



# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : [principal@mssw.in](mailto:principal@mssw.in) Website : [www.mssw.in](http://www.mssw.in)

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

METRIC ID : 1.1.3

This is to certify that following are the courses having focus on Employability /Entrepreneurship /Skill Development in PhD Social Work Programme.

**Signature of the Principal**

**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**  
Principal  
Madras School of Social Work (Autonomous)  
No.32, Casa Major Road,  
Egmore, Chennai - 600 008.





# MADRAS SCHOOL OF SOCIAL WORK

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College Off. : 28194566 / 5126    Principal : 28195125

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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 2016-17

Signature of the Principal

Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, 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 28<sup>th</sup> 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 (10<sup>th</sup> or 11<sup>th</sup> class/grade and PUC or higher secondary (12<sup>th</sup> 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 1<sup>st</sup> to 30<sup>th</sup>. 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 30<sup>th</sup> 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](http://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. At least 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**  
**Ph.D in Social Work: Part I Examination**  
**2016-2017**

Mini K.P – Fulltime (UGC-JRF) PhD Candidate  
Reg. No: Ph. D. /Prov. Regn. /6/FT/03/2016/4346

**Paper – I**

**Advanced Research Methods in Social Work** PhD/16/101A

**Course Objectives:**

1. To provide an introduction to advanced research 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: Research Philosophy and Ethics**

Scientific Research: Inductive and deductive approaches, scientific enquiry in social work, recent trends in social work research, 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: Methodology and Designs**

Meaning, characteristics, data sources and types of quantitative 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, sample error, sampling in qualitative research



## 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 structure of 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, Jonathon and Poole, Millicent. (2001). *Assignment and Thesis Writing* (4<sup>th</sup> Edn). New Delhi: Wiley India Pvt. Ltd.
3. Bhattacharya, Sanjay. (2008). *Social Work: An Integrated Approach*. New Delhi: Deep and Deep Publications
4. Bhattacharjee, Anol. (2012). *Social Science Research: Principles, Methods and Practices* (2<sup>nd</sup> Edn.). Textbooks Collection. Book 3. [http://scholarcommons.usf.edu/oa\\_textbooks/3](http://scholarcommons.usf.edu/oa_textbooks/3)
5. Creswell, John. (2014). *Research Design: Quantitative, Qualitative and Mixed Methods Approaches* (4<sup>th</sup> Edn.). 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* (4<sup>th</sup> Edn, 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*(3<sup>rd</sup> Edn).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* (2<sup>nd</sup> Edn). 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.

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**Madras School of Social Work**  
**PhD in Social Work: Part I Examination**

Mini K.P – Fulltime (UGC-JRF) PhD Candidate  
Reg. No: Ph. D. /Prov. Regn. /6/FT/03/2016/4346

**Paper – II**  
**Advanced Social Work Theory and Practice** PhD/16/102A

**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, Role, Value Principles and Scope

Practice in Social Work: Concept and Meaning -- Types of practice theory -- Groups of practice theories and their contribution

**Unit II: Perspectives and Approaches 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 theory: Psychoanalytic theory and psychodynamic ideas in Social Work -- Interactionist theory: symbolic interactionism, humanism and existentialism-- Learning theory: behaviorism, cognitive leaning theories and social learning theories -- Conflict theory: critical perspective, Marx and Friere, feminist perspective -- System theory: general system theory, ecological system theory and functionalism -- Applications and Criticisms

## Unit IV: Social Work Practice 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 Practice in 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 and Youngdahl, Benjamin E.
2. Coulshed, Veronica and Orme, Joan. (2012) *Social Work Practice: An Introduction* (5<sup>th</sup> 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*. Ashgate 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* (4<sup>th</sup> Edn). New York: Palgrave Macmillan.
11. Stepney, Paul and Ford, Deirdre. (2012). *Social Work Models, Methods and Theories: A Framework for Practice*. (2<sup>nd</sup> Edn). Lyme Regis, United Kingdom: Russell House Publishing Ltd.

12. Teater, Barbra.(2014). *An Introduction to Applying Social Work Theories and Methods*. (2<sup>nd</sup> 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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# **Madras School of Social Work**

## **PhD in Social Work: Part I Examination**

Mini K.P – Fulltime (UGC-JRF) PhD Candidate  
Reg. No:Ph. D. /Prov. Regn. /6/FT/03/2016/4346

### **Paper – III**

#### **Community Social Work: Theory and Practice** PhD/16/103A

#### **Course Objectives:**

1. To provide an introduction to community social work
2. To build an in-depth theoretical understanding of community social work
3. To evolve knowledge of the application and practice of community social work

#### **Unit I:Community**

Community: Concept, Definition, Characteristics and Types– The concept and perspectives of community in Social Work Practice

Concepts related to Community: Community Work, Community Practice, Community Development, Community Empowerment, Community Participation, **Community Organisation**, Community Relation, Community Networking and Community Profiling

#### **Unit II: Community Social Work**

Community Social Work: concept, meaning, definition, components, aims, relevance and scope, process, organizational features and themes, strengths and limitations

Nature of community social work practice, work principles, methods, tools, skills and roles of community social work

Relation between Community Social Work and Social Work, Community Social Work in International and Indian context

#### **Unit III:Historical Perspectives of Community Social Work**

Historical outline of community social work, Barclay Report, Seebom Report, Younghusband Report, Gulbenkian Report

Philosophical bases of community social work: Self-Help, Collective Responsibility, Locally Responsive, Team work, Dialogue, Need and Asset based, Voluntarism, Devolution of power to local communities

Values of community social work: Social Justice -- Emphasis on community, mutual-aid and system modification

#### **Unit IV: Theories and Approaches for Community Social Work**

Theories for community social work: system theory, social learning theory, social exchange theory, conflict theory, motivational theory, ecological theory, critical theory, feminist social theory, community development theory, theory of community networking, empowerment theory

Approaches in community social work: participatory, collaborative, empowering, anti-oppressive, inclusive, unitary, ecological -- Review of the approaches of Paulo Friere and Saul Alinsky

#### **Unit V: Application of Community Social Work**

Practicing community social work with rural, urban, tribal and maritime communities

Community social work practice in Health, Education, Human Rights and Environment

Corporate Social Responsibility, Social Entrepreneurship and Community Social Work

Practice of community social work in the contexts of Marginalization and Social Exclusion

Research in Community Social Work: Trends and Scope

#### **Suggested Readings:**

1. Baldock, P. (1974). *Community Work and Social Work*. London: Routledge.
2. Barclay, P. (1982). *Social Workers: Their Role and Tasks (Barclay Report)*. London: National Institute for Social Work/Bedford Square Press.
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**Madras School of Social Work  
Department of Social Work (Aided)  
Course work of Part – I Examination**

R. Saraswathi Nandhini – Ph. D Candidate (FT)  
Reg.No. Ph.D/Prov. Regn./53/FT/06/2014/5743

**Paper – I**

**Advanced Social Research and Statistics PhD/16/101B**

**Course Objectives:**

1. To provide an introduction to advanced social research methods in quantitative and qualitative research
2. To enable learners gain a thorough understanding of the critical stages in the research process.
3. To help learners understand the application of various statistical tools in data analysis.

**Unit I: Research Problem & Design**

Scientific enquiry in social work. Evidence based practice and social work research. Ethics in social work research.

Research problem: identification of the problem, selection of the problem, formulation of research questions, Pilot study.

Research Design: Meaning, importance and components. Types of research designs. Concepts, constructs and variables.

Hypothesis: meaning, purpose, structure and types, hypothesis testing.

**Unit II: Data Collection Tools & Methods**

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.

Data Collection Methods: surveys using questionnaire, structures 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.

**Unit III: Basic Statistics**

Theory of probability, Parametric and non-parametric tests, 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.

**Unit IV: 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 Applications for quantitative data analysis – SPSS (workshop)

### **Unit V: Qualitative Research**

Characteristic of qualitative research. Types. Sampling methods.

Methods of data collection: unstructured in-depth interviews, focus group discussion and observation

Unobtrusive measures: secondary data analysis and content analysis.

Data management: recording, memos/field notes, coding

Data analysis: data reduction, data display (matrix, word lists), concept mapping

Structure of a qualitative research reports.

\*Concepts only. Calculation methods are not included.

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**Madras School of Social Work  
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R. Saraswathi Nandhini – Ph. D Candidate (FT)  
Reg. No. Ph.D/Prov. Regn./53/FT/06/2014/5743

**Paper – II**

**Advanced Social Work Theories And Models    PhD/16/102B**

**Course Objectives**

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

**Unit I: The construction of theories & models of social work**

Definition of Theory, Need and importance, social construction of practice theory, approaches to social diagnosis – Problem Solving Model, Crisis Intervention Model, Integrated social work model, Welfare Model, Empowerment & Justice Model, Radical Model, Eclectic Model, Remedial and Reciprocal Model, Task centered Model.

**Unit II: Psychological perspectives**

Psycho dynamic perspectives, Early psycho dynamic social work statements, Howe-Attachment theory practice, Goldstein- Ego psychology, Family & group psycho therapy and techniques. Process of Cognitive – behavioral practice, Major statements, Sheldon: Cognitive – behavioral theory, group and community Behavioral Techniques, Cognitive Analytical Theory, Rational Motive Theory & Cognitive Retraining.

**Unit III: System and Ecological Perspectives**

System theory – client system, Agency system, Target system, Action system. Eco – Social Approach, Eco criticality, Networking and social support system, social planning & social development, community development, social work for environmental protection, Community work, Environment and ecological factors in the human conditions.

**Unit IV: Humanism, Existentialism and Spirituality**

Person centered ideas, Eastern, artistic, and symbolic ideas, Spirituality, Gandhian social work, social welfare policy, Thompson: Existentialism and social work. Universal declaration

of Human rights, Social work practice and justice, Human rights Activism, Judicial Activism & social work, Empowerment & Advocacy.

### **Unit V: Social work practice in Global Era**

Approaches to ethics in social work, Cultural & Ethnic diversity problem, global social work values and ethical code of conduct, social exclusion, Barriers and Opportunities for Practice, Social Welfare policy, Human Migration, **Community based strategies and Action**, Social development perspectives, Social development through Global exchanges, System & ecological Terminology, Uses of Assessment.

#### **Suggested Readings:**

- Anna Metteri, Teppo Kroger, Anneli Pohjola, Pirkko – Lissa Rauhala (Edts), Social work Visions from around the GLOBE, Haowath University Press (2004)
- Chathapuram S Ramanathan & Rose Mary Link, 2004 All our Futures: Principles and Resources for Social Work Practice in a Global Era, International Thomson Publishing Company.
- Christopher, A.J. and William Thomas 2006, Community Organisation and Social Action, Himalaya Publications House, New Delhi.
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- Goel, S.L., (2005) Public Health Policies & Administrations, Deep & Deep Publications, New Delhi.
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- Malcom Payne, Modern Social work theory, 3<sup>rd</sup> Edition, Palgrave Macmillan, New York, 2005.
- Mark Doel & Steven M. Shardlow, 2005 Modern social work practice, Ash gate Publishing Ltd.
- Sanjay Bhattacharya, 2008, Social work an Integrated Approach, Deep and Deep Publications: New Delhi.
- UNDP – Human Development Reports 2000 onwards World Bank – World Development Report since 2000, Oxford Press, Chennai.

**Madras School of Social Work**  
**Department of Social Work (Aided)**  
**Course work of Part – I Examination**

R. Saraswathi Nandhini – Ph. D Candidate (FT)  
Reg. No. Ph.D/Prov.Regn./53/FT/06/2014/5743

**Paper – III**  
**Community Health    PhD/16/103B**

**Course Objectives:**

1. To provide an introduction to community health
2. To enable learners gain a thorough understanding of the communicable and non communicable diseases
3. To help learners understand various programs and services provided in community health

**Unit I Health**

Health: Definition, Concept of Health & Disease, Positive Health, Health Spectrum, Determinants, Indicators, Health as basic human rights, community health, Public health Epidemiology – concepts, prevalence, incidence, causes and association, mortality, Morbidity. Slum Definition, types of slum, health status of adolescents in slums.

**Unit II Communicable and Non-communicable diseases**

Communicable disease: Tuberculosis, Influenza, Acute Diarrheal disease, Cholera, Malaria, Dengue, Typhoid, chicken pox, sexually transmitted disease, leprosy, HIV/AIDS

Non Communicable disease: Cardiovascular diseases, over weight and obesity, Diabetes mellitus, cancers, COPD, Mental disorders. Strategies to reduce non-communicable disease risk factors

Environmental influences of Health; health hazards in communities and workplaces Major environmental problems Air pollution, Water pollution, solid hazardous waste.

**Unit III Health Promotion/Disease Prevention**

Methods of Assessment of Health, International Classification of Diseases (ICD 10), Health Situation of India, Natural History of Disease, Levels of Prevention, various health care strategies, evidence based public health. Differentiate – Illness behavior, health seeking behaviour and help seeking behavior.

**Unit IV Community Health Management**

Health related committees: National Health Policy, National Health Mission (Rural and Urban), Introduction to Health Medical Information System, Health Systems (organizations, agencies, infrastructure etc.) Public Health emergencies, International Health, Organization of Health Services

in India and its comparison with other Nations Role of IEC, **Role of social workers**, Importance of health care services and health professionals. Concept of Social Health Insurance, Community based Insurance in India.

### **Unit V Community Health Services and Programmes**

Policies and Programmes: Adolescent Girls and Health issues in slum. Reproductive and Child Health, Family Planning, School Health, Adolescent Health, Urban slum Health – adolescent women and children

#### **Suggested Readings:**

1. Gupta, K, et al Health and Living Conditions in Eight Indian Cities, National Family Health Survey – 3, Ministry of Health and Family welfare, Mumbai, 2009
2. Dasra – Empowering Adolescent Girls in India, the Kiawah Trust, London UK
3. Park K, Textbook of Preventive and Social Medicine, 21<sup>st</sup> Edition (2011) Banarisidas Bhanot Publishers
4. Richard Dicker, et. al (2006) Principles of edipemiology in public health practice 3<sup>rd</sup> Edition, CDC
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10. Krishna, S. (ed.) *Livelihood and Gender* New Delhi: Sage Publications.2004.
11. Sharma , Social Disorganization. Atlantic Publishers and Distributers. Chennai . 1998

## SYLLABUS

### **Paper I: Research Methodology**

Objectives:

1. To enhance understanding on the advanced social work research and statistics
2. To carry out a successful thesis after gaining enough understanding and skills.

### **Advanced Social Work Research and Statistics    PhD/16/101C**

**Unit I:** Introduction to Social Work Research, Research-Meaning, Objectives; Types of Research, Significance of Research, Ethics in Research, Criteria of Good Research, Scientific Methods. Research Problem, Formation of a research problem, Selection of Problem, Defining of a Problem, techniques involved in defining a problem. Concepts: Identification and Formulation of concepts, Conceptual and Operational Definitions, Phenomena, Social Phenomena-inductive and deductive reasoning, the concept of causality in social work research, Method of agreement, Method of concomitant variation.

**Unit II:** Hypothesis, Formulation of Hypothesis, Characteristics, sources and types, Research designs-exploratory, descriptive, diagnostic, evaluative, experimental, ex-post facto research design; methods of social research, survey method, case study method, historical method, statistical method, field method, participative and action research methods. Sampling Strategies: Probability and Non probability sampling, various sampling strategies used in Social Work Research, Characteristics of a good sample design.

**Unit III:** Methods of data collection, collection of primary data through questionnaires, schedules, collection of secondary data. Qualitative Research Strategies, Quantitative Research Strategies, Mixed Method Strategies. Analysis and Interpretation: Data Processing, Editing, Coding, Classification, Tabulation, Preparation of Research Report, Format and Presentation.

**Unit IV:** Measurement-Definition, Levels of measurement and scales of measurement-Appropriate Statistical Technique of each level of measurement. **Methods of Scale Construction:** Selection of items, item analysis, various methods of scale construction, validity, reliability.

**Unit V:** Descriptive statistics: Central Tendency, Dispersion, Skewness, The Normal Distribution, Statistical Inference, Point and Interval Estimation, Test of Null Hypothesis, Parametric Test, Difference of Means Test, Difference of Proportions Test, The Chi-Square Test, Analysis of Variance and Covariance, One way and Two way analysis of Variance Correlation and Regression: Multiple and Partial Correlation-Factor Analysis, Path Analysis. Statistical Packages in Social Work Research, Introduction to SPSS and its importance in Social Work research.

## References:

1. Kothari, C.R, 2010 (2<sup>nd</sup> edition), Research Methodology, Methods and Techniques, New Age International Publishers, New Delhi.
2. Leary O', Zina, 2010, The Essential Guide to Doing Your Research Project, Sage Publication, New Delhi.
3. Kumar, Ranjit, 2005, (2<sup>nd</sup> ed), Research Methodology, A Step by Step Guide for beginners, Sage Publications, New Delhi.
4. Singh, Jaspal, 2011, Instruments of Social Research, Rawat Publications, Jaipur.
5. Singh, Kultar, 2007, Quantitative Social Research Methods, Sage Publications, New Delhi
6. Majumdar, 2002, Statistics –a tool for Social Sciences, Rawat Publication, Jaipur.
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8. Saravanavel, P, 2008, Research Methodology, Kitab Mahal Publishing house
9. Bryman, Alan, 2001, (2<sup>nd</sup> ed.), Social Research Methods, Oxford University Press, UK
10. Rubin & Babbie, 2010,(2<sup>nd</sup> ed.), Essential Research Methods for Social Work, Brooks/ Cole, USA
11. Rajathi, A & Chandran, P, 2010,SPSS for you, MJP Publishers, Chennai
12. Raman, Ananthanarayanan & Nimmagadda Jayashree, 2006, A Handbook of Research Process, Macmillan India Ltd, New Delhi
13. Hart, Chris, 2000, Doing a Literature Review, Releasing the Social Science Research Imagination, Sage Publications, New Delhi.



## **Paper II: An advanced paper in the subject concerned**

Objectives:

1. To introduce the scholar to advanced theories, models and perspectives
2. To develop a deeper understanding on the Social work theories

### **Advanced Social Work Theories and Models** PhD/16/102C

**Unit 1:** Models of Social Work- Philosophy of social Work, Principles and Application of Social work, various approaches to social diagnosis- Concepts, Variables and Models, Need to Develop Social work practice models, Method of Model Building, Problem Solving Model, Crisis Intervention Model, Integrated social work model, Welfare Model, Empowerment and Justice Model, Radical Model, Eclectic Model, Remedial and Reciprocal Model, Relational Model, Task Centred Model, Mutual Aid Model, Boston Model;

**Unit II:** Theories of Social Work- Definition of a Theory, Ideal Criteria, Induction Deduction, Forms of Theories, Theoretical Model, Placement of Qualitative Theories, Variation in Theory Use in Qualitative Research, Mixed Method Theory Use, Practice theory, Relationship between theory and Intervention Techniques, Functions of theory.

**Unit III:** The Social Construction and Social Work Theory

The politics of Social Work and its practice ‘theories’, Cultural differences in social work theories, Constructing social work, Social work construction and the construction of theory, Theories for Social work, Types of Theory, Theory and Practice in Social Context.

**Unit IV:** System and Ecological Perspective - Sociological approaches- System Theory-Client system, Agency system, Target system, Action system. Eco-Social Approach- Eco-Criticality, Networking and social support system, Bronfenbrenner’s theory of ecological development. Humanist and Existential Perspectives- The politics of humanist and existential theory, Some humanist influences on social work, Glassman and Kates: humanistic group work, Thompson: existentialism and social work; Person centered ideas- Saul-Alinsky, Paulo Freire and Gandhian social work.

**Unit V:** Social and Community development Perspectives: Wider theoretical perspectives, The politics of social and community development, Social development ideas, Midgley- Social development, **Empowerment and Advocacy**; Wider theoretical perspectives, Mullender and Ward: self directed group work, Learned helplessness

theory, Qualitative Paradigms- Symbolic interactionism, Psychological approaches- Social learning theory –Albert Bandura, Eclecticism, Assessing Social Work theories- evaluating social work theories.

**References:**

1. Sanjay Bhattacharya, 2008, Social Work- An Integrated Approach, Deep and Deep Publication Pvt. Ltd, New Delhi.
2. Creswell. W. John, 2009, (3<sup>rd</sup> Ed), Research Design, Qualitative, Quantitative and Mixed Method Approaches, Sage Publication, New Delhi.
3. Garvin , Gutie'rrez et. al (editors), 2004, Handbook of Social Work with Groups, Rawat Publications, New Delhi
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5. Black A, James & Champion J, Dean, 1976, Methods and Issues in Social Research, University of Tennessee.
6. Charles J, Koipillai, 1990, How to write a research essay, Nalanda House Publication, Chennai.
7. Soifer, Steven, Social Work: A Profession in Search of a Paradigm, The Indian Journal of Social Work, Vol 65, Issue 1, Jan 2004
8. Crawford, Karin, Walker, Janet, Parker, Jonathan & Bradley, Greta (editors) 2007, (2<sup>nd</sup> ed.), Social Work and Human Development, Learning Matters Ltd, NY.
9. Sarantakos, Sotirias , 2005, (3<sup>rd</sup> ed.), Social Research, Palgrave, NY.
10. Payne, Malcom & Co. Ed. Campling Jo, 1997, (2<sup>nd</sup> ed.) Modern Social Work Theory, Palgrave, NY.
11. David Howe, Relating Theory to Practice, Davies, Martin (editor), 2002, (2<sup>nd</sup> ed.), Companion to Social Work, The Blackwell Publishing, USA.

### **Paper III: Background Paper relating to the candidate's Ph.D work.**

Objectives:

1. To sensitize the scholar on the problems of Children and to enhance the role of social work in Child welfare
2. To provide knowledge of the various Participatory approaches, tools and to develop an in-depth understanding of Community Participation

#### **CHILD DEVELOPMENT AND COMMUNITY PARTICIPATION MODELS & APPROACHES PhD/16/103C**

**Unit I:** Demographic profile of children in India- important statistics related to the status of children in India and Kerala; Health and nutritional status and needs of children, various types of health intervention for children. Educational status and needs of children, problems in education, Child Welfare- evolution of child care and welfare services in India,

**Unit II:** Child Legislation, Constitutional Safeguards: National Policy for Children, State and Central Government Programmes for children, UN Charter for Child Rights, laws relating to Children. Health services- ICDS, MCH, School health and NGO Programmes, role of UNICEF and WHO, Five year plans and Child welfare, Universal primary education- SSA, School Social work- objectives, policies and programmes for children.

**Unit III:** Participation, community participation, definition, stages and levels of community participation, top-down versus bottom-up approaches, partnership approach Participation in development- the concept and critical perspectives- perceptions of participation, the new mainstream paradigm. Perspectives over time of participation in development co-operation, different strategies and interests in participation, Positions in the critiques of Participation in development, methodological concerns and 'tyranny of tools'.

**Unit IV:** Participatory methods, techniques and tools Participatory Learning and Action- Participatory Learning and action; History, concept, principles, advantages and limitations, PRA, Classification and Typology of Participatory methods, elaboration of the catalogue of PRA methods, ranking and scoring techniques, wealth ranking and social mapping. Conceptual specifications, space related PRA methods, time related PRA methods, PRA relation method.

**Unit V:** Participation Methods in Use, considerations for using participatory methods- overall principles, gender sensitivity in application of participatory methods, stakeholder participation and practitioner capabilities. Spreading uses of Participatory methods-policy planning, decentralisation reforms, **Topical applications of Participatory methods,** participatory budgeting and budget analysis, Social audit, technology assessment, advocacy.

## References:

1. Britha Mikkelsen, 1995, *Methods for Development work and Research*, Sage, New Delhi.
2. J. Pretty, I. Gujit, J. Thompson and I. Scoones 1995. *Participatory Learning and Action: A Trainer's Guide*, London, IIED.
3. Singh, Kultar, 2007, *Quantitative Social Research Methods*, Sage Publications, New Delhi
4. Thudipara, Jacob. Z, 2007, (2<sup>nd</sup> ed.), *Urban Community Development*, Rawat Publications, Jaipur.
5. William, A. Thomas & Christopher, A. J, 2011, *Rural Development-Concept and Recent Approaches*, Rawat Publications, Jaipur.
6. Singh, Katar, 2009 (3<sup>rd</sup> ed.), *Rural Development Principles- Policies and Management*, Sage Publications, New Delhi.
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11. Pandit, Pramila, 1992, *Handbook on child*, Concept Publishing Company, New Delhi.
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13. Compiled by Mandakini Khandekar, Sonal Zaveri & Pratibha Gandhi, *Abstracts of Research Studies in Child and Youth Welfare in India*, Unit for Child and Youth Research, TISS Series 48, Mumbai.
14. Punhani, Rita & Mahajan, Rachna, (1975-85), *Research on ICDS- an Overview*, NIPPCD, New Delhi.

## SYLLABUS

### **Paper I: RESEARCH METHODOLOGY**

Objectives:

1. To enhance understanding on the advanced social work research and statistics
2. To carry out a successful thesis after gaining enough understanding and skills.

### **ADVANCED SOCIAL WORK RESEARCH AND STATISTICS PhD/16/101C**

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## **Paper II: An advanced paper in the subject concerned**

Objectives:

1. To introduce the scholar to advanced theories, models and perspectives
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### **ADVANCED SOCIAL WORK THEORIES AND MODELS**

**Unit 1:** Models of Social Work- Philosophy of social Work, Principles and Application of Social work, various approaches to social diagnosis- Concepts, Variables and Models, Need to Develop Social work practice models, Method of Model Building, Problem Solving Model, Crisis Intervention Model, Integrated social work model, Welfare Model, Empowerment and Justice Model, Radical Model, Eclectic Model, Remedial and Reciprocal Model, Relational Model, Task Centred Model, Mutual Aid Model, Boston Model;

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3. Garvin , Gutie'rrez et. al (editors), 2004, Handbook of Social Work with Groups, Rawat Publications, New Delhi
4. Gitterman, Alex & Salmon Robert, 2009, Encyclopaedia of Social Work with Groups, Routledge Taylor & Francis Group, NY
5. Black A, James & Champion J, Dean, 1976, Methods and Issues in Social Research, University of Tennessee.
6. Charles J, Koipillai, 1990, How to write a research essay, Nalanda House Publication, Chennai.
7. Soifer, Steven, Social Work: A Profession in Search of a Paradigm, The Indian Journal of Social Work, Vol 65, Issue 1, Jan 2004
8. Crawford, Karin, Walker, Janet, Parker, Jonathan & Bradley, Greta (editors) 2007, (2<sup>nd</sup> ed.), Social Work and Human Development, Learning Matters Ltd, NY.
9. Sarantakos, Sotirias , 2005, (3<sup>rd</sup> ed.), Social Research, Palgrave, NY.
10. Payne, Malcom & Co. Ed. Campling Jo, 1997, (2<sup>nd</sup> ed.) Modern Social Work Theory, Palgrave, NY.
11. David Howe, Relating Theory to Practice, Davies, Martin (editor), 2002, (2<sup>nd</sup> ed.), Companion to Social Work, The Blackwell Publishing, USA.



### **Paper III: Background Paper relating to the candidate's Ph.D work.**

Objectives:

1. To sensitize the scholar on Substance Usage among Adolescents in Slums and to enhance the role of social work in Adolescent Development
2. To provide knowledge of the various effects of substance usage and to study the effects of social work intervention.

#### **ADOLESCENT HEALTH PhD/16/103D**

**Unit I:** Adolescents- Introduction, Theories & Stages of development of Adolescents – Physical development, Intellectual development, Emotional development, Social development and Moral development, Adolescents and Family, Adolescents and Peer group, Adolescents in School, Adolescents in Community and Adolescents status in India.

**Unit II:** Adolescents health – Physical health, Psychological health and Social health, Needs of Adolescents, Problems of adolescents – Physical problems, behavioural problems, psychological problems and social problems.

**Unit III:** Substance Use- Classification of Substances, Methods of usage of substances, Substance Use Disorders, Effects of Substance usage – Physical, Psychological and Social, Preventive Methods and Treatment, Role of Parents, Teachers and Community in prevention of substance usage. Adolescents and Substance Usage.

**Unit IV:** Slums – Introduction, Classification of slums, Nature of slums, Challenges in slums, Opportunities in slums, Health aspects of slums, Problems and Responses in slums, slums and community development, adolescents in slums, substance usage in slums. Programs and Policies for Children & Adolescents in Slums.

**Unit V:** **Application of Therapies** & Intervention for Children and Adolescents - Behavioural Therapy, Rational Emotive Therapy, Alternative Therapies, Social Work Interventions – Schools, Hospitals, Adolescent Clinic, De-addiction Centres, Slums, Community centres.

## References:

1. Luella Cole, 1961, (5<sup>th</sup> ed) Psychology of Adolescence, Holt Rine Hart and Winston, New York.
2. David P.Ausubel.1954, Theory and Problems of Adolescent Development, Grune and Stratton, New York.
3. Devendra Agochiya, 2010, Life Competencies for Adolescents Training Manual for Facilitators, Teachers and Parents, SAGE Publications India Private Limited.
4. American Psychiatric Association, 2013, Diagnostic and Statistical Manual of Mental Disorders (5th Edition), American Psychiatric Publishing.
5. R.M.Kalra, 1997, Drug Addiction in Schools, Vikas Publishing House Private Limited.
6. Francis J.Turner, 1978, Psycho Social Therapy, Free Press 1978.
7. James Dallas Jardine 2003 (Reprint) Alternative Therapies, Health and Harmony.
8. Tabussum and Henna, 2011, Slums in India ABD Publishers.
9. Ellis, Albert, Et.al 1988, Rational Emotive Therapy with Alcoholism and Substance Abusers, People Publishing House Limited.
10. David R.Hunter, 1964, The Slums – Challenge and Response, Collier Mac Millan Limited, London.
11. Marshall D.Clinard, 1949, Slums and Community Development, University of Wisconsin, Madison, Wisconsin.
12. Mishra P.D, 1994, Social Work – Philosophy and Methods, Inter – India Publications, New Delhi.
13. K.Sathyamurthi, 2009, A Study on Entrepreneurship among Slum Youth in Chennai City.
14. Sandhya P 2005, Study on Burden of Alcoholism with reference to the families living in slums of Chennai.
15. SPK Jena, 2008, Behaviour Therapy - Techniques, Research and Applications, Sage, New Delhi.

**COURSE WORK SYLLABUS- SAHAY ANTONY(2016)**

**PAPER – I**

**RESEARCH METHODOLOGY PhD/16/101D**

**UNIT - I: Introduction to Research Methods**

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, Inductive Method in Qualitative Research.  
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– 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

## **Paper – II**

### **Advanced Social Work Methods, Theories and Models PhD/16/102D**

#### **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: Community Development and Governance**

Human Development, Sustainable Development Goals (SDGs), Approaches to Rural Community Development with reference to SDGs. MGNREGA 2005, Indira Awas Yojana, Pradhan Mantri Gram Sadak Yojana, PURA, NRHM; Social Entrepreneurship and Rural Community Development, Rural Governance: Democratic and Decentralized Governance, Panchayatraj Systems and Local Self Government,

## **UNIT – IV: Approaches, Methods and Models of Community Mobilization**

**Participatory Approaches** to Planning Community Development Processes: Participatory Rural Appraisal and its Variations, Social Action, Community Mobilization for Social Action: Instrumental Approach Vs Ideology Based Approach. 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. Application of Community Organization in Different Settings, Emerging Trends and Experiments.

## **UNIT – V: Capacity Building for Community Development**

Institutional Development: Formation of Community Based Organizations (CBOs) and Interest Groups, Capacity Building for Community Participation (of Women in Particular), Training Needs Assessment for different CBOs: Approaches and Strategies, Ensuring Social Justice: Creating Space for the Vulnerable Groups for Taking Active Participation in Governance Process of Community Development, Inclusive Approach.

### ***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. Kadushin, Alfred (1972) The Social Work Interview, Columbia University Press, New York
13. Kuppusamy, Social Change in India, Vikas Publishing house, New Delhi
14. Mathew, Grace (1992) An Introduction to Social Case Work Bombay; Tata Institute of Social Sciences, Mumbai
15. Perlman, Helen H. (1957) Social Case Work - A Problem solving process, University of Chicago Press, Chicago.
16. Robert & Robert Nee. (1970), Theories of social case work, (ed) University of Chicago Press, Chicago.



## **Paper – III**

### **DALIT AND TRIBAL EMPOWERMENT PhD/16/103E**

#### **Objectives**

- To understand the status of Dalit community and learn strategies for development
- To understand and study the various international efforts towards Dalit empowerment

#### **Unit I :Dalit and its Origin**

Understanding caste, oppression and oppressive practices in a caste society. Social exclusion and Inclusion. Political identity of Dalits. Scheduled Caste. Socio-economic position.

#### **UNIT II :Dalit Movements**

Caste based atrocities. Anti-caste movement. Dalits in South Asian Countries. Dalit movements in Tamil Nadu. Dalit movements in Post-colonial India. Ideologies and strategies for mobilisation. Current issues.

#### **UNIT III :Development and Constitutional Safeguards for Dalits**

Development Deprivation. Development of Dalits -Social Sector Expenditure, Human Rights, Access to Health, Education, Employment, Social Security. Constitutional protection – State and Civil Society in Dalit empowerment, Government Programmes, Protection of Civil Rights Act.

#### **Unit IV :Social Work practice for Empowering Dalits**

Social Work Methods for Dalit: Social analysis, advocacy, social activism, networking, micro/macro planning, leadership building and cadre based organizations, social mobilization, Fair-trade, arts and craft manufacturing and marketing, sustainable livelihood management, organising political movement, skills of individual and community conscientization processes. Dalit Social Work Education and profession – formulation, approaches and strategies.

#### **Unit V :International Efforts**

International conventions and treaties on human rights. Obligations by International community. Issues of international accountability for breach of International Human rights obligations. International Non-Governmental Organisations (INGOs) for empowering Dalits –

humanitarian assistance, financial aid, advocacy, resource mobilisation, monitoring and evaluation, INGOs legitimacy and accountability.

### **Suggested Readings**

1. Addo, M. K. 2010. Practice of United Nations and Human Rights Treaty Bodies in the Reconciliation of Cultural Diversity with Universal Respect for Human Rights. *Human Rights Quarterly*, 32 (601).
2. Ambedkar, B.R. 1948. *The Untouchables*. Delhi: Amrit.
3. Edwards, M. And Hulme, D. *NGOs, Performance and Accountability: Beyond the Magic Bullet*. London: Earthscan; (Chap 4)
4. Ganguli, Debjani 2005. *Caste and Dalit Life worlds: Postcolonial Perspectives*. New Delhi: Orient Longman
5. Lachlan T. M. 2005. Focus-Pocus? Thinking Critically About Whether Aid Organizations Should Do Fewer Things in Fewer Countries. *Development and Change* 36(3): 425-447.
6. Lewis D. 2014. *Non-governmental Organizations, Management and Development*. New York: Routledge (Chap 3).
7. Mohanty, R.P. 2003. *Dalits Development and Change: An Empirical Study*. New Delhi: Discovery Publishing House.
8. Paramjit S Judge and Gurpreet Bal, 2009. *Mapping of Dalits*. Rawat Publications, Jaipur.
9. Shah, Ghanshyam, 2002. *Caste and Democratic Politics in India*, New Delhi: Permanent Black.
10. Sinha RK, 1986. *Alienation among Scheduled Castes*. Manasa Publications, Delhi
11. Singh K S, 1997. *Scheduled Castes*. Oxford University Press, Delhi.
12. Thorat Sukhdeo, 2009. *Dalits in India: Search for Common Identity*. Sage Publications, New Delhi
13. Zelliott, Eleanor 2005. *From Untouchable to Dalit. Essays on the Ambedkar Movement*. New Delhi: Manohar.

**Madras School of Social Work**  
**Department of Social work – (Aided)**  
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P.Murugesan – Part-time-PhD Candidate (PT)  
Reg. No: Ph. D. /Prov. Regn. /6/PT/07/2016/1180

**Paper – I**

**Advanced Research Methodology and Statistics PhD/16/101E**

**Course Objectives:**

- To provide an introduction to advanced research research methods
- To enable researcher gain a thorough understanding of the critical stages in the research process.
- To familiar with the research methodologies needed by researcher in performing high quality scholarly qualitative and quantitative research.
- To help learners understand the application of various statistical tools in data analysis.

**Unit I: Introduction to Research Methodology:** Research-Definition and objectives, Social work research meaning, definition Objectives. Functions and limitations-principles of research –Ethics in research.

**Unit II: Planning a research Project:** Identifying and formulating research problem, Framing objectives,, defining concepts, conceptual and operational definitions, review of literature - important and method of Research problem: selection of the problem, formulation of research questions.  
Hypothesis: Specifying a purpose and research question or hypotheses - Formulating research question, hypothesis and objectives- criteria of a good Research. Testing of Hypothesis.

**Unit III: Methodology & Design**

**Quantitative Research:** Introduction- What is quantitative research? Different Types of Quantitative Research- When do we use quantitative methods? Advantages of Quantitative Research-common approaches to quantitative research-Samples of Quantitative Research- Survey Research - In-person Interviews- Telephone Interviews- Omnibus Survey- Self-Administered Questionnaires- Common Misconceptions. Probability Useful for Statistics- Univariate Statistical Inference- Regression Analysis? - Simple Linear Regression- Linear Regression with Two Regressors- Multiple Linear Regression- Diagnosing and Fixing Problems I- Diagnosing and Fixing Problems II-Advanced Regression. **Qualitative Research:** Characteristic of qualitative research. Types. Sampling methods. Methods of data collection: unstructured in-depth interviews, focus group discussion and observation. Unobtrusive measures: secondary data analysis and content analysis. Data management: recording, memos/field notes, coding. Data analysis: data reduction, data display (matrix, word lists), concept mapping. Structure of a qualitative research reports. **Sample Design:** Implication, Steps. Criteria for selecting a sample procedure, Characteristics of Good sampling Procedure, Types of Sample Design, Selecting Random Samples, Complex random sampling Design

#### **Unit IV: Methods of Data Collection and tools**

Data: Meaning, Types, and Sources, Organization and Presentation-Methods and tools for data collection: Surveys using questionnaire, interviews, observation, focus group discussion, participatory methods- Collection of Primary Data, Observation Method, Interview method, Collection of Data through questionnaire and Schedules, Other methods. Collection of Secondary Data, Selection of appropriate method for data collection, Case Study Method, Guidelines for developing questionnaire, successful interviewing. Survey v/s experiment

#### **Unit V: Research Philosophy and Ethics**

Scientific Research: Inductive and deductive approaches, scientific enquiry in social work, recent trends in social work research, 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- What are the main ethical issues that this research raise. Fundamentals of Ethics and Bioethics - The History of Research Ethics (Paradigm Research Ethics cases) - The development of modern research ethics- Ethical Planning and Conduction of a Research Project. Research on human subjects Informed consent Conditions for authorship and scientific misconduct - Conflicts of interest and Publishing.

#### **Unit VI: 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 structure of quantitative and qualitative research reports.

#### **Suggested Readings:**

1. Creswell, J.W., Research Design: Qualitative & Quantitative Approaches, London: SAGE Publications, 1994.
2. Alston, Margaret and Bowles, Wendy (2003). *Research for Social Workers: An Introduction to Methods*. Australia: Allen & Unwin.
3. Anderson, Jonathen and Poole, Millicent. (2001). *Assignment and Thesis Writing* (4<sup>th</sup> Edn). New Delhi: Wiley India Pvt. Ltd.
4. Bhattacharya, Sanjay.(2008). *Social Work: An Integrated Approach*. New Delhi: Deep and Deep Publications
5. Bhattacharjee, Anol. (2012). *Social Science Research: Principles, Methods and Practices* (2<sup>nd</sup>Edn.). Textbooks Collection. Book 3. [http://scholarcommons.usf.edu/oa\\_textbooks/3](http://scholarcommons.usf.edu/oa_textbooks/3)
6. Creswell, John. (2014). *Research Design: Quantitative, Qualitative and Mixed Methods Approaches* (4<sup>th</sup>Edn.). California: Sage Publications, Inc.
7. Das, D.K. Lal. (2004). *Practice of Social Research: Social Work Perspective*. Jaipur: Rawat Publications.
8. Flick, Uwe. (2010). *An Introduction to Qualitative Research* (4<sup>th</sup>Edn, South Asia Edition).New Delhi: Sage Publications India Pvt. Ltd.

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

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<http://www.paulchapmanpublishing.co.uk/books/ch1.pdf> Kervin, J. B. *Methods for Business Research*, New York: Harper Collins Publishers, 1992.

Kumar, R., *Research Methodology*, London: SAGE Publications, 1996.

Quantitative Research. Retrieved from <http://www.activelivingbydesign.org/index.pdf>

Quantitative Research. Retrieved from <http://dstraub.cis.gsu.edu:88/quant/>

[http://www.d.umn.edu/~jmaahs/Quantitative/Spring%202012/soc3155\\_spr12\\_syll.html](http://www.d.umn.edu/~jmaahs/Quantitative/Spring%202012/soc3155_spr12_syll.html)

[http://www.unl.pt/sites/default/files/research\\_ethics\\_course\\_syllabus\\_en.pdf](http://www.unl.pt/sites/default/files/research_ethics_course_syllabus_en.pdf)

[https://www.ltu.se/cms\\_fs/1.115312!/file/RESEARCH%20ETHICS2016.pdf](https://www.ltu.se/cms_fs/1.115312!/file/RESEARCH%20ETHICS2016.pdf)

**Madras School of Social Work**  
**Department of Social work – (Aided)**  
**PhD in Social Work: Part I Examination syllabus**

P.Murugesan – Part-time-PhD Candidate (PT)  
Reg. No: Ph. D. /Prov. Regn. /6/PT/07/2016/1180

**Paper – II**

**Advanced Social Work Theory and Practice PhD/16/102E**

**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
4. To understand the scope of social case work and group work.

**Unit I: Theory and Practice in Social Work**

Theory in Social Work: Concept, Definition, Characteristics, Types, Role, Value Principles and Scope – Practice in Social Work: Concept and Meaning -Types of practice theory - Groups of practice theories and their contribution

**Unit II: Reviewing Theories in Social Work**

Psychodynamic theory: Psychoanalytic theory and psychodynamic ideas in Social Work -- Interactionist theory: symbolic interactionism, humanism and existentialism-- Learning theory: behaviourism, cognitive learning theories and social learning theories -- Conflict theory: critical perspective, Marx and Friere, feminist perspective -- System theory: general system theory, ecological system theory and functionalism -- Applications and Criticisms

**Unit III: Social work practice with individual**

Social case work, Nature, definition, objectives & historical development .Philosophy and principles of –casework ethics- Components of social case work: Person, problem, plane and process. An in-depth understanding of evidence-based practice with individuals. Integrates developmental, bio psychosocial, and feminist understandings of behaviour within a person-in-situation perspective- Assessment Skills for Clinical Social Worker

**Unit IV Social Work Practice with Groups:**

Concept of social group work –purpose and Philosophy and principles of groupwork and process- Advanced social work practice with treatment groups. Focus on group dynamics, group process, and leadership skills, with the aim of providing treatment for a wide range of psycho-social problems.

### **Unit V: Clinical Social work practice:**

Clinical social work concept -Development of clinical social work - Advanced Social Work Practice in Clinical Social Work- Role of medical social worker in clinical setting-Apply social work ethical principles to guide Professional practice- advance human rights and social and economic justice- Engage in research-informed research- Assessment- Intervention-Evaluation.

### **Unit VI: Social Work Practice 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 VII: Social Work Practice in Global Context:**

International Social Work: meaning, history, values, goals, levels, strategies and programs, 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 and Youngdahl, Benjamin E.
2. Coulshed, Veronica and Orme, Joan. (2012) *Social Work Practice: An Introduction* (5<sup>th</sup> 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* (4<sup>th</sup> Edn). New York: Palgrave Macmillan.

11. Stepney, Paul and Ford, Deirdre.(2012). *Social Work Models, Methods and Theories: A Framework for Practice*. (2<sup>nd</sup>Edn). Lyme Regis, United Kingdom: Russell House Publishing Ltd.
12. Teater, Barbra. (2014). *An Introduction to Applying Social Work Theories and Methods*. (2<sup>nd</sup>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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[http://www.socialwork.pitt.edu/downloads/Facets\\_of\\_Soc.pdf](http://www.socialwork.pitt.edu/downloads/Facets_of_Soc.pdf)

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**Madras School of Social Work**  
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**Paper – III**

**Community Health      PhD/16/103F**

**Course Objectives:**

1. To provide an introduction to community health
2. To enable learners gain a thorough understanding of the communicable and non communicable diseases
3. To help learners understand various health programs and services provided in community health

**Unit I – Introduction on Health& Community Health:**

Health: Definition, Concept of Health & Disease, Positive Health, Health Spectrum, Determinants, Indicators, Health as basic human rights, community health, Public health Epidemiology – concepts, prevalence, incidence, causes and association, mortality, Morbidity. Slum Definition, types of slum, health status of adolescents in slums.

**Unit II - Communicable diseases:**

Communicable disease: Infection- Viral infection, bacterial infection. Disease-Acquired disease-Acute disease-Chronic disease -[Congenital disease](#) -[Genetic disease](#) -Hereditary or inherited disease -Iatrogenic disease-Idiopathic disease-Incurable disease -Primary disease-Secondary disease -Progressive disease- Terminal disease. Tuberculosis: Introduction to TB, disease burden- Testing & Diagnosis, Treatment availability Drug Resistant TB - Multi Drug Resistant Tuberculosis (MDR) situation as Extensively Drug Resistant TB (XTR) global and India- its burden-challenges –Intervention and prevention- TB and HIV Co-infection.Non Communicable disease: Cardiovascular diseases, Diabetes mellitus, cancers, COPD, Mental disorders. Over weight and obesity, Strategies to reduce non-communicable disease risk factors.

**Unit III Community Health Services and Programs:**

Community Health: Meaning, Definition- categories-Primary Health care, Secondary health care- Tertiary health care. Public health: Public health intervention –Public health Programs Health Organizations- The functions and programs of World Health Organization (WHO), Central TB Division- Department of Health Research-Indian Council of medical Research (ICMR) Indian Council of Social Science Research (ICSSR). National Programs: National Rural Health Mission (NRHM), Revised National TB Control Programme (RNTCP). National Aids Control Programme (NACP).

**Unit IV Health Promotion/Disease Prevention:**

Methods of Assessment of Health, International Classification of Diseases (ICD 10), Health Situation of India, Natural History of Disease, Levels of Prevention, various health care

strategies, evidence based public health. Differentiate – Illness behavior, health seeking behaviour and help seeking behavior.

### **Unit V Community Health Management**

Health related committees: National Health Policy, National Health Mission (Rural and Urban), Introduction to Health Medical Information System, Health Systems (organizations, agencies, infrastructure etc.) Public Health emergencies, International Health, Organization of Health Services in India and its comparison with other Nations Role of IEC, Fundamental principles of ethics involved in protection of study participant in health research Ethics and human rights issues- informed consent process in community and **Health Research**. - Role of social workers, Importance of health care services and health professionals. Concept of Social Health Insurance.

#### **Suggested Readings:**

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2. Dasra – Empowering Adolescent Girls in India, the Kiawah Trust, London UK
3. Park K, Textbook of Preventive and Social Medicine, 21<sup>st</sup> Edition (2011) Banaridas Bhanot Publishers
4. Richard Dicker, et. al (2006) Principles of edipemiology in public health practice 3<sup>rd</sup> Edition, CDC
5. Bhalwar Rajvir, (2008) Public Health and Preventive Medicine “The RED BOOK”, Diamond Jubilee Edition
6. Pathak, S. Social Welfare : An Evolutionary and Developmental Perspective. Mac Millan India, Delhi. 1981
7. Patton, C.V. & Sawicki, D.S. Basic Methods of Policy Analysis and Planning. Prentice Hall Inc., New Jersey. 1993
8. Rogers, Peter P.; Jalal, Kazi F.; Boyd, John A. An Introduction to Sustainable Development. Earthscan.
9. Sharma, P.N. and Shastri, C. Social Planning : Concepts and Techniques. Print House, Lucknow. 1998
10. Krishna, S. (ed.) Livelihood and Gender New Delhi: Sage Publications.2004.
11. Sharma, Social Disorganization. Atlantic Publishers and Distributers. Chennai. 1998
  - [https://en.wikipedia.org/wiki/Community\\_health](https://en.wikipedia.org/wiki/Community_health)
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  - <http://vikaspedia.in/health/nrhm/national-health-programmes-1/communicable-diseases/national-vector-borne-disease-control-programme>
  - Mukherjee, A “Outcomes of different subgroups of smear-positive retreatment patients under RNTCP in rural West Bengal, India”, Rural and Remote Health
  - [www.ncbi.nlm.nih.gov/pubmed/19260766](http://www.ncbi.nlm.nih.gov/pubmed/19260766)
  - Standards for TB care in India [www.searo.who.int/india/publications/en/](http://www.searo.who.int/india/publications/en/)
  - TB report -2015 on Indian Revised National TB Control Programme from Joint Monitoring Mission [www.tbonline.info/posts/2015/7/23/leaked-draft-2015-report-indian-revised-national-t/](http://www.tbonline.info/posts/2015/7/23/leaked-draft-2015-report-indian-revised-national-t/)
  - Srivastava, K, “TB epidemic looms large with Rs 2,000 crore fund cut, erred policy”, dna, 10 January, 2015 [www.dnaindia.com/](http://www.dnaindia.com/)
  - Revised National Tuberculosis Control Programme Guidelines on Programmatic Management of Drug Resistant TB (PMDT) in India [www.tbcindia.nic.in](http://www.tbcindia.nic.in)



# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600008

College Off. : 28194566 / 5126 Principal : 28195125

E-Mail : [principal@mssw.in](mailto:principal@mssw.in) Website : [www.mssw.in](http://www.mssw.in)

**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.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, 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 28<sup>th</sup> 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 (10<sup>th</sup> or 11<sup>th</sup> class/grade and PUC or higher secondary (12<sup>th</sup> 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 1<sup>st</sup> to 30<sup>th</sup>. 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 30<sup>th</sup> 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](http://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. At least 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 Methods in Social Work** PhD/17/101A

##### **Course Objectives:**

1. To provide an introduction to advanced research 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: Research Philosophy 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: Methodology and Designs**

Meaning, characteristics, data sources and types of quantitative 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 structure of 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* (4<sup>th</sup> Edn). New Delhi: Wiley India Pvt. Ltd.
3. Bhattacharya, Sanjay. (2008). *Social Work: An Integrated Approach*. New Delhi: Deep and Deep Publications
4. Bhattacharjee, Anol. (2012). *Social Science Research: Principles, Methods and Practices* (2<sup>nd</sup> Edn.). Textbooks Collection. Book 3. [http://scholarcommons.usf.edu/oa\\_textbooks/3](http://scholarcommons.usf.edu/oa_textbooks/3)
5. Creswell, John. (2014). *Research Design: Quantitative, Qualitative and Mixed Methods Approaches* (4<sup>th</sup> Edn.). 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* (4<sup>th</sup>Edn, 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*(3<sup>rd</sup>Edn).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 Research* (2<sup>nd</sup>Edn). 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 Theory and 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 and Approaches 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 Work Practice 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 Practice in 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 and Youngdahl, Benjamin E.
2. Coulshed, Veronica and Orme, Joan. (2012) *Social Work Practice: An Introduction* (5<sup>th</sup> 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* (4<sup>th</sup> Edn). New York: Palgrave Macmillan.
11. Stepney, Paul and Ford, Deirdre. (2012). *Social Work Models, Methods and Theories: A Framework for Practice*. (2<sup>nd</sup> Edn). Lyme Regis, United Kingdom: Russell House Publishing Ltd.
12. Teater, Barbra. (2014). *An Introduction to Applying Social Work Theories and Methods*. (2<sup>nd</sup> 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. 2<sup>nd</sup> 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](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 (6<sup>th</sup> 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 Ratio).

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 statistics. Concept and appreciation of Measures of Central Tendency (Mean, Median, Mode). Measures of Dispersion (Range, Standard Deviation). Measures of Association: Correlation, 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 Awas 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 73<sup>rd</sup> 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 PhD/17/102C**  
**(Social Work)**

**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



# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600008

College Off. : 28194566 / 5126    Principal : 28195125

E-Mail : [principal@mssw.in](mailto:principal@mssw.in)    Website : [www.mssw.in](http://www.mssw.in)

**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 2018-19

Signature of the Principal

Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, 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 28<sup>th</sup> 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 (10<sup>th</sup> or 11<sup>th</sup> class/grade and PUC or higher secondary (12<sup>th</sup> 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 1<sup>st</sup> to 30<sup>th</sup>. 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 30<sup>th</sup> 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](http://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. At least 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**  
**Department of M.Phil and Ph.D**  
**2018 – 2019**

**Ph. D Scholar Syllabus for Course Work**  
**Examination Conducted in August 2018**

**PAPER – I**  
**ADVANCED SOCIAL RESEARCH AND STATISTICS    PhD/18/101A**

**Course Objectives:**

- To provide an introduction to advanced social research methods in quantitative and qualitative study
- To enable learners gain a thorough understanding of the critical stages in the research process
- To help learners understand the application of various statistical tools in data analysis.

**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, Pretest, 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: Qualitative & Quantitative 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. Level of measurements: nominal, ordinal and interval scale.

Sampling: Purpose, sample size, Random and Non- random sampling methods, sampling error.

**Unit III: Data Collection**

**Quantitative Data Collection methods:** surveys using questionnaire, structured and semi- structures 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 measure: secondary data analysis and content analysis.

#### **Unit IV: Basic Statistics**

##### **Quantitative Method**

Theory of probability. Parametric and non-parametric tests, 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 & interpretive techniques

#### **Unit V: Advanced Statistics\***

Introduction to Multivariate analysis – partial – partial correlation, multiple regression, cluster analysis, discriminant analysis, path analysis.

Time series analysis – nature, application and methods.

Index numbers – meaning, application and methods.

Computer applications or quantitative data analysis – SPSS

**Qualitative Data Analysis:** data reduction, data display (matrix, word lists), concept mapping, Structure of a qualitative research report.

\*Concepts only. Calculation methods are not included.

#### **References:**

- Allen Rubin, Earl R Babbie, Research methods for Social Work, Cengage Learning, 2010
- Kothari. C. R. Research Methods & Techniques 1997, New Age International Pvt. Ltd.
- Devendra Thacker, 1994, Research Methodology in social sciences, dep & deep publications
- Norman K Denzi, Yvonne S. Lincoln 2000, Qualitative Research, Sage Publications INC
- Louise H. Kisdder 1981, Research Methods in Social Sciences, Holt, Rinehart and Winston
- David Silverman 2000, Qualitative Research, Sage Publications

## PAPER - II

### ADVANCED SOCIAL WORK THEORIES AND MODELS PhD/18/102A

#### Course Objectives:

- To promote an understanding of the wider theoretical perspectives in social work
- To highlight the connections between social work theory and other social work constructs.
- To provide opportunities to learn about social work models and related practice issues

#### Unit I: Humanism, Existentialism and Spirituality

Person centered ideas, Eastern, artistic and symbolic ideas, Spirituality, Saul-Alinsky, Paulo Frere and Gandian Social Work. Social welfare policy, Glassman and Kates: Humanities group work; Thompson: Existentialism and Social work; Universal Declaration of Human Rights, Social work practice & Justice, Human Rights Activism, Judicial Activism & Social work, Empowerment & Advocacy.

#### Unit II: Reviewing Social Work Theories

Psychodynamic Perspectives; Early psycho dynamic social work statements, Howe- Attachment theory practice, Goldstein – Ego psychology, Family & group psycho therapy and techniques.

Process of Cognitive – behavioral Techniques, Cognitive Analytical Theory. Rational Emotive Theory & Cognitive Retraining.

#### Unit III: System and Ecological Perspective

System Theory – Client system, Agency System, Target system, Action System. Eco – Social Approach, Eco- Criticality, Networking and Social support system, social planning & social development, Community development, Social work for environmental protection, Community work, Environment and ecological factors in the human condition.

#### Unit IV: The construction of theories & models of social work

Practice and practice theories, the social construction of welfare and social work, Areas of Social work construction, The social construction of practice theory, various approaches to social diagnosis, Problem Solving Model, Crisis Intervention Model, Integrated social work model, Welfare Model, Empowerment & Justice Model, Radical Model, Eclectic Model, Remedial and reciprocal Model, Task centered model.

#### Unit V: Social work practice in Global Context

Definition of International Social Work, Melbourne Declaration, Approaches to ethics in social work, Cultural & Ethnic diversity, Issues, global standards for education & practice – Global Agenda, Social work values and ethical code of conduct, social exclusion, barriers and opportunities for practice, social welfare policy, Human Migration, Community based strategies and Action, Social development perspective, Social development through Global exchanges, Anti discriminatory Practice, System & ecological Terminology, Uses of Assessment.

#### References

- Anna Metteri, Teppo Kroger, Anneli Pohjola, Prillo – Liisa Rauhala (Edts), Social work visions from around the GLOBE, Haowah University Press (2004)
- Chathapuram S. Ramanathan & Rose Mary Link, 2004. All our Futures: Principles and resources for Social Work Practice in a Global Era, International Thomson Publishing Company
- Christopher, A. J and William Thomas, 2006, Community Organization and Social Action, Himalaya Publication House, New Delhi.
- David Cox Manohar Pawar, 2006, International Social Work: Vistas Publications
- Goel, S L., (2005) Public health policies and administration, deep & deep publications, New Delhi.
- IFAD, ARAF, MYRADA (Eds., pub), 2001, Enhancing ownership & sustainability: A resource book on participation.
- Malcolm Payne, Modern Social work theory, 3<sup>rd</sup> Ed. Palgrave Macmillan, new York. 2005.
- Mark Doel & Steven M. Shardlow, 2005, Modern social work practice, Ash gate publishing ltd.
- Sanjay Bhattacharya, 2008, Social Work – An integrated Approach, deep & deep publications, New Delhi.
- UNDP - Human development reports 2000 onwards World Bank – World development report since 200, Oxford press, Chennai

## Paper – III

### Social Work with Adolescents PhD/18/103B

#### Course Objectives:

- To promote an understanding on the nature of Adolescent psychology
- To provide an opportunity to learn the various welfare measures for Adolescents.
- To help the learner gain a thorough insight of the problems related to adolescents and social work interventions for the same.

#### Unit I – Adolescence, a Developmental Perspective

Nature of adolescence, Physical changes in adolescence – Puberty, brain. Sexuality & Sexual identity. Adolescent cognition –Piaget's theory, Adolescent egocentrism, information processing.

#### Unit II – Adolescent Welfare

National Policy for youth - 2014, National programme for youth and adolescent development – 2014, The Right of Children to Free and Compulsory Education Act (2009) (RTE), The Prohibition of Child Marriage Act (2006), Child Labour (Prohibition and Regulation) Act 1986, The Immoral Traffic (Prevention) Act (ITPA) (1956), National Charter for Children (2003), Five Year Strategic Plan (2011-2016) of the Ministry of Women and Child Development, National Plan of Action for Children (2005), CEDAW, UNCRC, The Universal Declaration of Human Rights (UDHR), The International Covenant on Economic, Social and Cultural Rights (ICESCR), The International Covenant on Civil and Political Rights (ICCPR), JJ Act 2015, Adolescent Health Programme in India

#### Unit III – Problems related to Adolescents

Adolescent Health, Substance use & abuse, Eating disorders, Risky sexual behavior, School dropouts, Employment, juvenile delinquency, Depression & Suicide, Antisocial behaviors.

#### Unit IV – Social Work Interventions with Adolescents

NASW Standards for the Practice of Social Work with Adolescents, Health promotion, Lifestyle intervention, Life Skills for Psychosocial competence, Career guidance, Depression – Prevention and intervention, Reproductive Health training, Substance abuse – Prevention & De-addiction, School Social Work.

#### Unit V – Role of various Social Systems

Parents, Peers, Culture, Media, Family, Religion, & Spirituality, Education, Recreational activities.

#### References

- Chaube S P (2002) Psychology of adolescents in India, Concept Publishing Company, New delhi.
- Cobb Nancy J (2000) Adolescence: Continuity, Change, diversity, 4<sup>th</sup> Ed, Mayfield Publishing Company, California.
- Government of India, Ministry of Youth affairs and Sports (2014) National Youth Policy 2014, India. Retrieved from: [http://www.rgniyd.gov.in/sites/default/files/pdfs/scheme/nyp\\_2014.pdf](http://www.rgniyd.gov.in/sites/default/files/pdfs/scheme/nyp_2014.pdf)

- Government of India, Ministry of Youth affairs and Sports (2014) National programme for youth and adolescent development – 2014, India. Retrieved from: <https://yas.nic.in/sites/default/files/NPYAD%20Scheme%20Guidelines%202014-15.pdf>
- John W Santrock (2011) Life Span Development, McGraw Hill Education (India) Pvt. Ltd.
- Nair M K C, Pejaver R K (2001) Adolescent care 2000 & beyond, Prism books Pvt. Ltd, Bangalore, India.
- NASW, NASW Standards for the Practice of Social Work with Adolescents, 2003. Retrieved from: [https://www.socialworkers.org/LinkClick.aspx?fileticket=rUt4ybE\\_GW4%3D&portalid=0](https://www.socialworkers.org/LinkClick.aspx?fileticket=rUt4ybE_GW4%3D&portalid=0)
- Steinberg Laurence (1996) Adolescence, 4<sup>th</sup> Ed, Temple University, USA

**MADRAS SCHOOL OF SOCIAL WORK**

**(Autonomous)**

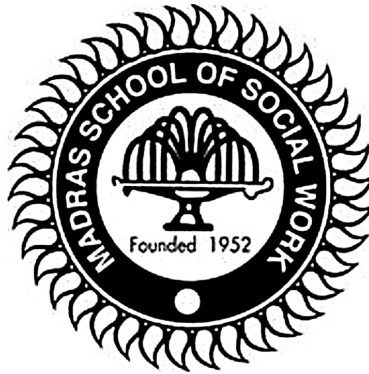
**32, Casa Major Road, Egmore**

**Chennai – 600008**

**A STUDY ON THE IMPACT OF REHABILITATION ON RESCUED BONDED  
LABOURERS IN THIRUVALLUR DISTRICT**

**Course Work**

**Paper I, II & III**



Submitted By

**SOLOMON A**

Department of Social Work

Research Scholar

Madras School of Social Work

## PAPER 1: RESEARCH METHODOLOGY PhD/18/101B

### UNIT I: INTRODUCTION TO RESEARCH

Meaning, Objectives, Types, Significance of research, Research Methods vs Research methodology, Research Process, Criteria for Good research, Defining Research problem

### UNIT II: RESEARCH & SAMPLING DESIGN

Research Design: Meaning and Need for a research design, features of a good research design, Types. Sampling Design: Census & Sample Survey, criteria for selecting a sampling procedure, Types of sampling Design.

### UNIT III: MEASUREMENT & SCALING TECHNIQUES

Measurements in Research, Sources of Error, Scaling, meaning of scaling, Scaling techniques, **Scale construction Techniques.**

### UNIT IV: DATA COLLECTION & ANALYSIS

Sources: Primary and Secondary, tools of Data collection, Measures of Central Tendency, Measures of Dispersion, Measures of Assymetry, Measures of Relationship, Regression Analysis, Partial & Multiple correlation, Hypothesis testing, Chi square tests, ANOVA, multivariant analysis.

### UNIT V: INTERPRETATION & REPORT WRITING

Meaning & Technique of Interpretation, SPSS, Steps in report writing, Layout of research report.

#### References:

1. Garg, B.L., Karadia, R., Agarwal, F. and Agarwal, U.K., 2002. An introduction to Research Methodology, RBSA Publishers.
2. Kóthari, C.R., 1990. Research Methodology: Methods and Techniques. New Age International. 418p.
3. Sinha, S.C. and Dhiman, A.K., 2002. Research Methodology, EssEss Publications. 2 volumes.

4. Trochim, W.M.K., 2005. Research Methods: the concise knowledge base, Atomic Dog Publishing, 270p.



## PAPER II – ADVANCED APPLICATION OF SOCIAL WORK PhD/18/102B

### Unit –I: SOCIAL WORK

Social Work - professional ethics, values in social work, social realities and responsibilities of professional Social Work. Current social issues: human rights, unemployment, gender issues, communal riots, drug abuse, de-addiction alcoholism, child labor, poverty, illiteracy, crime and violence, juvenile delinquency, victims of trauma, substance abuse .

### Unit-II: METHODS OF SOCIAL WORK

Social Case Work, Social Group Work, Community Organization, Social Action, Social Welfare administration and Social Work Research.

### Unit-III: FIELDS OF SOCIAL WORK

Application of Social Work in different settings: industrial settings. Correctional Settings, medical and psychiatric settings, rural, urban and tribal development settings, family and children welfare, welfare of aged, youth welfare, women welfare and Welfare of persons with disability.

### Unit - IV: THEORIES AND MODELS IN SOCIAL WORK

Problem solving remedial, crisis intervention, therapeutic model, development model, relief, welfare, clinical, system, radical models, reciprocal model, social goals model, remedial model, role theory, ecological theory, external theory. Micro - Macro Social Work.

### Unit – V: EMERGING TRENDS IN SOCIAL WORK

Social planning and social development: Disaster Management, Environment Protection, Geriatric social work, International social work, terrorism, emergency victims, refugees: social work for social development.

### References:

Bhattacharya Sanjay, Social Work & Integrated Approaches, Deep Publication, Jaipur

Encyclopedia of Social Work (1987) Encyclopedia of Social Work in India, New Delhi, Ministry of welfare

Bradford S W & Others (1988): Techniques and Guidelines for social work practice. Allyn and Bacon Inc., Massachusetts.

Butrym Z T (1979) The Nature of Social work. The MacMillan Press Ltd., London.

Clark H I (1947) Principles and practices of social work. D Appleton century-crofts Inc. New York.

Friedlander W A (1961) Introduction to Social Welfare, Prentice Hall Inc, New Jersey.

Gangrade K D (1986). Social Work and Development, Northern Book Centre, New Delhi- 2

## Paper – 3

### Human Trafficking and Bonded Labour PhD/18/103B

#### Unit: 1

##### Concept of Human Trafficking:

Defining Human Trafficking; Components of Human Trafficking; Indicators of Human Trafficking; Trafficking and other related crimes; Victims of Trafficking

#### Unit: 2

##### Institutions of Response to Human Trafficking:

The legal Regime; Using legal provisions; Challenges in legal provisions; Administrative structures; Challenges and Road ahead.

#### Unit: 3

##### Preventing and Combatting Human Trafficking

Stages of Functional Response: Awareness, Cognizance and Response; Identification of Victims; Response systems: Protection & Prosecution; Prevention; Role of NGO and Media in prevention and addressing vulnerabilities

#### Unit: 4

##### Bonded Labour an Overview

Concept and Definition; Unemployment, Underemployment and Income Insecurity; Poverty; Population explosion, Hunger and Malnutrition; Minimum wage; Migration.

#### Unit: 5

##### Policy Initiatives

Constitutional and Legal Provisions; **International Instruments and Initiatives**; Role of Voluntary organization; Role of Media and Communication Agencies

##### Suggested Readings:

1. "Human Trafficking, Dimensions, Challenges and Responses" by P. M Nair. Third Impression (2011)
2. "Human Bondage, tracing its roots in India" by Lakshmidhar Mishra. Sage Publications (2011)
3. The Immoral Traffic (Prevention) Act, 1956 – Bare Act
4. Bonded Labour System (Abolition) Act, 1976 – Bare Act

**Madras School of Social Work  
Ph.D Course Work for Ruban L  
2018 - 2019**

**PAPER – I**

**RESEARCH METHODOLOGY PhD/18/101C**

**UNIT - I: Introduction to Research Methods**

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, Inductive Method in Qualitative Research. 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– 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

**Paper – II**  
**(An Advanced Paper in the Subject Concerned)**

**Advanced Social Work Methods, Theories and Models Phd/18/102C**

**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: Community Development and Governance**

Human Development, Sustainable Development Goals (SDGs), Approaches to Rural Community Development with reference to SDGs. MGNREGA 2005, Indira Awas Yojana, Pradan Mantri Gram Sadak Yojana, PURA, NRHM; **Social Entrepreneurship** and Rural Community Development, Rural Governance: Democratic and Decentralized Governance, Panchayatraj Systems and Local Self Government,

**UNIT – IV: Approaches, Methods and Models of Community Mobilization**

Participatory Approaches to Planning Community Development Processes: Participatory Rural Appraisal and its Variations, Social Action, Community Mobilization for Social Action: Instrumental Approach Vs Ideology Based Approach. 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.

### **UNIT – V: Capacity Building for Community Development**

Institutional Development: Formation of Community Based Organizations (CBOs) and Interest Groups, Capacity Building for Community Participation (of Women in Particular), Training Needs Assessment for different CBOs: Approaches and Strategies, Ensuring Social Justice: Creating Space for the Vulnerable Groups for Taking Active Participation in Governance Process of Community Development, Inclusive Approach.

#### ***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. Kadushin, Alfred (1972) The Social Work Interview, Columbia University Press, New York
13. Kuppusamy, Social Change in India, Vikas Publishing house, New Delhi
14. Mathew, Grace (1992) An Introduction to Social Case Work Bombay; Tata Institute of Social Sciences, Mumbai
15. Perlman, Helen H (1957) Social Case Work - A Problem solving process, University of Chicago Press, Chicago.
16. Robert & Robert Nee (1970), Theories of social case work, (ed) University of Chicago Press, Chicago.

**Paper – III**  
**(An Advanced Paper in the Research Topic Concerned)**

**Elderly Care and Management** Phd/18/103C

**Unit I – Introduction to Ageing**

Aging – definition, meaning, demographics of ageing, characteristics of old age. Myths and stereotypes about old age. Changes and Developmental task of old age – Cognitive, Physical, Psychological and Social. Theories of ageing – social role theory, social stratification theory, and Indian theories of Ashrama Dharmas. Psychological theories – Erikson, Buhler, Jung and Levinson's theory.

**Unit II – Physiological and Psychological Problems of Elderly**

Understanding the physiological condition of old age in context with life style, socio – economic condition, gender, old age from an old age perspective, old age from society's perspective, life expectancy in india and abroad. Sensory problems – vision and eye diseases, hearing loss, problems in movement and balance, parkinson' disease and dental problems. Symptoms of mental illness in old age, different forms of stress, depression, alzheimers and dementia, loneliness, panic disorder, fear of death, anxiety and suicidal tendency.

**Unit III – Problems Versus Needs of the Elderly**

Health Failure vs Health Care, Isolation vs Inclusion, Economic Insecurity vs Economic Security, Neglect vs Care And Concern, Abuse vs Protection, Fear vs Assurance, Boredom (Idleness) vs Usefully Occupied, Lowered Esteem vs Self Confidence, Loss of Control vs Respect, Lack of Preparedness for The Old Age vs Preparedness for the Old Age.

**Unit IV– Policies and Programmes for the Elderly**

**The Ministry of Social Justice and Empowerment** - Integrated programme for Older Persons (IPOP) 1992-shelter, food, medical care and entertainment opportunities and by encouraging productive and active, Rashtriya Vayoshri Yojana (RVY), Artificial Limbs Manufacturing Corporation of India (ALIMCO)

**Ministry of Rural Development** - Indira Gandhi Old Age Pension Scheme (IGNOAPS), National Social Assistance Programme (NSAP).



**Ministry of Health and Family Welfare** - National Policy on Older Persons(1999), Welfare of Parents and Senior Citizens(2007), National Programme for Health Care of the Elderly (NPHCE) 11<sup>th</sup> Plan.

**Ministry of Finance, Department of Revenue** - A number of incentives have been provided under the Income Tax Act, 1961, to a senior citizen (ie., an individual, resident in India, who is of the age of 60 years or more at any time during the relevant previous year, Varishtha Pension Bima Yojana(VPBY), The Pradhan Mantri Vaya Vandana Yojana(PNVVY).

### **Unit V – Social Work Intervention for Elderly Care**

Crisis intervention – medical (skilled care) versus non-medical (social care), promoting independence in old age and improving mobility. Specialized geriatric care – **disability management**, nutrition, chronic non communicable diseases and mental health. Role of NGOs and governmental agencies – housing, transportation, recreational services, senior citizen clubs. Psychological services – **geriatric service**, mobile medical services, counseling services, group interaction and psychotherapies. Constitutional and legal provisions for the protection of the elderly.

### **Suggested Readings**

1. McInnis-Dittrich, K. (2009). Social work with older adults: A Biopsychological approach to assessment and intervention. Boston: Allyn and Bacon.
2. John W Santrock. (1992). Life Span Development. New York. The McGraw – Hill Companies.
3. Malcom L. Johnson. (2005). The Cambridge Handbook of Age and Ageing, New York, Cambridge University Press.
4. Subramanian, S., & Surani, S. (2007). Sleep disorders in the elderly. Geriatrics, 62(12),
5. Behura N.K & Mohanthy R.P. (2005). Ageing in changing social system-their problems, New Delhi Discovery Publishers house.
6. Saksena K.P. (ed.). (2003) Human Rights and the Constitution: Vision and the Reality.
7. Sathi P.N. (1996). Needs and Problems of the Aged, New Delhi, Himanush Publications.
8. Phoebe S. Liebig & Irudaya Rajan. (2005). An Ageing India: perspective, prospects and polices, Jaipur, Rawat Publication.
9. S. Irudaya Rajan, U.S. Mishra et, al. (1999). India's elderly; burden or challenge? Sage Publications, New Delhi.
10. S. Irudaya Rajan & Gayathri Balagopal. (2017). Elderly care; Societal and State responses, Springer Publications.
11. A. B. Bose. (2006). Social Security for the Old; Myths and Reality, Concept Publishing Company.

**COURSE WORK SYLLABUS- Thanmung Khariwo**

**2018 REGISTRATION**

**PAPER – I**

**RESEARCH METHODOLOGY PhD/18/101C**

**UNIT - I: Introduction to Research Methods**

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, Inductive Method in Qualitative Research. 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– 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

## **Paper – II**

**Advanced Social Work Methods, Theories and Models** PhD/18/102C

### **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: Community Development and Governance**

Human Development, Sustainable Development Goals (SDGs), Approaches to Rural Community Development with reference to SDGs. MGNREGA 2005, Indira AwasYojana, PradhanMantri Gram SadakYojana, PURA, NRHM; Social Entrepreneurship and Rural Community Development, Rural Governance: Democratic and Decentralized Governance, Panchayatraj Systems and Local Self Government,

### **UNIT – IV: Approaches, Methods and Models of Community Mobilization**

Participatory Approaches to Planning Community Development Processes: Participatory Rural Appraisal and its Variations, Social Action, Community Mobilization for Social Action: Instrumental Approach Vs Ideology Based Approach. 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. Application of Community Organization in Different Settings, Emerging Trends and Experiments.

### **UNIT – V: Capacity Building for Community Development**

Institutional Development: Formation of Community Based Organizations (CBOs) and Interest Groups, Capacity Building for Community Participation (of Women in Particular), Training Needs Assessment for different CBOs: Approaches and Strategies, Ensuring Social Justice: Creating Space for the Vulnerable Groups for Taking Active Participation in Governance Process of Community Development, Inclusive Approach.

### ***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. Kadushin, Alfred (1972) The Social Work Interview, Columbia University Press, New York
13. Kuppusamy, Social Change in India, Vikas Publishing house, New Delhi
14. Mathew, Grace (1992) An Introduction to Social Case Work Bombay; Tata Institute of Social Sciences, Mumbai
15. Perlman, Helen H. (1957) Social Case Work - A Problem solving process, University of Chicago Press, Chicago.
16. Robert & Robert Nee. (1970), Theories of social case work, (ed) University of Chicago Press, Chicago.

## **Paper – III**

### **ENTREPRENEURSHIP DEVELOPMENT PhD/18/103D**

#### **Course Objectives:**

- To develop a critical understanding and knowledge on the nature and process of entrepreneurship development
- To acquire theoretical and practical know-how on enterprise development and management
- 

#### **UNIT I : Introduction to entrepreneurship**

Entrepreneur – Concept, characteristics, entrepreneurial motivation; classification of entrepreneurs

Enterprise – Meaning, types – service industry, manufacturing Industry

**Entrepreneurship** – Concept of entrepreneurship, factors affecting Entrepreneurship, Entrepreneurship Development - role and importance, problems and prospects of entrepreneurship.

#### **UNIT II : Trends in entrepreneurship**

Entrepreneurship Development Programmes (EDPs), Women Entrepreneurship, Rural Entrepreneurship, Social Entrepreneurship, Corporate Entrepreneurship (Intrapreneurship), Sustainable Entrepreneurship.

#### **UNIT III : Setting up a small scale enterprise**

Overview of small, medium and large scale industries, Identification of business opportunity, selection of product/service, creating business plan, feasibility studies - technical/operational, marketing and financial; organizational plan – forms of ownership, organizational structure, manpower planning, location etc.; registration, legal and technical formalities

#### **UNIT IV : Managing an enterprise**

Introduction to project management, production management - plant location, product design, quality control; financial management - working capital management, accounting, book keeping, finance, taxation; marketing management – research, consumer behavior, sales and promotion,

advertising, branding, networking; Human Resource Management- effective communication customer care, recruitment and selection, training and development, remuneration and benefits; Technical development - intellectual property rights patents, trademarks, copy rights, licensing, geographical indications; managing sickness in industries and growth strategies.

#### **UNIT V : Entrepreneurial development program/policies and support system**

Roles of NGOs, corporate and Government in promoting entrepreneurship, Ministry of Skill Development and Entrepreneurship, Micro, Small and Medium Enterprises Development (MSME) Act,2006, Khadi and Village Industries Commission, Small Industries Development Organisation, National Small Industries Corporation (NSIC), The Small Industries Development Bank of India(SIDBI), National Research Development Corporation (NRDC), Entrepreneurship Development Institute of India (EDII), Indian Institute of Entrepreneurship (IIE), national Institute for Micro, Small and Medium Enterprises (NI-MSME), The National Institute for Entrepreneurship and Small Business Development (NIESBUD), State Financial Corporation (SFCS), The State Small Industries Development Corporation(SSIDC), State Trading Corporation (SFC), District Industries Centers (DICS), Confederation of Indian industry, Federation of Indian Chambers of Commerce and Industry (FCCI).

#### **REFERENCES**

- Lall, M &Sahai, S. (2010). *Entrepreneurship. (2<sup>nd</sup> Ed)*.New Delhi: Excel Books.
- Suresh, J. (2005). *Entrepreneurial Development*. Chennai: Margham Publications.
- Khanda, S. S. (2009.) *Entrepreneurial in India: Perspective and Practice*. New Delhi: Akansha Publishing House.
- Sinha, S.K. (2007).*Entrepreneurship and Rural Development*. New Delhi: Shree Publisher and Distributers.
- Desai, V. (2012). *The Dynamics of Entrepreneurial Development and Management*. Mumbai: Himalaya Publishing House.
- Charantimath, M. P. (2014). *Entrepreneurship Development and Small Business Enterprises. (2<sup>nd</sup> Ed)*. UP, India: Pearson India Education Services Pvt Ltd.
- Gordon, E. &Natarajan, K. (2017). *Entrepreneurship Development. (6<sup>th</sup> Revised Ed)*. Mumbai: Himalaya Publishing House.





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600008

College Off. : 28194566 / 5126 Principal : 28195125

E-Mail : [principal@mssw.in](mailto:principal@mssw.in) Website : [www.mssw.in](http://www.mssw.in)

**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 2019-20

Signature of the Principal

Dr. S. RAJA SAMUEL, M.A., Ph.D.,  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, 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 28<sup>th</sup> 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 (10<sup>th</sup> or 11<sup>th</sup> class/grade and PUC or higher secondary (12<sup>th</sup> 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 1<sup>st</sup> to 30<sup>th</sup>. 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 30<sup>th</sup> 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](http://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. At least 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  
DEPARTMENT OF SOCIAL WORK (AIDED)  
2019 - 2020**

**Ph.D. Program for Jincy PhD/19/101  
Course Work**

**Paper - I**

**Subject: ADVANCED SOCIAL RESEARCH AND STATISTICS**

**Objectives**

- To provide an introduction to advanced social research methods in quantitative and qualitative research.
- To enable learners gain a thorough understanding of the critical stages in the research process.
- To help learners understand the application of various statistical tools in data analysis.

**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.- Focus Group Discussion, In-depth Interviews and case study.

**Unit II : Quantitative & 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.

## **Unit IV: Basic Statistics**

### **Quantitative Method**

Theory of probability, Parametric and non-parametric tests, descriptive and inferential statistics – application and interpretation of results. Bivariate analysis – chi-square, z-test, simple correlation, t-test, ANOVA, and bivariate regression. **Qualitative Data management:** recording, memos/field notes, coding & interpretive techniques

## **Unit V: Advanced Statistics**

Introduction to Multivariate analysis – partial correlation, multiple regression, cluster analysis, discriminant analysis, path analysis. **Qualitative Data Analysis:** data reduction, data display, concept mapping. Structure of a qualitative research report.

### **Books Recommended**

- Allen Rubin, Earl R. Babbie, Research Methods for Social Work, Cengage Learning, 2010
- Kothari.C.R. Research Methods & Techniques 1997, New Age International Pvt Ltd
- Devendra Thacker 1994, research methodology in social sciences, deep & deep publications
- Norman. K. Denzin, Yvonne.S.Lincoln 2000, Qualitative Research. Sage Publications. INC
- Louise H. Kisdder, 1981, Research Methods in Social Sciences, Holt, Rinehart and Winston
- David, Silverman 2000, Qualitative Research, Sage Publications.



**MADRAS SCHOOL OF SOCIAL WORK**  
**DEPARTMENT OF SOCIAL WORK (AIDED)**

**Ph.D. Program PhD/19/102A**

**Paper – II**

**Subject: ADVANCED SOCIALWORK AND DEVELOPMENT THEORIES**

**Objectives**

1. To understand the basic concepts relevant to Social Work Practice and scope of Social Work Profession
2. To promote an understanding of the principles and theories of Social Work
3. To provide an overview of the social Work and Development

**Unit I: Social work Profession and practice**

History of Social Work Profession: Emergence /Evolution of Professional Social Work in India, Nature and Scope Social Work- Meaning , Definition, Values of Social Work, Code of Ethics, Principles and Methods of Social Work - Social Case work, Social Group work, Community work Organization, and Social action.

**Unit II: Major and Development Theories in Social Work Practice**

Psychosocial Theory, Psychodynamic Theory, Transpersonal Theory, Social Learning Theory (Social Cognitive Theory), Systems Theory, Conflict, Developmental Theories - Theories of moral reasoning (Kohlberg, Gilligan), Theories of cognition (Piaget), Stage theories – Erikson.

**Unit III: Models of Social work**

Problem Solving Model, **Crisis Intervention Model**, Integrated social work model, Welfare Model, Empowerment & Justice Model , Radical Model, **Eclectic Model**, Remedial and Reciprocal Model, Task centered Model.

**Unit IV: Social Work and Social Development**

Social Development- Concept of social Development, Models of Development, Strategies of Development, Peoples Participation in Development

## **Unit V: Humanist and Existentialist Behaviour and Modification techniques**

Historical background of humanism, Key concepts of existentialism, Implications for practice, Cognitive and behavioral therapies: Cognitive analytic therapy (CAT), Cognitive behavioral therapy (CBT), Dialectical behavioral therapy (DBT)

### **BOOKS RECOMMENDED**

Bhattacharya, S. (2012). *Social Work An Integrated Approach*. New Delhi: Deep & Deep Publication Pvt.Ltd.

Gore, M. (2015). *Social Work and Social Work Education*. Jaipur: Rawat Publications.

Higham, P. (2009). *Post Qualifying Social Work Practice*. London: Sage Publication.

Payne, M. (2005). *Modern social work Theory (Third ed.)*. Palgrave Macmillan.

Payne, M. (2007). *What is Professional Social Work*. Rawat Publication.

Pierson, J. (2012). *Understanding Social Wprk*. Jaipur: Rawat Publication.

Stroup, H. H. (2008). *Social Work An Introduction to the field (2nd ed.)*. Delhi: Surjeet Publication.

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**Course work**

**Paper - III PhD/19/103A**

**Subject: ADOLESCENCE PSYCHOLOGY AND HEALTH**

**Objectives**

1. To comprehend the basic concepts of psychology
2. To provide an over view of Psycho-social Behaviour
3. To analyze Challenges of Adolescence
4. To understand the health and interest of Adolescent

**Unit I: Basic concepts of psychology**

Psychology: Definition, Meaning nature and scope of psychology Basic psychological concepts– Perception, Learning, Memory, Personality, Motivation and emotion, Attitudes & Intelligence

**Unit II: Adolescent Development**

Meaning of Adolescence, Growth and Changes- Physical, Intellectual, Emotional and social, Personality and Adjustment in Adolescence- Changes of interest, Attitudes, beliefs, ideals, morals and religion

**Unit III: Psycho-social behaviour**

Meaning, Self and Social Understanding, Thinking About the Self, Emergence of self-Recognition, Early emotional and self Development, Self Esteem, Social forces affecting the Adolescent- Adolescent at Home, Adolescent and peers, Adolescent in the community and at school.

**Unit IV: Challenges of Adolescence**

A developmental perspective of the three phases of adolescence: early, middle, and late phases Disruptive behavioral disorders in adolescence **Psychological disorders:** Phobia-Ephebiphobia, Depression, PTSD, OCD, Bipolar, Insomnia, Eating Disorder Eating disorders in adolescence: anorexia, bulimia, obesity, Anxiety, and Suicide Suicidal and self-destructive behaviors in adolescence, Psycho-social problems in Adolescence, Social relationship

## **Unit V: Social media and Adolescents problems**

Social Media – Meaning, Definition, History of social media, Types of Social media, Advantages and Disadvantages, Social media cell, Credibility of on line content, Cyber Bullying and Cyber crime, Cyber security Law, Cyber crime bureau, Censor Board, Social media tools, NOMOPHOBIA

### **Books Recommended**

Bhagat, D. (2018). Text Book of Psychology and Behavioural Science. New Delhi: Global vision Publishing House.

Hayes, N. (1994). Foundations of Psychology. London: Routledge.

Hurlock, B. E. (1955). Adolescent Development. New York: McGraw-Hill Book Company, Inc.

Garrison,C.K.(1956).Psychology of Adolescence. 5<sup>th</sup> edition, Prentice- Hall, INC, Englewood Cliffs N.J, America.

Hurlock,B.E. (1949). Adolescent Development. McGraw-Hill Book Company, INC- New York.