by the office of the CDE, Acharya Nagarjuna University. One copy of the report is to be retained with the student. The copy sent to the CDE will not be returned.

The Study may be undertaken in the Following Areas / Agencies / Programmes

Any development agency / institute / project programme implemented by the Government or NGO such as self help group, health, anti poverty programmes, income generating programmes.

Development Programmes implemented by the GO / NGOs like AWARE, AMG international RASS, Assist India, Vasavya Mahila Mandali, Hyderabad Council for Human Welfare, Family Courts, Family Centres, Street Children, Project,

Child Labour Project, Childing, SOS Childrens Village, efficacy / impact of the programme on the rehabilitation of inmates of any agency / institution.

Community based Project / Study

Developmental programmes implemented by Govt / NGOs such as IRDP, DPAP, DRDA, DWACRA, DEACUA, water shed, Velugu, NREP, RLEGP, food for work, UCD projects, Jawahar Rojgar Yojana, TRYSEM, SETWIN, Janasikshana Samsthan, NIRD, Overseas Development Programmes in the municipalities, Urban Services for the poor and other anti-poverty programmes. Project shall be based on field study.

Guidelines for Project Work :

8 weeks placement in social welfare organizations communities and development projects including a mini project on any social problem.

2 weeks field placement in any social welfare organization in the family welfare setting such as family counseling centre, family courts, old age home or Child Welfare Setting such as street children home, children, child labour school / project, orphanage / destitute home for children or medical setting such as hospitals, tuberculosis centres, AIDS control projects or psychiatric setting such as mental hospitals, psychiatric clinics, school setting such as private schools so as to enable the students to practice case work, group work methods.

2 weeks field placement in any community settings such as urban slums, rural communities / villages, tribal community or municipalities, urban developmental projects, corporations, DWACRA, DWCUA, so as to enable the students to practice community organization and social action methods of social work

4 weeks project work – mini project so as to enable students practice social work research by applying social work research methodology by studying any social problem undertaken in any other, field other than the agency / community where field work is done.

Note : The IInd Year students if they choose to do mini project work in the community they have to do field work in the agencies listed above and those students who want to do mini project work in the agencies shall do their field work in the communities – rural / urban / tribal community.