

## Guidelines for M.S.W. Project Report

**I: Project Report:** During Second Year, all candidates of MSW shall undergo practical training in any organisation / community for a minimum period of **six weeks** and submit a report thereon along with a practical training certificate obtained from the organisation / community.

Students of **M.S.W.** must undergo practical training in reputed community / Non-Government organisations / communities of rural and urban (Placement in institutions, communities and development projects (DPAP, AIDS Project, street children, child line, child labour, IRDP, Velugu, ISDS etc.). It should be approved by the Centre for Distance Education, Acharya Nagarjuna University, Nagarjuna Nagar.

The project report carries a maximum of 100 marks. The Project Report shall be guided and certified by a recognised guide approved by Centre for Distance Education, ANU. The completed project report should be sent to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** on or before the due date as communicated by the office.

### Project Work

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 situation in a systematic manner while suggesting solutions to the policy makers and Governments to implement in proper manner.
2. The topics for project may be taken from any one of the following sources:
  - I. Problems related to Health
  - II. Problems related to Youth
  - III. Problems related to Alcoholic addiction
  - IV. Problems related to Dalit issues
  - V. Problems related to Women issues
  - VI. Problems related to Physically challenged persons
  - VII. Problems related to aged persons
  - VIII. Problems related to labour
  - IX. Problems related to related to children
  - X. Problems related to crime

### Project Proposal

1. The proposal of project (synopsis) should be prepared in consultation with the guide and sent to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510**. 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 Sociology and Social work or any qualified teacher in social sciences of Acharya Nagarjuna University campus.
  - ii) Academic counsellors of M.A. Sociology / Social work of CDE Acharya Nagarjuna University and Ph.D holders working in PG departments of Sociology / Social work of affiliated colleges.
  - iii) Teaching faculties of departments of Sociology / Social work of any other university recognised by Acharya Nagarjuna University.
  - iv) Senior executives holding master's degree in Sociology or MSW or allied disciplines with a minimum of 10 years of experience.

Students are advised to send their projects synopsis and bio data of guide (in case of ii, iii, & iv above), which must be duly signed by the guide, to **The Project Head, ANU-CDE-ICT-Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510**. 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-data of the guide to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** for approval. Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis.
4. **The Certificate issued by the Institute / Communities where the candidate worked for his project work must also be included in the report.**
5. Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.
6. Communication of non-approval of the proposal will be accompanied by comments / suggestions for reformulating the project. The revised project proposal should be uploaded 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:-** Without the approval letter, the project report will not be evaluated. Students are advised to select their guides who are either teachers or active professionals in the relevant area or from any Non-Government Organisation who holds the Ph.D. in Sociology / Social work of the selected topic.

#### **Preparation of Project Report:**

- (i) The report should consist of (a) significance of the study, (b) objectives, (c) Review of Literature (d) sampling and methodology, (e) statistical techniques used, (f) limitations, if any, and (g) 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 by the University
  - (b) **The Certificate issued by the Institute / Communities** where the candidate worked for his project work must also be included in the report.
  - (c) Certificate from the agency of competitive authority 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 fulfilment of the requirement of a course of study.

The candidate has to prepare three copies of project report. One hard copy of the project report should be submitted to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** by post at least 15 days before the scheduled time for comprehensive Viva-Voce examination or before the due date as communicated by the office. The candidate needs to carry one hard copy while attending comprehensive Viva-Voce examination. Another hard copy of the project report is to be retained with the student. The copy sent to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** will not be returned.

**ACHARYA NAGARJUNA UNIVERSITY**  
**Centre for Distance Education**  
**MASTER OF SOCIAL WORK**  
**PROFORMA FOR PROJECT PROPOSAL**

Regn.No.....

Name and Address of Student .....

Ph.No. : ..... Email ID : .....

Title of the Project .....

.....

Name, Designation and Official Address of the Project Guide.....

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Is the guide an Academic Counsellor of LLM Programme? YES / NO

If yes, Name of Study Centre and the Course of counseling and since when : .....

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No.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**

**Supervisor**

Approved

Approved

Not Approved

Not Approved

Comments / Suggestions for reformulation of the project.

Date:

**Signature of the Evaluator**

**ADDITIONAL GUIDELINES RELATING TO SUBMISSION OF PROJECT**

The candidate has to prepare TWO hard copies of the dissertation. Hard copies of the dissertation are to be sent to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** before the due date as communicated by the office. One hard copy of the Project Report is to be retained with the student.

TITLE & FIRST PAGE :: MODEL FORMAT

<p style="text-align: center;"><b>TITLE OF PROJECT</b> XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p style="text-align: center;">Project Report Submitted By DAMERA SATYANARAYANA (Enrolment No: C17SW771001)</p> <p style="text-align: center;">Project Report Submitted in partial fulfilment of the requirement for the award of Masters of Social Work</p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Centre for Distance Education</b> Acharya Nagarjuna University Nagarjuna Nagar - 522 510m Guntur (Dist.) (A.P.)</p>
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SECOND PAGE :: MODEL FORMAT

**DECLARATION**

I declare that this Dissertation has been written by me and has not previously formed as the basis for the award of any Degree, Diploma or the similar title in this or any other university. (My Enrollement No: C17SW771001)

DEMERA SATYANARAYANA H.NO.1-4-257,  
Kuda Road,Suryapet – 508

THIRD PAGE :: MODEL FORMAT

<p style="text-align: center;"><b>CERTIFICATE</b></p> <p>This is to certify that the Dissertation entitled "Recognition of Trade Unions with Special Reference to BHEL Ramachandrapuram", submitted in partial fulfillment of requirement for the award of Master of Social Work is a record of bonafide research work done by Damera Satyanarayana, bearing registration No. C17SW771001 during the academic year of 2015-2016, under my Guidance.</p> <p style="text-align: right;">Guide</p>
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