MADRAS SCHOOL OF SOCIAL WORK

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Dr. S. RAJA SAMUEL, M.A., Ph.D.
Principal

Ph.D. programme

This is to certify that the Social Work Ph.D. programme followed the course work syllabus regulations of the University of Madras for the academic year 2017-18

Signature of the Principal

Dr. S. RAJA SAMUEL, M.A., Ph.D.,
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MADRAS SCHOOL OF SOCIAL WORK
CHENNAI
600 008

UNIVERSITY OF MADRAS

DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

[Revised Ph.D. Regulations based on University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degrees) Regulations, 2016 approved by the Senate meeting held on 28th October 2017 and University Ph.D. Regulation, 2010]

1. PREAMBLE

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who, as per these regulations, has submitted a thesis on the basis of original and independent research in any particular discipline or involving more than one discipline (inter-disciplinary) that makes a contribution to the advancement of knowledge, which is approved by Board of examiners as required.

2. ELIGIBILITY CRITERIA FOR ADMISSION TO PH.D. PROGRAMME

Admission for Ph.D. programme can be made two times in a year, i.e., January and July. The online application will be available during the months of December and June every year for admitting the candidates for two sessions. Candidates should submit the hard copy of their application on or before the first working day of January and July to the concerned University Department / Affiliated College/ Research Institution where the candidates proposed to do their Research. Admission to Ph.D. programme shall be completed in the first month itself in each session. Registration for Ph.D. must be completed within one month from the date of granting admission.

2.1 Eligibility and Minimum Marks Required

i) Candidates for admission to the Ph.D programme shall have passed SSLC (10th or 11th class/grade and PUC or higher secondary (12th grade) before joining undergraduate (UG) programme (3 or more years) and UG before joining PG degree programme. That is, 10+2+UG Degree (3 or more years) or 11+1+ UG Degree (3 or more years).

ii) Candidates shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational Institutions.

iii) Master's Degree in the faculties of Arts, Sciences, Fine Arts, Languages, Commerce, Education, Management Science of this University or equivalent thereto.

iv) Master's Degree in the faculties of Law, Engineering, Technology, Architecture and Medicine including the Degree of Doctor of Medicine (M.D. or M.R.C.P), or Master of Surgery (M.S. or F.R.C.S./M.R.C.S.), Indian Medicine, Veterinary Science, M.Pharm. and Agriculture of this University or equivalent thereto.

v) M.B.B.S. Degree with two years of Senior House Surgeon /Special training or equivalent thereof recognized by the Medical Council of India or competent authority.

vi) Bachelor's Degree in Veterinary Science, Ayurveda, Siddha, Homeopathy, Unani Medicines etc., with two years Senior House surgeon/equivalent special training in related disciplines of two years duration.

vii) ACA, FCA, AICWAI, ACSI qualifications of the Institute of Chartered Accountants of India, Institute of Cost and Works Accountants of India and Institute of Company Secretaries of India. Provided the candidates have secured one of the above qualifications after the lapse of at least two years after obtaining a University UG degree from any recognized University .

viii) Candidates from the National Defence Academy (NDA) with M.Sc. Defence and Strategic Studies / M.Phil. degree are eligible for Ph.D (both full-time and part-time) admission.

2.2 Relaxation of Marks

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/Differently-Abled or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

2.3 Relaxation for admission and course work

2.3.1 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme.

2.3.2 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution;

2.3.3 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency of the Country which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality

and standards of educational Institutions, shall be eligible for admission to Ph.D. programme.

3. REGISTRATION FOR THE Ph.D. PROGRAMME

Candidates shall Register for the Ph.D. Degree Programme in the University Departments, Affiliated Colleges, Research Institutions, or R & D Centres/Laboratories coming under these regulations in any one of the categories.

(a). Full-time scholar (with or without stipend or fellowship or any assistantship)
(b). Part-time scholar (teacher or non-teacher, internal vis-à-vis external).

3.1 Full-time

The eligibility conditions for Full-time and Part-time candidates are same, as given in 2.1. In addition, Research fellows/Research Assistants/Technical Assistants/ Project Fellows/Project Assistants/Training Officers in extension departments approved by the University, appointed in the research projects funded by recognized agencies/Government are also eligible to register for Ph.D. on a full-time basis in the same department provided they satisfy the eligibility criteria stated in Regulation (2) above.

3.2 Part-time (Internal)

Candidates possessing eligibility criteria state in Regulation (2) above and falling under any of the following categories, are eligible to conduct research on a Part-time basis:

(i) A teacher working in the Department of the University or in an affiliated College of the University, Higher Secondary School or Polytechnic within the territorial jurisdiction of the University.

Provided teachers of affiliated colleges with two years total teaching experience and Teachers of Higher Secondary Schools and Polytechnic with four years total experience after the qualifying degree be allowed to register for Ph.D (part-time) programme. The teachers working in affiliated Colleges need not have obtained qualification approval and the experience certificate issued by the Principal of the College will be accepted.

(ii) A candidate employed other than as a teacher in a permanent job in a registered firm/Institution, within the territorial jurisdiction of the University with a minimum of four years of total working experience, after the qualifying degree and satisfying the rules framed separately by the Syndicate from time to time.

(iii) Research Assistants/Technical Assistants appointed on a permanent basis by the University are eligible to register for Ph.D. programme on Part-time basis after confirmation of service.

(iv) Candidate with M.L. Degree practicing as an advocate in any Court of Law or serving as a Legal Advisor to/in a registered firm/Institution within the territorial jurisdiction of the University with a minimum of four years of total working experience after qualifying degree.

3.3 Part-Time (External)

Candidates possessing eligibility criteria stated in Regulation (2) above and fulfil the following conditions are eligible to conduct research on a Part-time (External) basis:

(i) Candidates employed as a teacher, scientist or in any other related capacity in National/State level Institutions, Universities, Research and Development (R&D) Centres/ Laboratories and Institutions, outside the territorial jurisdiction of this University, in India.

Provided those candidates are permitted by the respective organizations for pursuing research leading to the Ph.D. Degree of this University on a Part-time basis as external candidates two years after acquiring qualifying degree.

(ii) There shall be Ph.D Supervisor from the relevant discipline of the University of Madras and under the supervision the course work and methodology examinations be conducted. There shall be a Research Advisory Committee and the Supervision from the University will also be a member.

(iii) There shall also be a Ph.D Supervisor from the Institution where they are employed, provided such a Supervisor is recognized to guide for Ph.D. programme by this University or any other University recognised by the UGC. In the case of non-availability of a recognized Supervisor in the Institution, the candidate's research work shall be monitored by the Head of the Institution.

3.4 All Candidates (both full-time and part-time) shall submit the progress report, approved by the Research Advisory Committee, along with "Continuation of Ph.D Registration" application every year till submission of the Ph.D thesis during July 1st to 30th. Candidates failing to submit the application for the Continuation of Registration will be treated as having discontinued from the Ph.D programme. The annual fee, as decided by the Syndicate, should be paid along the application in the prescribed form.

4. DURATION OF THE PROGRAMME

4.1 Ph.D. programme shall be for a minimum duration of three years, including course work for both Full-time and Part-time candidates and a maximum of six years. No candidates shall be permitted to submit the thesis after the maximum period of SIX YEARS. There is NO provision for either Extension or Re-Registration.

4.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

4.3 A Ph.D. (Non-stipendiary) scholar will be permitted to avail 30 days leave in a year and Ph.D. (Stipendiary) scholar can avail leave as per terms and conditions of their respective fellowships / scholarships only with the prior permission from the Supervisor and Head of the Institution.

4.4 Attendance

4.4.1 Attendance is compulsory for the Ph.D Full-time (Both Stipendiary or Non stipendiary) scholars for the minimum period as prescribed in these regulations. Beyond the minimum period, Ph.D full-time scholars may be permitted to take leave of absence and allowed to submit the thesis before the expiry of maximum period as prescribed in these regulations. The candidates shall pay all the applicable fees including Tuition fees and register for the continuation of the Ph.D. programme and shall appear before the Research Advisory Committee. The leave of absence will be granted only by the University.

4.4.2 The University Department /Affiliated College/ Research Institution shall maintain one common attendance registrar for all full-time Ph.D scholars and the Head of the University Department/ Principal/ Director shall issue the attendance Certificate by June 30th of every year for the Ph.D scholars to apply for Continuation of Registration.

4.5 Conversion of Full-Time Registration into Part-Time and Vice-Versa

Notwithstanding anything prescribed in these regulations, the University may permit conversion from Full-time to Part-time research in respect of candidates registered, for valid reasons and subject to satisfying the regulations, rules and conditions in force after completion of Two years under Full-time research. Candidates who are qualified NET/SET/JRF are permitted to convert their Full-time research programme into Part-time research programme after a gap of one-year from the date of Registration provided they are appointed as Asst. Professor or equivalent category in College / University. Conversion from Part-time to Full-time research is permitted at any point of time for part-time scholars.

4.6 Residential Requirements

4.6.1 A candidate registered on a part-time (internal) basis in all the subjects except in those involving laboratory works shall work at least for TWO MONTHS in every academic year during the course of research at the Institution where the Supervisor is attached. The Supervisor has to issue the attendance certificate through the Principals/Heads of Departments of the University to the Controller of Examinations.

4.6.2 A candidate, who has been permitted to register on a part-time (internal) basis in subjects involving laboratory work in an Institution other than where they are working, shall be required to work for a minimum total period of EIGHT MONTHS in the Institution directly under Supervisor. If required, the period of EIGHT MONTHS of residency may be spent in four spells of not less than TWO MONTHS each during an academic year in the course of their research.

4.6.3 A candidate registered for the Ph.D. programme as a part-time external candidate is expected to do research in his/her place of employment and in addition he/she should undergo such course work, examination and research work as may be prescribed by the University/Supervisor/Research Advisory Committee as per the regulations during the research period directly under the Supervisor of this University.

5. PROCEDURE FOR ADMISSION

5.1 The University Departments/Affiliated Colleges/ Research Institutions shall admit Ph.D. students through an Entrance Test conducted at the level of University Departments/Affiliated Colleges/ Research Institutions. The University Departments/Affiliated Colleges/ Research Institutions may decide separate terms and conditions for Ph.D. Entrance Test for those students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil programme.

5.2 The University / Affiliated Colleges / Research Institutions shall :

5.2.1 decide on an annual basis through their academic bodies a pre-determined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 6.5), laboratory, library and such other facilities;

5.2.2 notify well in advance in the Institutional website, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

5.2.3 State-level reservation policy shall be followed for the admission by the Department.

5.3 Criteria for Admission

The admission shall be based on the criteria notified by the Institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the State Government from time to time.

The admission procedures could be completed by the Departmental Selection Committee of the University departments/ Affiliated College admission committee / research Institution committee, provided the following guidelines are adopted:

(a) The Departmental Selection Committee should be constituted by the Head of the Department with two recognized guides in the department with the proposed guide (a minimum of three members should be in the committee) as

convener. If only one guide is available in any department, such department should constitute the above committee with the guides available from the within the School or from related departments. The minutes of the selection process duly signed by the Departmental / Affiliated College admission committee shall be appended.

(b) A check list of certificates (except Transfer Certificate) verified and certified by the admission committee shall be enclosed.

(c) Every applicant for Ph.D. must be checked for his eligibility, category of Registration, vacancy condition available with the Supervisor etc.

(d) With regard to a candidate proposing to work on the contribution of living author(s), a brief research proposal for conducting Ph.D. and a self declaration duly certified by the Supervisor should be forwarded along with necessary permission obtained from the concerned author(s).

(e) Subject to the above conditions, the Head of the department of the University or Principal of the college on approval by the department/Campus admission committee can issue the Ph.D. admission letter. However, the provisional registration shall be issued by the University after ratifying the admission.

(f) Ph.D. Registration application form shall be forwarded to this office only after getting the approval for admission to the Ph.D. programme from the University.

5.4 Basis of Admission

5.4.1 The admission should be made purely on merit basis: 50% of marks shall be from the qualifying examination, i.e. PG Degree and another 50% based on entrance examination.

5.4.2 The entrance test which will be conducted by the respective Department/Affiliated College/Institution shall carry a maximum of 50 marks as detailed below: Written examination 40 marks and (b) Oral examination 10 marks. The Syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be on subject specific. The candidate should secure at least 25 marks out of 50 marks in the entrance test (Written and Oral).

5.4.3 The candidate should take the examination only in the subject for which he/she has applied for admission to the Ph.D. programme. The Head of the Department/Affiliated College/Institution in consultation with the Supervisor(s) of the concerned subject may design the question paper for the entrance test. The question paper has to be set and valued by the respective admission committee of the Department/Affiliated College/Institutions only.

5.4.4 The interview/viva voce shall also consider the following aspects, viz. whether: (i) the candidate possesses the competence for the proposed research; (ii) the research work can be suitably undertaken at the Institution/Affiliated College; (iii) the proposed area of research can contribute to new/additional knowledge.

5.4.5 The candidate with fellowship from the UGC, CSIR etc. / Project Fellow appointed in the major research project from funding agency / and teachers working in affiliated colleges shall be exempted from appearing for entrance test.

5.4.6 If the candidates have passed Master's degree in grading system, they may be asked to get equivalent marks or classification for the same from the University concerned and the same may be forwarded to the office with the selected list.

5.4.7 The conditions for admission prescribed under the regulations in respect of the Ph.D. programme should be strictly followed. All candidates should have passed PG Degree course as per UGC/ AICTE / MCI regulations.

5.4.8 The Head of the Department of the University / The Principal of the College / the Director of recognized research Institution should insist on the production of an eligibility certificate obtained from the Registrar of this University, before granting admission to them in respect of candidates who have passed their qualifying examination from other Boards / Universities.

5.4.9 While forwarding the admission list the following should be furnished.

a. The applications of the candidates who have applied for the Ph.D. programme along with the enclosures.
b. List of the candidates applied, interviewed and selected [as per the format]
c. Minutes of the meeting of the Departmental Selection Committee with signatures and office seal of all the members.
d. The check list of certificates (except Transfer Certificate) verified and certified by the departmental admission committee.
e. In case of foreign candidates, a research visa obtained from the respective High Commission/Embassy or through Human Resource Development, Ministry of Education, Govt. of India, New Delhi, for the period of the Ph.D. programme. (Two or three years as the case may be).
f. The fee payable to the University should be collected from each candidate and remitted to the University after receipt of the communication regarding approval for admission to the Ph.D. programme from this University.

5.4.10 The ultimate responsibility of admission rests only with the Heads of the Departments of the University/ Principals of the Colleges/ Directors of the Research Institutions concerned.

If it is observed at a later stage that the admission given by the University Department/ Affiliated College/ Research Institution is incorrect, the same will be cancelled by the University at any stage of the Ph.D. Programme. The Heads of the Departments of the University / Principals of the Affiliated Colleges / Directors of the Research Institutions should certify that the selections are made on the basis of guidelines issued by the University.

5.5 Provisional Registration

A candidate applying for provisional registration shall furnish all the information *inter alia* in the form prescribed together with the fee prescribed in the Ph.D. Prospectus & Online registration in the University website.

Every applicant who satisfies all the conditions and procedures prescribed shall, after approval by the University, be provisionally registered for the Ph.D. programme.

Registration for the Ph.D. programme must be done by the candidate within ONE month after getting the permission from the University with all documents. A delay upto SIX months for registration can be accepted with a penal fee and reasons for the delay must be submitted. Also, the delay in registration can also be accepted upto ONE year with a penal fee and the reasons for the late registration must be submitted. Exactly after ONE year from the date of permission if the candidate fails to apply for provisional registration he/she should not be allowed to pursue the research. Penal fees shall be prescribed by the Syndicate from time to time.

For inter-disciplinary research, the proposal under inter-disciplinary research should be submitted in the prescribed format (Appendix A) duly approved by the departmental committee along with the minutes and forwarded by the Supervisor and Head of the Department concerned.

A candidate seeking exemption for Methodology Examinations of Ph.D. Research on **disciplinary basis** and exemption for Research Methodology Examination alone of Ph.D. Research on **inter-disciplinary basis** should submit M.Phil. (Provisional & Convocation) Certificate while submitting application for Registration. If certificates are not submitted, registration will be processed based on only P.G. Qualification.

5.6 The University shall maintain the list of all the Ph.D. registered students on its website (www.unom.ac.in) on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her Supervisor/co-Supervisor, date of enrolment/registration.

6. ALLOCATION OF RESEARCH SUPERVISOR: ELIGIBILITY CRITERIA TO BE A RESEARCH SUPERVISOR, CO-SUPERVISOR, NUMBER OF PH.D. SCHOLARS PERMISSIBLE PER SUPERVISOR, ETC.

6.1 Any regular Professor of the University Department/Institution /Affiliated College with at least five research publications in refereed journals listed in the UGC website and any regular Associate/Assistant Professor of the University Department /Institution / Affiliated College with a Ph.D. degree and at least two research publications in refereed journals listed in the UGC website (one must be published in SCOPUS indexed journal) may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

6.2 Only a full time regular teacher of the University Department/Institution /Affiliated College can act as a Supervisor. The external Supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related Institutions with the approval of the Research Advisory Committee. Faculty members under probation can be a Supervisor provided there will be Co-Supervisor for the candidate.

6.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

6.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/Affiliated College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Affiliated Colleges.

6.5 A Research Supervisor/Co-Supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

6.6 In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ Supervisor from any funding agency. The scholar will however give due credit to the parent guide and the Institution for the part of research already done.

6.7 (i) For inter-lingual/inter-disciplinary research, a scholar shall have a co-Supervisor.

(ii) A Supervisor shall not guide his/her immediate or close relative and to this effect he/she shall furnish a declaration in the column provided in the application form for admission. A Supervisor shall not be permitted to register candidates for Ph.D. in the last one year of his/her service or less than 5 years in the case of re-employed faculty or faculty who have joined in a new Institution. Retired teachers are not permitted to guide under any capacity or positions like Emeritus, Guest faculty, visiting faculty etc.

6.8 Teachers who are appointed in the University or in Affiliated Colleges of the University or in the recognized research Institutions of the University are automatically recognized as Ph.D. guides provided he/she has already obtained recognition to guide Ph.D. in other / same University; provided they fulfil the requirements of University of Madras.

6.9 Change of Supervisors and Transfer of Scholars

6.9.1 The Head of the Department / Principal /Director shall consider the Ph.D scholars complaints relating to Ph.D Supervisors and requests for transfer of Supervisor and resolve the issue amicably referring to a subject expert Committee or Research Advisory Committee. Change of Supervisor shall be informed to the University for approval within one month.

6.9.2 Transfer of Ph.D. scholars from one Supervisor to another Supervisor can be effected, with mutual willingness given by both the present and proposed Supervisors.

6.9.3 In the case of change of Supervisor or transfer of candidates is proposed without the consent of any one of the parties (Candidate or Supervisor) concerned, or complaints against the Supervisor, the matter shall be referred to a Committee constituted by the Vice-Chancellor and the Vice-Chancellor be authorised to take a decision on such matters. The decision of the Vice-Chancellor shall be final.

6.9.4 The Supervisors who wish to avail leave/lien/deputation beyond a period of SIX MONTHS shall nominate a Supervisor of the department or Head of the Department in the concerned subject for the candidates registered with them for the period of absence and shall intimated to the University well in advance.

6.9.5 In the case of a research Supervisor working under the self-financing stream and who wishes to leave the Institution for whatever reasons, it is the responsibility of the Principal of the College to take necessary steps to transfer the candidates registered under the said teacher after obtaining necessary approval from the University.

6.10 Withdrawal of Recognition

If a Supervisor is found to involve in plagiarism, moral turpitude with fraudulent academic accomplishments and other activities prejudicial to the reputation of the University, etc., his/her the recognition of guideship will be summarily withdrawn without assigning any reason thereof.

6.11 Cancellation of the Ph.D. Registration

In case of candidates who do not possess an M.Phil. degree, who have not taken Part I course work and examination and the Minutes of the meeting of the Research Advisory Committee for them are not forwarded to the University for confirmation of provisional registration on completion of ONE year of provisional registration, their registration shall be cancelled for both Full-time and Part-time programmes by the University on completion of 18 months from the date of provisional registration.

In case of recommendation for cancellation of the registration by the Supervisor, the candidate shall be intimated about the grounds on which the registration is being proposed for cancellation.

Any complaint relating to change of guidance, etc will be referred to a Committee constituted by the Vice-Chancellor and based on the report of the committee action will be taken.

7. COURSE WORK: CREDIT REQUIREMENTS, NUMBER, DURATION, SYLLABUS, MINIMUM STANDARDS FOR COMPLETION, ETC.

7.1 The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

7.2 The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

7.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

7.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 8.1 below.

7.5 All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

7.6 Candidates already holding M. Phil. Degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. In integrated PG and Ph.D Degree, Candidates may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

7.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/Affiliated College.

7.8 A Ph.D. scholar has to obtain a minimum of 55% of marks (or an equivalent grade in the UGC 7 point scale or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the Ph.D. thesis.

7.9 Course Work Examination and Evaluation

7.9.1 Every candidate provisionally registered for the Ph.D. programme shall undergo course work in the first year (two semesters. The course work consists of the following:

Paper I : Research Methodology (4 credits)
Paper II : An advanced paper in the subject concerned (6 credits)
Paper III : Background Paper relating to the candidate's Ph.D. work (6 credits).

7.9.2 The Department can recommend courses offered for PG and M.Phil of the Department or any other relevant department for papers I and II. In such cases, the Ph.D candidates will be treated like other students of the course and take the examinations as prescribed for that course.

7.9.3 The University School/ Department/ College/ Research Institute may prescribe syllabus for Paper-I for each discipline (Languages, Arts, Humanities, Sciences and Basic Medical Sciences). The syllabi for the Papers II & III will be prescribed by the Research Advisory Committee based on the courses taught in the department. The Courses offered for PG and M.Phil students can be recommended for the requirement of Papers I and II.

7.10 Scheme of Examinations

7.10.1 The Department/Supervisor with the approval of the Research Advisory Committee will conduct the written examinations for the courses prescribed by the Research Advisory Committee.

7.10.2 The viva-voce examination testing the domain knowledge of the candidate and his preparedness to carry out the thesis work shall be conducted.

7.10.3 The results will be communicated by the Supervisor to the University with the answer scripts and questions along with the Minutes of the Meeting of the Research Advisory Committee.

7.10.4 On the basis of these examinations, provisional registration of the candidate will be confirmed by the University. Researchers shall be permitted to proceed with his/her research work and submit the thesis at the expiry of minimum total period of research prescribed after provisional registration. The candidate should give seminars periodically after the confirmation of registration in the general field and in the topics connected with his/her research work.

7.10.5 The Research Advisory Committee will periodically have to monitor the progress of the work of the scholar and the report shall be sent to the University without fail once in six months. A consolidated report of progress along with the Research Advisory Committee meeting minutes be submitted along with the application for continuation of research.

7.10.6 Candidates who possess M.Litt. or M.Phil. or M.L., M.E., M.Tech. M.Arch., M.D., M.S., qualifications in the same discipline/field of research are eligible for exemption from undergoing the written examinations of all the three papers. If the degrees are not in the same discipline (inter-disciplinary) they are exempted only from Paper-I Research Methodology and shall undergo written examinations for Paper-II and III. Like other candidates they should

give seminars periodically in the general field and topics of his/her research work.

8. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS

8.1 There shall be a Research Advisory Committee, for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. The Head of the Department concerned, provided he/she is a recognized Supervisor, and one other member from Institutions in the neighbourhood, who is an expert in the subject and also a recognized Supervisor for guiding Ph.D. scholars in that Institution.

In respect of inter-disciplinary research, the co-guide shall also be included as a member, in addition to those mentioned above.

Research Supervisor may also include an expert (may or may not have Ph.D.) from the Industry / Institution in the Research Advisory Committee in addition to the above members to provide inputs to the candidate but not to count the mandatory requirement of approval of Synopsis.

This Committee shall have the following responsibilities:

8.1.1 To review the research proposal and finalize the topic of research;
8.1.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
8.1.3 To periodically review and assist in the progress of the research work of the research scholar.
8.1.4 The Research Scholar and Supervisor should appear before the Dean (Research) / College Principal / Institute Director along with Senior Professor of concerned department who will review the progress at the end of fourth and fifth year and submit specific recommendation whether the candidate could complete the research work within one or two years.
8.1.5 During the First two years, Research scholar shall present atleast two paper in Regional / National level Seminar / Conference or shall publish atleast one paper in UGC listed journal. From third year onwards, atleast one paper must be published in the UGC listed journals.

8.2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/Affiliated College with a copy to the research scholar.

8.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/Affiliated College with specific reasons for cancellation of the registration of the research scholar.

9. EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/CREDITS FOR AWARD OF THE DEGREE, ETC.

9.1 Upon satisfactory completion of course work, and obtaining required grade, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.

9.2 Submission of Synopsis

9.2.1 Prior to the submission of the thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee.

9.2.2 Not less than THREE months before the submission of the thesis, every candidate shall submit to the University, through the Supervisor or the Convener of the Research Advisory Committee wherever pertinent, a Synopsis (THREE COPIES) of the proposed thesis together with the certificate of the Research Advisory Committee and stating the title of the thesis to be presented in the prescribed application form along with the prescribed fee. The candidate shall inform the probable date of submission of his/her thesis in the application. The synopsis shall be submitted both in the form of hard and soft copy in CD. The hard copy should not exceed 20 type written or printed pages (one side only of A4 size).

9.2.3 Not later than SIX MONTHS after the submission of the synopsis and after the expiry of the minimum period of research prescribed, every candidate shall submit prescribed application and FIVE COPIES of thesis embodying the results of the research carried out by him/her along with the prescribed application and fee. In addition, the thesis shall also be submitted in the form of soft copy in CD.

9.3 Submission of Thesis

Ph.D. scholars must publish at least one (1) Research paper in refereed journal listed in the UGC website for non Science discipline and at least (2) two Research papers in refereed journal listed in the UGC website for Science discipline and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

The title page of the thesis, cover, format, etc., should strictly conform to the format of presentation as prescribed and the thesis (all copies) should carry a declaration by the candidate as prescribed and certificate as prescribed duly signed and issued by the Supervisor. The thesis should NOT be hard bound and it should have a thin and flexible cover.

The Ph.D. Thesis/Synopsis may generally be written in English (for subjects other than languages). However, the thesis may also be written in Tamil and submitted.

9.4 The Syndicate shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. The Plagiarism software, its operations and threshold level will be as decided by the Syndicate.

9.5 Panel of Examiners

9.5.1 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/Affiliated College, of whom one examiner may be from outside the country. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners or an external examiner appointed by the Vice-Chancellor, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers. The Indian and / or the Foreign examiner may participate in the Viva-voce examination through Skype / Video conferencing but not mandatory.

The Supervisor is advised to submit the panel of Examiners in the prescribed format for the candidate in consultation with the other members of the Research Advisory Committee in a sealed cover to the Controller of Examinations in the prescribed format:

(1) Three Examiners from overseas of non-Indian origin with 10 and more than 10 years of research and teaching experience,
(2) Three Examiners from North, East, Western parts of India and
(3) Three Examiners exclusively from Chennai region (for viva-voce purpose) has to be provided by Supervisor. (If the Supervisor furnishes examiners from outside Chennai, he/she has to justify the reasons for suggesting such examiners).

Appointment of overseas examiners need not be insisted for the Indian Language subjects especially for Malayalam, Tamil and Kannada and other disciplines of Vaishnavism, Saiva Siddhantha, Jainology etc.

Panel of experts should be typewritten only, handwritten panel will not be accepted under any circumstances. Along with the names of the examiners the Panel should mention latest e-mail id, telephone nos. etc. URL of the Institution.

The persons suggested for appointment as examiners should hold Ph.D. Degree with 10 years at the Post-Graduate level with research publications in standard National and International refereed research journals to their credit and also a recognized Ph.D. Supervisor and guided Ph.D. scholars. There should not be repetition of more than 50 per cent names in each of the two categories. Atleast two papers published in the UGC list of journals or books (published by National/ Foreign publishers) in the last five years of the proposed foreign examiner, as listed and prescribed in the proforma.

9.5.2 Board of Examiners

The Syndicate may appoint a Board of Examiners for evaluation of the thesis consisting of the Supervisor as Convener and two other External Examiners i.e. one from India and one from outside India (Foreign Examiner) from the panel suggested by the Supervisor.

Provided further that no close or immediate relative of the candidate/Supervisor be appointed to act as an examiner.

Format for submission of Panel of Experts will be decided by the Syndicate from time to time.

9.5.3 Evaluation of the Thesis

The Board of Examiners so appointed shall value the thesis and report on the merit of the thesis for the award of the Ph.D degree. Each examiner is expected to give a detailed report on the thesis apart from a duly filled in proforma for adjudication in the format prescribed by the University.

The Board of Examiners shall report on the merit of the candidate as “Highly commended”, “Commended”, “Not Commended” or “To be Resubmitted”.

The two external examiners shall send the individual reports together with the duly filled in proforma to the Controller of Examinations and the Convener. Together with his/her individual report and the duly filled in proforma the convener will prepare a consolidated report, bringing out the salient points made in individual reports. The consolidated report shall be prepared and submitted by the Supervisor to the Controller of Examinations within a month.

If all the three examiners unanimously recommend the award of the degree, the candidate will be asked to appear for a public Viva-Voce Examination.

If any examiner has in his/her report made some comments and suggested corrections/modifications/alterations and asking the candidate to carry out the same in the thesis, then the candidate will be informed accordingly through the Supervisor. The candidate should carry out the corrections etc., if any, suggested by the examiners, before the public viva-voce examination after obtaining permission from the Controller of Examinations. The Supervisor shall furnish a certificate to this effect, together with the list of corrections, to the University before the public viva-voce examination.

If one of the external examiners recommends the award of the degree and other does not recommend the award of the degree, the Syndicate may refer the thesis to a fourth examiner so appointed, who shall belong to the same category (i.e., from India or outside India) as the original examiner who valued the thesis and has not recommended.

The fourth examiner will not be provided with the report of the other examiners. If the fourth examiner recommends the award of the degree, the candidate will be asked to appear for a public viva-voce examination prescribed earlier. If the fourth examiner also does not recommend the award of the degree, the degree will not be awarded to the candidate.

Any complaint relating to valuation of the thesis, etc will be referred to a Committee constituted by the Vice-chancellor and based on the report of the committee action will be taken.

9.5.4 Supervisor shall not correspond with the examiners under any circumstances while the thesis is in the evaluation process. Any violation will lead to debarring the faculty member from guiding Ph.D. thesis and face disciplinary action. Similarly, any attempt by the student to contact the examiners will lead to withholding/withdrawal of degree. The examiners will be asked to send both soft and hard copies of the reports directly to the Controller of Examinations and a copy of the report to the Supervisor. After receiving the reports from the two examiners (either email or hard copy), the Supervisor shall consolidate the reports and submit within two weeks.

9.6 Resubmission of the Thesis

A candidate whose thesis has not been commended for the award of the degree may be permitted to resubmit it on a second occasion with a period of one year from the date of declaration of the results with a specific statement from the candidate and the Supervisor about the additional research work conducted and the revision done in the thesis. The resubmitted thesis shall be referred to the same examiner who originally valued the thesis for Re-valuation.

9.7 Viva-voce :

9.7.1 A copy of the thesis of the candidate appearing for the public viva-voce examination shall be deposited in the departmental library for perusal of those interested in the thesis before the conduct of the public viva-voce examination, together with appropriate public notice issued by the Supervisor for the purpose. A format for the Public viva will be prepared and the Public viva needs to be conducted at a central place and the proceedings of the viva need to be sent to the Office of the Controller of Examinations.

Members of the department in the subject concerned where the candidate conducted research and outside specialists, if any, may participate in the public viva-voce examination. The Supervisor shall convey to the University, the result of such public viva-voce examination duly endorsed by the external examiner, together with a list of participants in the examination with their

signature, designation and address. A candidate who is also successful at the public viva-voce examination shall be declared to have qualified for the Ph. D degree by the Syndicate.

9.7.2 If for any reason the Supervisor is unable to conduct the viva-voce examination even one month after the approval of the consolidated report on the Ph.D. thesis by the University and after appointment of the viva-voce examiner, the Vice-chancellor be authorise to appoint a faculty member in the place of the Supervisor to conduct the viva-voce examination in time. A candidate, who is not successful at the public viva voce examination, may be permitted to take the same on a second occasion, after the expiry of THREE months. If he/she is not successful even on the second occasion at the public viva-voce examination, the degree will not be awarded to him/her.

9.7.3 No candidate shall be permitted to submit a thesis or to appear for the public viva-voce examination on more than TWO occasions.

9.8 The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

9.9 Format of the Degree

The Ph.D degree certificate shall incorporate the title of the thesis along with the name(s) of the faculty/faculties and discipline(s).

In the case of the award of the Ph.D degree for inter-disciplinary research, the degree certificate shall bear both the subjects of the candidate's post-graduate degree and the discipline of the department in which the candidate has conducted his/her Doctoral research mentioning them as "inter-disciplinary".

The broad discipline on which the Ph.D. degree is awarded will be decided by the syndicate. Along with the degree, the University shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions to the regulations of the UGC.

10. ACADEMIC, ADMINISTRATIVE AND INFRASTRUCTURE REQUIREMENT TO BE FULFILLED BY COLLEGES FOR GETTING RECOGNITION FOR OFFERING PH.D. PROGRAMMES

10.1 Affiliated Colleges may be considered eligible to offer Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

10.2 Approved University Departments/Centres/ Chairs of the University / Post-graduate Departments of Affiliated Colleges, Research laboratories of Government of India/State Government recognised by the University with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 10.3, shall be considered eligible to offer Ph.D.

programmes. Affiliated Colleges should additionally have the necessary recognition by the Institution under which they operate to offer Ph.D. programme.

10.3 Affiliated Colleges with adequate facilities for research as mentioned below alone shall offer Ph. D. programmes:

10.3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;

10.3.2 Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

10.3.3 Affiliated Colleges may also access the required facilities of the neighbouring Institutions/Affiliated Colleges, or of those Institutions/Affiliated Colleges/R&D laboratories/Organizations which have the required facilities.

11. TREATMENT OF PH.D THROUGH DISTANCE MODE/PART-TIME

11.1 Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, no University; Institution, Deemed to be a University and College shall conduct Ph.D. Programmes through distance education mode.

11.2 Part-time Ph.D will be allowed provided all the conditions mentioned in the extant Ph.D Regulations are met.

12. AWARD OF PH.D. DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS, OR DEGREES AWARDED BY FOREIGN UNIVERSITIES

12.1 Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of Ph.D Degree) Regulation, 2009.

12.2 If the Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned Institution for the purpose of determining the equivalence of the degree awarded by the foreign University.

13. DEPOSITORY WITH INFLIBNET

13.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Affiliated Colleges.

13.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

14. PUBLICATION OF THE THESIS

A thesis, whether approved or not, shall not be published in full without the permission of the University and the Vice-chancellor may grant permission for the publication under such conditions as it may impose;

Provided that a candidate may during the course of his/her research, publish papers in standard and research journals, as advised by his/her Supervisor, but the thesis as a whole shall not be published without obtaining permission of the syndicate mentioned supra.

Permission for publication of the thesis should be obtained after award of the degree.

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Madras School of Social Work
Course work Syllabus

Name of the Candidate: - Anjali U S – Fulltime (UGC-JRF)

Title of the Research: - Action Competence of Institutionalized adolescents in Trivandrum District.

Paper – I
Advanced Research Methodsin Social Work PhD/17/101A

Course Objectives:

1. To provide an introduction to advancedresearch methods in social work
2. To enable a thorough understanding of the research process in social work
3. To help to understand the application of various tools of data analysis

Unit I: ResearchPhilosophy and Ethics

Scientific Research: Inductive and deductive approaches, scientific enquiry in social work,evidence based practice and social work research

Research Philosophy and Paradigms: Ontology, Epistemology - Scientific, Interpretive and Critical Paradigms

Research ethics: Ethical principles in scientific research, ethical considerations in social work research

Unit II: Formulation of Problem and Conceptualization

Overview of Research Process:Phases and Influencing factors

Research Problem: meaning, sources, types, identification and selection

Formulation of research questions and objectives-- Concepts, constructs and variables -- Review of literature -- Pilot study

Hypothesis: meaning, purpose, structure, types and testing

Unit III: Methodologyand Designs

Meaning, characteristics, data sources and types ofquantitative and qualitative research

Mixed methodology: Meaning types and issues– Framework for integrated method

Research Design: Meaning, attributes, importance, components and types

Sampling: Purpose and methods, Random and Non Random sampling methods, sample error,

Unit IV: Measurement and Data Collection

Levels of measurement -- Sources of measurement error -- Reliability --Validity

Measurement Instruments:Questionnaire and scales-- Tool construction techniques-- guidelines for asking questions-- questionnaire construction -- scale construction

Methods and tools for data collection: Surveys using questionnaire, interviews, observation, focus group discussion, participatory methods

Data: Meaning, Types, Sources, Organization and Presentation

Unit V: Data Analysis and Report Writing

Quantitative Data Analysis: Theory of probability -- Parametric and non-parametric tests-- Descriptive and inferential statistics --Coding, Univariate analysis, Bivariate analysis, Multivariate analysis, Time series analysis, Inferential analysis, Index number -- Computer applications for quantitative data analysis

Qualitative Data analysis: coding, discovering patterns, data display (matrix, word lists), methods of analysing--computer programmes for qualitative data analysis

Analysis of available records: secondary data analysis, content analysis and historical analysis

Research Report: Considerations, characteristics and structureof quantitative and qualitative research reports

Suggested Readings:

1. Alston, Margaret and Bowles, Wendy (2003). *Research for Social Workers: An Introduction to Methods*. Australia: Allen &Unwin.
2. Anderson, Jonathen and Poole, Millicent. (2001). *Assignment and Thesis Writing* (4thEdn). New Delhi: Wiley India Pvt. Ltd.
3. Bhattacharya, Sanjay.(2008).*Social Work: An Integrated Approach*.New Delhi: Deep and Deep Publications
4. Bhattacherjee, Anol. (2012). *Social Science Research: Principles, Methods and Practices* (2ndEdn.). Textbooks Collection. Book 3. http://scholarcommons.usf.edu/oa_textbooks/3
5. Creswell, John. (2014). *Research Design: Quantitative, Qualitative and Mixed Methods Approaches* (4thEdn.). California: Sage Publications, Inc.
6. Das, D.K. Lal. (2004). *Practice of Social Research: Social Work Perspective*. Jaipur: Rawat Publications.

7. Flick, Uwe. (2010). *An Introduction to Qualitative Research* (4thEdn, South Asia Edition).New Delhi: Sage Publications India Pvt. Ltd.
8. Gray, David E. (2014).*Doing Research in the Real World* (3rd Edn.). Sage Publications.
9. Gurumani N. (2010). *Scientific Thesis Writing and Paper Presentations*. Chennai: MJP Publications
10. Kothari, C.R. and Garg, Gaurav (2014). *Research Methodology: Methods & Techniques*(3rdEdn).New Delhi: New Age International Pvt. Ltd.
11. Kumar, Ranjit. (2011). *Research Methodology: A Step-By-Step Guide for Beginners*(3rd Edn).Sage Publications Ltd.
12. Malec, Michael A. (2012). *Essential Statistics for Social Resarch* (2ndEdn). Jaipur: Rawat Publications.
13. Mason, Jennifer. (2002). *Qualitative Researching*. Sage Publications.
14. Plowright, David. (2011). *Using Mixed Methods: Frameworks for an Integrated Methodology*. Sage Publications Ltd.
15. Pyrczak, Fred.(2014). *Writing Empirical Research Reports: A Basic Guide for Students of the Social and Behavioral Sciences* (8th Edn). New York:Routledge.
16. Rubin, Allen and Babbie, Earl R. (2010). *Research Methods for Social Work*. New Delhi: Brooks/Cole, Cengage Learning India Pvt. Ltd.
17. Shaw, Ian and Holland, Sally. (2014). *Doing Qualitative Research in Social Work*. Sage Publications Ltd.
18. Silverman, David.(2012).*Qualitative Research* (3rd Edn, South Asia Edition).New Delhi: Sage Publications India Pvt. Ltd.
19. Smith, Roger. (2013). *Doing Social Work Research.*Jaipur: Rawat Publications.
20. Yin, Robert K. (2011).*Qualitative Research from Start to Finish.* New York: The Guilford Press.

Paper – II

Advanced Social Work Theoryand Practice PhD/17/102A

Course Objectives:

1. To promote an understanding of the wider theoretical perspectives in social work
2. To highlight the relations between social work theory and social work practice
3. To provide opportunities to learn social work models and related practice issues

Unit I: Theory and Practice in Social Work

Theory in Social Work: Concept, Definition, Characteristics, Types and Roles Practice in Social Work: Concept and Meaning -- Types of practice theory -- Groups of practice theories and their contribution

Unit II: Perspectives andApproaches in Social Work

Perspectives: Feminist, Eco-Systems, Cultural/Multicultural, Radical, Humanistic, Existential, Functional, Eclectic Approaches: Need-based, Right-based, Strength-based, Evidence-based, Asset-based, Anti-oppressive

Unit III: Reviewing Theories in Social Work

Psychodynamic perspectives: Early psychodynamic social work statements, Howe attachment theory and practice, Goldstein – Ego psychology, Family & group psycho therapy and techniques. Process of Cognitive Behavioural Practice, Sheldon: Cognitive behaviour therapy, group and community Behavioral Techniques, Cognitive Analytical Theory, Rational Emotive theory and cognitive retraining.

Unit IV: Social WorkPractice Models

Problem solving, Welfare, Task-centered, Solution focused, Narrative, Cognitive behavioural, Crisis intervention, Remedial and Reciprocal, Empowerment & Justice Model, Advocacy, Social Development and Social Pedagogy,Integrated social work model

Unit V: Social Work Practicein Global Context

International Social Work: meaning, history, values, goals, levels, strategies and programmes, contexts, fields and models of practice, challenges

Global Trends: Cultural & Ethnic Diversity, Globalization, Information Technology, Social Development, Environmental Change, Social Exclusion, Social Welfare Policy, Human Migration, Human Rights

Suggested Readings:

1. American Academy of Social Work and Social Welfare. (2013). *Introduction and Context for Grand Challenges for Social Work.* Baltimore. Sherraden, Michael andYoungdahl, Benjamin E.
2. Coulshed, Veronica and Orme, Joan. (2012) *Social Work Practice: An Introduction*(5th Edn.). New York:BASW/ Palgrave Macmillan
3. Council on Social Work Education, Commission on Global Social Work Education. *United States-Based Conceptualization of International Social Work Education.* Estes, Richard J.
4. Cox, David and Pawar, Manohar. (2006). *International Social Work: Issues, Strategies and Programmes*. New Delhi: Vistaar Publications.
5. Doel, Mark and Shardlow, Steven M. (2005). *Modern Social Work Practice.* Ash gate Publishing Ltd.
6. Dominelli, Lena (2010). *Social Work in a Globalizing World*. Cambridge: Polity Press
7. Hutchinson, Gunn Strand and Oltedal, Siv. (2014). *Five Theories in Social Work.* Universitetet I Nordland.
8. Leskosek, Vesna. (Edr). (2009). *Theories and Method of Social Work: Exploring Different Perspectives.* Faculty of Social Work, University of Ljubljana.
9. Pandya, Samta P. (2014). *Theory and Perspectives in Social Work.* New Delhi: Rawat Publications.
10. Payne, Malcolm. (2014). *Modern Social Work Theory* (4rd Edn). New York: Palgrave Macmillan.
11. Stepney, Paul and Ford, Deirdre.(2012). *Social Work Models, Methods and Theories: A Framework for Practice*. (2nd Edn). Lyme Regis, United Kingdom: Russell House Publishing Ltd.
12. Teater, Barbra.(2014). *An Introduction to Applying Social Work Theories and Methods.* (2nd Edn). UK:McGraw-Hill Education/ Open University Press.
13. Trevithick, Pamela. (2000). *Social Work Skills: A Practice Hand Book*, Buckingham, Philadelphia: Open University Press.
14. UNDP – Human Development Reports 2000 onwards, World Bank – World Development Report since 2000, Oxford Press, Chennai.

15. Watson, David and West, Janice. (2006). *Social Work Process and Practice: Approaches, Knowledge and Skills.* New York: Palgrave Macmillan.

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Paper – III
Adolescent Mental Health PhD/17/103A

Course Objectives:

4. To improve skills and knowledge in the practice of social work with adolescent.
5. Building up Developmental perspective in practicing of social work with Adolescent.
6. Encourage to address the social issues especially related to Adolescents of our country and probing to set alternatives and intervention strategies.

Unit 1: Introduction to Adolescent Development

Definition- Physical changes – social changes – psychological changes – cognitive development – Eric Erickson's Psycho-social development theory, Vygotsky's socio cultural theory and Piaget's cognitive development theory.

Unit 2: Mental Health

Mental health- Definition – constituent factors of mental health – Adolescent Mental Health – Definition – Risk and Protective factors of Adolescent Mental Health – Importance of Promoting Adolescent well being – Mental health conditions of Adolescents- promotion and prevention

Unit 3: Psychosocial competence and Life skill Education

Psychosocial competence – Definition – WHO life skills - Life skill education for psycho social competence – Bandura's Theory of Self efficacy -

Unit 4: Achievement Motivation and related theories

Achievement Motivation – Definition – Maslow's need Hierarchy theory – Alderfer's ERG theory – Herzberg's two factor theory - Need achievement theory, Weiner's attribution theory

Unit 5: Institutionalization of children

Institutionalization of Children – Types of Institutions for childcare – Social work Practice in Childcare setting – Deinstitutionalization and quality alternative care

References

1. Adams, J.F.(1973). Understanding Adolescence. Current Development in Adolescent Psychology. 2nd edition. Stanely and kochman
2. Deinstitutionalization and quality alternative care for children in Europe http://www.openingdoors.eu/wpcontent/uploads/2014/11/DI_Lessons_Learned_web_use.pdf
3. Elizabeth,B. Hurlock (1978). Child development International Student Edition. Mcgraw Hill
4. http://www.who.int/news-room/fact-sheets/detail/adolescent-mental-health
5. Kessler, H.H Principles and Practise of Rehabilitation, Philadelphia Lea and Febiger.1950
6. Life Skills Education in Schools, Division of Mental health and Prevention of Substance abuse, World Health Organisation
7. National Association of Social Workers.(2003). Foster Care and adoption. Social work speaks: National Association of Social Workers policy statements, 2003-2006 (6th ed., pp. 144-151).

Madras School of Social Work

Ph.D Course Work for Mr. Manoharan

2017- 2018

Paper I – Research Methodology PhD/17/101B

Unit - I

Meaning: Research, Social Research and Social Work Research; Scope and objectives of social work research. Social work research ethics; Approaches to research; Quantitative and Qualitative research.

Unit - II

Problem conceptualization & Research design, Research process, identifying the research issue – Selecting the specific research problem – Reviewing relating literature – Formulating the objectives – Variables: Conceptualization and operationalization – Formulating hypothesis – Research design: Meaning and types.

Unit -III

Data collection: Data meaning, source (Primary and Secondary) – Tools of data collection (observation, questionnaire, Interview Schedule, Interview Guide, Case study, Indepth interview and FGD) – Pre testing of the tools – Levels of measurement (Nominal and Ordinal – Interval and Raito).

Scaling techniques: Concept and types (linkert, Therston) – Reliability and validity of tools

Sampling: Meaning of sample, Universe, Sampling methods (Probability Vs Non-probability) and techniques

Usage of Internet in data collection

Unit IV Data Processing and Analysis

Data processing: Content checking – Data cleaning – Coding – Analysis.

Types of analysis: Univariate, Bivariate, Multivariate analysis

Different between descriptive statistics and inferential statestics. Concept and appreciation of Measures of Central Tendency (Mean, Median, Mode). Measures of Depression (Range, Standard Deviation). Measures of Association: Correletation, Hypothesis testing, Chi-Square test

Statistical packages available for quantitative data analysis.

Unit V

Data tabulation and presentation: Diagrammatic representation of data. Data interpretation. Research writing: Purpose, format of research reports, Research proposals, Research abstract – Referring styles.

Paper 2 – Rural Development and Governance PhD/17/102B

Unit I Rural Community and Issues

- Agrarian movements and struggles
- Problems of agricultural labourers and small and marginal farmers
- Growing urbanization, industrialization, globalization, migration and consequent social erosion
- Watershed Management: Water Users Association
- Organic Farming: Concept and problems
- Role of Women in Rural Development

Unit II Rural Development Programmes

- Need and importance and history of Rural Development in India. Early pioneering period (Sri Niketan, Marthandom, Gurgaon)
- MGNREGA 2005
- Indira Awaz Yojana
- Pradan Mantri Gram Sadak Yojana
- PURA
- NRHM

Unit III Rural Community Development and Social Work Application

- Rural Community Development: Definition, Scope, Objectives
- Human Development as described by UNDP
- Approaches to Rural Community Development
- Role of Community Development workers (Identifying leaders, resource mobilization, activating and mobilizing people, organizing and working with groups, influencing, lobbying facilitating, negotiating, Cooperation)

Unit IV Rural Administration

- BDO
- SIRD
- NIRD

Unit V Rural Governance

- Panchayatraj systems and local self government of ancient India. Balwantri Mehta and Ashik Mehta committee reports
- Three tier system
- Tamil Nadu Panchayatraj Act 1994 and 73rd amendment

Paper 3:

Environment Social Work with strategic focus on water for sustainable development PhD/17/103B

Unit-I

Concept of environment: meaning, natural environment problems and causes (Air, Water, Land, Noise)

Role of social worker in solving environment (water) problems

Unit-II

Sustainable development: Understanding sustainable development. International conventions and agreements. Rio summit, Kyoto protocol 1 & 2, Conservation and management of resources

Unit-III

Environmental – Water – movements (Chipko, Save forest movement, Movements against big dams, Eco-natural farming efforts, Green peace, Anti-nuclear movement, Reclaiming Public water network.

Environmental (water) management: State and central government policies, Role of grassroot organizations, Women and conservation of environment, Panchayats and environment

Unit-IV

Emerging trends and paradigms in water management

IWRM: perspectives and prospects

Water Resource Potentials of Tamil Nadu: Present Context – Crises – Solutions.

Climate Mitigation.

Unit-V

Sustainable Development Goals and Water Resources

Institutional Frameworks for Water Resources Management – at the global level, National level, State level (SWARMA) and at the village level (Water Users Associations). Traditional Institutional Framework (Kudimaramathu).

PAPER – I

RESEARCH METHODOLOGY PhD/17/101C

UNIT - I: Introduction to Research Methods

Inductive Method, Deductive Method, Scientific Enquiry in Social Work. Evidence Based Practice and Social Work Research. Ethical Committee, Ethics in Social Work Research

Research Problem: Identification of the Problem, Selection of the Problem, Formulation of Research Questions. Pre-Test, Pilot Study

Qualitative Research Method

Meaning, Concept and Characteristics of Qualitative Research; Types: Ethnography, Narrative Phenomenological Grounded Theory, Focus Group Discussion, In-Depth Interviews and Case Study

UNIT - II: Quantitative and Qualitative Research Methodology

Research Design Meaning, Importance and Components; Types of Research Designs. Concepts, Constructs and Variables

Hypothesis: Meaning, Purpose, Structure and Types, Hypothesis Testing, Data Sources: Primary and Secondary. Levels of Measurement: Nominal, Ordinal and Interval Scale.

Sampling: Purpose, Sample Size, Random and Non Random Sampling Methods, Sample Error.

UNIT - III: Data Collection

Quantitative Data Collection Methods: Surveys Using Questionnaire, Structured and Semi-Structured Interview, Structured Observation.

Tool Construction Techniques: Guidelines for Asking Questions, Questionnaire Construction, Scale Construction – Likert Type and Semantic Differential Scales, Reliability and Validity of Measurement Instruments.

Qualitative Methods of Data Collection: Unstructured in Depth-Interview, Focus Group Discussion and Observation.

Unobtrusive Measures: Secondary Data Analysis and Content Analysis

UNIT - IV: Basic Statistics

Quantitative Method

Theory of Probability, Parametric and Non Parametric Test; Descriptive and Inferential Statistics – Application and Interpretation of Results

Univariate Analysis – Distributions – Normal and Binomial, Central Tendencies, Measures of Dispersion, Frequencies and Percentages.

Bivariate Analysis (Hand Calculation Method) – Chi-Square, Z-Test, Simple Correlation, T-Test, ANOVA and Bivariate Regression.

Qualitative Data Management: Recording, Memos / Field Notes, Coding and Interpretive Techniques

UNIT - V: Advanced Statistics

Introduction to Multivariate Analysis – Partial Correlation, Multiple Regression, Cluster Analysis, Discriminant Analysis, Path Analysis.

Time Series Analysis – Nature, Application and Methods.

Index Numbers – Meaning, Application and Methods.

Computer Application for Quantitative Data Analysis – SPSS

Qualitative Data Analysis: Data Reduction, Data Display (Matrix, Word Lists), Concept Mapping. Structure of a Qualitative Research Report.

Suggested Reading

1. Goode, William.J and Paul K.Hatt: Methods in Social Research, Mc.GrawHill, New York
2. Gopal M.B: An Introduction to Research Procedure in Social Sciences, Bombay: Asia Publication House
3. Gupta S.C : Fundamentals of Statistics, Himalaya Publication Co.
4. Kothari C.R: Research Methodology, Methods and Techniques, VishwaPrakashan, New Delhi,1997
5. Monette Duane R. & Sullivan Thomas J.: Applied Social Research: Tool for Human Services, Harcourt Brace College Pub., New York.,1998
6. Ramachandran P.,1993: Survey Research for Social Work, Bombay, Institute for Community Organization Research.
7. Rubin, Allen and Babbie, Earl: Research Methods for Social Work with infotrac, Thompson and Wadsworth Publishing, California. 2004
8. Wilkinson T.S and Bhandarkar P.L: Methods and Techniques in Social Research, Himalaya Publications

Paper – II
An Advanced Paper in the Subject Concerned (Social Work)

PhD/17/102C

UNIT- I: **Introduction**

Social Work: Definition, Nature, Characteristics, Functions, Values, Principles, Goals and Scope. Concepts related to Social Work: Social Welfare, Social Service, Social Reforms, Social Justice, Social Development and Social Empowerment. Voluntary Social Work in India; Concept of International Social Work. Religio-Philosophical Foundations of Social Work in India; History of Social Work in the West and in India.

Social Work as a Profession: Ideologies, Ethics, Need and Purpose of Ethical Behavior in Social Work. Code of Ethics for Indian Social Worker towards Clients, Colleagues, Agency and Professionals. Problems in Ethical Decision Making. Trends of Social Work Profession in India

UNIT –II: Theories and Models of Social Work

Theories and Perspectives: Meaning and Definition of Theory, Perspective, Paradigm, Practice Model and Approaches. Need and Importance of Theory in Social Work; Major Theories in Social Work: Systems Theory, Social Learning Theory, Social Behavioral Perspective Theories, Psychosocial Development Theory, Humanistic Perspective Theory, Psychodynamic Theory, Transpersonal Theory and Rational Choice Theory.

Models and Approaches: Relief Model, Welfare Model, Clinical Model, Integrated Social Work Model, Developmental Model, Empowerment and Radical Model.

UNIT – III: Social Case Work and its Process

Case Work: Concepts, Objectives/Purpose/its Importance; Nature and Scope, Historical Development; Components; Values and Principles of Case Work Practice; Socio-cultural Factors affecting the Case Work Practice in India; Relationship with other Methods of Social Work.

Case Work Process: Intake: Study: Interviewing (-Types, Purpose, Skills, Techniques and Principles of Interviewing), Home Visits, Collateral Contacts, Assessment / Social Diagnosis: Use of Genograms and Ecomaps. Treatment/ Intervention, Evaluation, Termination

UNIT – IV: Social Group Work and its Process

Social Group: Definition, Characteristics, Types of Groups and Characteristics of Effective Groups. Group Formation Phases: Forming- Storming, Norming, Performing, Adjourning. Social Group Work: Assumptions, Purpose, Principles, and Values of Group Work, and Historical Development of Group Work; Group Work as a Method of Social work. Theoretical Basis of Group Work.

Group Work Process: i. Planning Phase: Selection of Members, Composing Group Orienting the Members, Preparing the Environment, ii. Beginning Phase- Preparing for Group Work, First Meetings-Interviewing, Ground Rules for Group Work Meetings, Goal Setting, Motivation, Assessment of Communication and Interaction iii. Middle Phase: Intervening with Group Members, Problem Solving, Dealing with Difficult Members, iv. Ending Phase: Evaluation-Group Work Evaluation and Criteria for Good Group Work, Termination, Follow-up.

UNIT – V: Approaches, Methods and Models of Community Organization

Approaches: General Content, Specific Content and Process Objective.
Models: Locality Development, Social Planning and Social Action.
Methods: Awareness Creation, Planning, Education, Communication, Participation, Leadership, Resource Mobilization, Community Action, Legislative and Non- Legislative Actions.
Application of Community Organization in Different Settings, Emerging Trends and Experiments.

Suggested Reading

1. Arthur Fink: The Field of Social Work, Holt Rhinehart and Winston, New York
2. Banerjee G R: Papers on Social Work: An Indian Perspective. TISS, Mumbai
3. Christopher, A.J and William, Thomas, 2006, Community Organization and Social Action, Himalaya Publication House, New Delhi.
4. Clinard Marshall B, 1957, Slums and community development, Free Press, New York.
5. Douglas Tom (1972) Group Process in Social Work, Chicester, Willey.
6. Dunham, Arthur E. Community organization in India, Popular Prakashan, Bombay.
7. Gangrade K D: Dimensions of Social Work in India, Marwah Publications, New Delhi
8. Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London
9. Gisela Konopka (1972) Social group work-A helping process, Prentice Hall, Engle Wood Cliffs
10. Gore M S : Social Work and Social Work Education, Asia Publishing House
11. Gore M S, Family and the rights of the individual, NIPCCD, New Delhi, 1994.
12. Jordan, William1 (970) Client Worker Transactions, Rutledge & Kegan Paul, London
13. Kadushin, Alfred (1972) The Social Work Interview, Columbia University Press, New York
14. Kuppusamy, Social Change in India, Vikas Publishing house, New Delhi
15. Mathew, Grace (1992) An Introduction to Social Case Work Bombay; Tata Institute of Social Sciences, Mumbai
16. Perlman, Helen H (1957) Social Case Work - A Problem solving process, University of Chicago Press, Chicago.
17. Robert & Robert Nee (1970), Theories of social case work, (ed) University of Chicago Press, Chicago.
18. Siddiqui 1997, Working with Communities- An introduction to Community Work, Hira Publications, New Delhi.

PAPER - III

Back Ground Paper Relating to Candidates Ph.D Work

SOCIAL ENTREPRENEURSHIP and WOMEN EMPOWERMENT PhD/17/103C

UNIT – I: Social Entrepreneurship and Social Entrepreneur

Social Entrepreneurship – Concepts, Definition, Nature and Characteristics, Scope, Historical development. Social Entrepreneur: Concepts, Definitions, Types, Characteristics, Competence, Determinants of Entrepreneurial Success, Stages to Become an Efficient Entrepreneur, Development Models, Importance of an Entrepreneur, Entrepreneurs in Economic Development.

UNIT – II: Social Entrepreneur and Women Social Entrepreneurship

Factors Influencing Entrepreneurial Group, Factors Affecting Entrepreneurial Growth. Developing the Entrepreneurship Plan – Environmental Assessment, Role of NGO in Promoting Entrepreneurship, NGO's Network, Intervention, Support System, Etc

Women Social Entrepreneurship Definition, Environmental Analysis, Challenges, Strategies, Empowerment, Factors Related to Success and Failure, Self – Help Groups, Legal issues, Initiatives for Promotion of Women Social Entrepreneurship; Family Support, Dual Role, Role Conflict, Resource Available, Problems; Rural Entrepreneurship, Small Scale Industry (SSI); Growth of SSI Sector – Exports.

UNIT –III: Setting up of Small Business Enterprise and Entrepreneurial Support System

Identifying the Business Opportunity, Formalities for Setting up of Small Business Enterprise, Environment Pollution Related Clearance, Strategies Adopted, Importance of Financial Management, Working Capital Management, Accounting and Book Keeping, Financial Statement, Importance of Marketing, Customer Relationship Management, Marketing Services, Human Relations Management, etc. Micro Enterprise Development.

Small Industries Development Bank of India (SIDBI), National Small Industries Corporation (NSIC), National Research Development Corporation (NRDC), Entrepreneurship Development Institute of India, National Institute for Entrepreneurship of Small Business Development, State Financial Corporation (SFCS), Commercial Banks, District Industries Centers (DICS), National Institute of Small Industries Extension Training (NISIET), State Trading Corporation of India (STC), Chambers of Commerce and Industry and Industrial Associations, Confederation of Indian Industry (CII).

UNIT - IV: Status of Women - Education, Employment and Health

Concepts: Women in Development, Women and Development, Gender in Development – Meaning, Strategic and Practical Needs, Patriarchy and Patriarchal structures in India. Feminism and its Types, Women's Movements, UN Women. Education: Differences between Male and Female Children in Enrolment and Educational Achievement, Problems in Education of the Girl Child, Participation in Higher Education; NGO and Government Efforts to improve Women's

Education. Employment: Work Participation of Women, Trends, Exploitation of Women, Marginalization and Casualization of Women's Labour, Feminization of Poverty, Multiple Roles of Women. Health Issues of Women in India: Health problems, Maternal Health, Maternal Mortality, Family Planning Choices and Access to Health Services.

UNIT -V: Gender Analysis and Framework

Gender Analysis and its Framework: Moser Framework, Social Relations Framework (SRF) (Kabeer), Harvard Framework, Gender Analysis Matrix (Parker), Women's Empowerment Framework (Longwe). Gender Census, Sex Ratio, WID, WAD, GAD. Gender Mainstreaming, Gender budgeting. Self Help Groups: Benefits, Procedures and Best Practices.

International Conventions and Efforts: CEDAW, Beijing Conference, International Organizations and Policies. Development Programmes for Women - Government Policies and Programmes for Women-State and Center; Constitutional Provisions; Reservations for Women. Best Practices, Conventions, Committees, Policies and Programmes. Role of National and State Women's Commissions

Suggested Readings

1. Jasmer Singh Saini (2005), Entrepreneurship Development Programmes and Practice, Deep & Deep publications Pvt. Ltd, New Delhi.
2. S. Mohan, R. Elangovan (2006), Current trends in Entrepreneurship –, Deep & Deep Publications Pvt. Ltd, New Delhi
3. S.Anil Kumar (2003), Entrepreneurship Development, New Age International Publishers Ltd, New Delhi.
4. Donald F. Kuratko (2001), Entrepreneurship: A Contemporary Approach, Harcourt College publishers, London.
5. Poornima Charantimath (2006), Entrepreneurship Development Small Business Enterprises, Dorling Kindersley (India) Pvt. Ltd
6. Gupta M.C (1987), Entrepreneurship in Small Scale Industry, Anmol Publications, New Delhi.
7. Bhasin, K (1984), Women and Media – Analysis, Alternatives and Actions, Kali for Women, New Delhi
8. Devendar, Kiran (1985), Status and Position of Women in India, Shakthi Books, New Delhi
9. Hamilton R (1992) The Liberation of Women: a Study of Patriarchy, George Allen and Unwin, London
10. ICSSR (1985) Status of Women in India-Report of the National Commission, Allied publishers, New Delhi
11. Kanhere U S (1995) Women and Socialization, Mittal Publishers, New Delhi
12. Kaushik, Susheela (1993) Women's Oppression : Patterns and Perspective, Shakti Books, New Delhi