

MSWP-001
Project Work Handbook

Project Work Handbook
on
Social Work Research



School of Social Work
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INTRODUCTION

Dear student,

Welcome to the Project Work : MSWP-001 course of the Masters Programme in Social Work of the Indira Gandhi National Open University (IGNOU). This course is of 4 credits and is an elective course. As you were informed through the Programme Guide, one credit is of 30 hours of teaching and learning involvement by the student. Therefore the minimum time expected of you for the completion of this Project is $30 \times 4 = 120$ hours. This calculation and explanation is to convey to you the importance and the seriousness expected of the student of MSW. It also conveys the predominant role expected from you in the successful completion of this very important assignment.

In the various theory 'papers' - both compulsory and elective, we have tried to provide you adequate knowledge and information about the what, why and how of social work and the numerous areas and issues associated with social work. Learning theory alone does not qualify a student to be a Master in Social Work discipline. It is essential that students pursuing study in Social Work visit different communities, institutions and families and observe and interact with people and the personnel of both NGOs and government agencies working in that area. The IGNOU student of MSW are, therefore, encouraged through the course on MSWP-001 to visit some NGOs working in different settings (women and children, health care, education, counselling centres, prison etc.) gain first hand knowledge about the situation and environment and make an in depth study on any one of the areas or issues associated with lives of the people in distress in the context of professional social work intervention. In order to make our task of conducting an empirical study an easy one, we have prepared this Handbook which will assist you in various stages of your research.

You should initiate the process of undertaking field visits, choose the topic for your empirical study, discuss with your guide about the various aspects pertaining to the preparation of the project proposal and also the tools for collecting data. You are encouraged to take guidance from a supervisor/ academic counselor qualified in Social Work.

In this handbook we have provided some guidelines which will enable you to conduct your study and prepare the report. Your dissertation-supervisor will provide you further necessary guidance, There are five parts in this handbook.

Part I deals with concept of field work and dissertation pertaining to MSW. Part II is on Guidelines for preparation of project proposal. Part-III identifies broad area or topics for research. Part IV is an example of a model 'Project Proposal'. Part V provides a set of research tools (annexures 1 to 4) prepared for a model project proposal given in Part-III. In Part V you will also find a sample bibliography pertaining to the model project proposal, forms for submission of the project proposal and dissertation.

I am sure with the help of this Project Work Handbook along with the guidance of your supervisor/ guide you will be able to carry out your project work systematically, and to the full satisfaction of all concerned. Wish you all the best.

Dr. Saumya
MSW Programme Coordinator

PART-I
FIELD WORK AND DISSERTATION

PART - I

FIELD WORK AND DISSERTATION

Having studied the basics of Social Work, it is appropriate that you get familiarized with the social and welfare setting in our country. The field work and preparation of the thesis is going to be a new experience for most of you. What you have learnt in theory papers may help you, to some extent, in understanding the social situation of people and the need and importance to social work intervention. You have chosen MSW with a purpose. Therefore, you must be eager to acquire some specialized knowledge on the subject. Most people learn by doing. That is how exactly we are trying to help the students of social work. Although as a distant learner, you may face various limitations during the learning process, still we shall help you to acquire not only information and knowledge, but also skills in analyzing people's situations, their problems and the impact of various programmes being implemented. We shall also try to equip you with skills for developing project proposals for research, tools for data collection, report writing and making suggestions or recommendations.

Purpose

The main purpose of this exercise is to sensitize you with the realities of social and human life. Therefore, you will be choosing a topic of your interest for specialization. This may be pertaining to the area in which you are already working or you may like to work on a different topic. You have grasped, we are sure from the theory papers that the areas and issues pertaining to social work are very vast. Here we would like you to concentrate on a particular theme-or topic to specialize.

Objectives

The main objectives of MSWP-001 are to :

- acquaint you with social/community situations
- help you to choose a topic of your interest relating to social life and problems for an in depth study
- help you gain practical knowledge required in preparing a research proposal
- assist you in conducting an empirical study
- enable you to write down a project report of good quality

The specific objectives of MSWP-001 are to

- choose a suitable topic (title) for your dissertation
- develop the research design for conducting the study/survey

- describe, by way of a brief statement, the problem or issue you have chosen to study
- identify the objectives of your study
- identify the geographical area or locale of your study
- identify the universe of the study
- develop the sampling framework
- prepare tools for data collection based on the objectives and hypothesis (if any)
- help you in actual data collection by visiting the sampling units
- scrutinize the data collected
- develop a codebook for data entry
- train you in the actual entry of data (manual or computer)
- tabulate data and to do statistical calculation
- choose relevant tables for inclusion in different chapters based on themes/objectives
- develop draft chapters
- finalize various chapters with the guidance of the supervisor
- to conduct proof reading, binding and submission of the thesis

What is Projects?

Project work is an indirect and enabling method, which helps you to acquire fresh information in an organized way regarding a topic. Usually a topic is chosen on which there is not adequate studies done in the past. It is also possible that you choose a topic on which studies were done earlier, but with different objectives. One can choose any specific topic and study any particular aspect pertaining to that topic. For example: lots of studies were done on Integrated Child Development Services (Schemes) ICDS. Yet you can choose the same ICDS and concentrate on a specific area such as : comparative study between blocks or states, between tribes. Between tribals and nontribals, role of media, role of social workers, role of health care workers vis-i-vis the rural settings and so on. In the project, a systematic approach is adopted for collecting new facts, tabulating and analyzing data and discussing the findings.

For example, one may say that the male-female ratio on India is 1:1 or 50:50. The actual position can be found out from the National Census Survey carried out by Government of India once in ten years. The 2011 data show that there are only 940 females for every 1000 males. Similarly, we have accurate data to show the increase in literacy rate in the country which is evident from various National Census Surveys.

Outcome

The outcome of the project work will be in the form of a dissertation. The dissertation will have an introduction which will clarify the topic and the issue being investigated. It will also

briefly describe various studies conducted earlier by individuals and/or organizations. Based on the review of such literature, the dissertation will specify what new area is proposed to be studied or explored. The research design or the chapter on Methodology will discuss step by step how the study was carried out and the data compiled. The dissertation will conclude with a chapter which will provide major findings and suggestions or recommendation for implementation and/or for further investigation.

When to Start the Project Work?

Preliminary preparation for your project must start once you have completed the courses of first year and re-registered for second year. The steps involved in Project Work are:

- Selection of a topic of your interest
- Meeting the Field Work Supervisor (FWS)/Guide assigned to you by the Study Centre Coordinator
- Preparation of the project proposal based on the guidelines given in this Project Work Handbook as well as guidance given by the FWS
- Taking approval from the FWS
- Conducting the study
- Report writing
- Taking guidance from the FWS at various stages
- Submission of the dissertation after meeting all the requirements spelt out in the Project Work Handbook.

Remember to contact your Study Centre Coordinator to pro'aide you with a supervisor. Usually, one of the Academic Counsellors of MSW will guide you as supervisor. The same supervisor will appro'Pe your project proposal, guide you alt through the preparation of your dissertation and certify the work you have done.

As you have read earlier, it is a systematic approach for collecting new facts. Therefore, various steps are to be followed for carrying out the project work which we have listed above in brief. Now in the following couple of pages, let us discuss these steps one by one.

Selection of Topic

For initiating any project work, the first and the foremost step is that of topic selection. The choice of topic should preferably be based on the course materials provided to you. You are supposed to select the topic of your own choice. While deciding about the topic you have to keep various factors in mind. Some of these factors are:

- Suitability of the topic
- Relevance of the topic

- Availability of literature related to the topic
- Availability of time at your disposal
- Finance at your disposal
- Feasibility of data-collection within the limited time-frame
- Distance from your place to the geographical location for data-collection
- Knowledge of the local language and customs, etc
- Contacts available in the local area

In order to choose a relevant and useful topic of your Interest. you may browse through the course material. There are several courses and for each course there are several blocks. Within each block you will find several units and each unit has several sub-titles and sub-sub-titles. These titles will help you in the actual selection of the topic. We shall list out some of the broad areas which are based on the structure of the programme for MSW at Part III of this Project Work Handbook

Apart from the broad areas given in Part III of this Handbook. you may look into a specific unit for choosing a more precise title. This does not mean that you depend entirely on a unit title or sub-title. You should be able to modify the title to suit the specific state, district and perhaps a block or a village. Kindly see the title given for the sample project proposal given in this Project Work Handbook on “Supervision in Social Work Practicum in ODL and Conventional System: A comparative Study” and the sub-title given within bracket in Part III of this Handbook

Therefore, the programme structure and the various sub-titles will only act as sources for Your reference as far as the selection to a specific topic is concerned. Apart from these, you should also consult your supervisor. The topic chosen should be of your interest. It should have the approval of your supervisor provided to you from your Study Centre

Remember not to select a topic which is chosen by other students of MSW known to you. The University will reject the dissertation, if it is found to be copied repeated or translated from another dissertation. One can be debarred from continuing the programme of study for a couple of years or even for lifetime.

Consultation with your Supervisor

After choosing the topic of your interest you should discuss it with your FWS. The supervisor may further help you in understanding the positive and negative aspects pertaining to the investigations concerning your topic. Perhaps he/she may task you to broaden your area of study or to limit your study to certain specific aspects. The discussion with your supervisor will also enable you to identify and finalize the objectives of your study, facilitating you to develop certain hypotheses, choosing the universe as well as sampling framework. This will also facilitate the preparation of tool for data collection and also their application in collecting the data. The supervisor will help you in clarifying all your doubts. He/she will also guide you in the preparation of the project proposal. Once you prepare the project proposal in consultation

with your supervisor. it will be easier for you to get his/her prompt approval. It is desirable that you yourself prepare a draft project proposal when you go for seeking guidance. That will enable the supervisor to help you in finalizing the proposal. Keeping good academic rapport with the supervisor will facilitate you in carrying out a good project work. This may eventually help you also for further studies in the same or related areas. Therefore, the importance of the role that your supervisor may play in finalizing your project work cannot possibly be over- emphasized.

You will take approval from your academic counselor for the proposal. Do not mail your proposal to IGNOU. The approved original proposal will be bound along with your dissertation before submission to IGNOU.

Project Proposal

The project proposal that you will make may be of about 5 to 10 pages. It should clearly clarify the conceptual framework and should contain a brief statement of the problem, objectives. Hypothesis (if any) universe of the study (overall milieu), sample size, proposed tools for data Collection, data collection process, tabulation and statistical calculation and the proposed scheme of chapterization.

Project proposal is the guideline for your investigation. You are doing a research, which means, you are looking for new knowledge and new information on a particular topic. Thus, it is going to be a systematic and scientific investigation. In nutshell, you become the social scientist studying a particular social phenomena.

You must submit the project proposal only to your supervisor. He/She will go through the same and give you the approval. **Therefore, you should not mail your proposal to IGNOU Headquarters or Regional Centre, since the approval is to be obtained from your supervisor only.** For further clarification, you may meet your study centre coordinator. Guidelines for preparation of your project proposal are provided in this Project Work Handbook in Part II. You may also watch out for Tele-conferencing Sessions and Interactive Radio Counselling Sessions on Project Work for MSW.

Preparation of Tools for Data Collection

After getting your project proposal approved by the supervisor, you should start developing tools for data collection. If you had opted for MSW-006 in your first year, you will find that in Block 3 of MSW-006, detailed explanation about tools for data collection is given. You may please go through that block while preparing the tools. For your empirical study, you may use tools like interview schedule, interview guide, observation guide, case study format etc. While preparing the tools, the objectives and hypotheses (wherever applicable) should be kept in mind. You should also prepare a draft of the tools and show the same to your supervisor and take his/her guidance. Once the supervisor is satisfied with the tools, you can go ahead with pre-testing, finalization of the tools and actual data collection. Some of the common tools for data collection pertaining to Social Work include :

i) Interview Schedule

Interview schedule is prepared keeping in mind the objectives and hypothesis of the study. As far as possible, questions should be specific. Wherever possible, pre-coded set of answers are to be included. Adequate number of questions must be included which will enable meeting the objectives of the study.

ii) Interview Guide

Interview guide is for collecting additional information, general in character, from key stakeholders such as government officials, local leaders of Panchayati Raj Institutions, NGO functionaries, social workers and others who matter in that particular area or situation. Usually, interview guide is a set of general questions or points. This may include questions providing information on total number of households, number of schools, healthcare facilities, other infrastructure etc. Interview guide is only for enabling the researcher to collect additional information which is essential for report writing. The answers are to be recorded in the personal diary of the researcher.

iii) Observation Guide

Observation guide is also for helping the researcher to keep in mind certain important points. This will help in observing some real-life situations and events from the place of data collection. This instrument is never final but keeps building up as the research progresses.

iv) Case Study Guide

In a project work, one may like to include a chapter on case studies of individuals and/ or institutions (agencies). In order to collect information for developing case studies, one has to plan in advance by preparing a guide which will comprise important areas such as information about the individual (personal data), family, finance, social life, specific area of concern etc.

It is also possible that you may do a case study elaborately in place of a survey. Being a para-professional social worker perhaps a case study would be more appropriate to a person who has done unique work in the field. In such cases, you must seek guidance of your supervisor, preferably someone who has adequate experience as teacher in a social work institution or a senior practitioner.

Pre-testing

It is necessary that you conduct a pre-testing of the tools which will help you in eliminating irrelevant questions and also in adding a few questions based on your actual experience in the field. The pre-testing is to be done in the same geographical area and in the same sample unit. You may choose about 5 to 10 percent of the sample for pre-testing. This will help you in making a more accurate study. After the pre-testing of the tools, you can finalise the interview schedule and make sufficient number of copies whether through printing or through photocopying. Always make sure to keep about ten additional copies which can be used in any eventuality.

Data Collection

Data collection is a very important part of your project work as this is the very base of your whole "PROJECT". You can collect the required data using various tools that you have prepared. Other than tilling your interview schedules, you may also be required to take extensive notes.

For all this, you will be required [o develop rapport with your respondents so as to get frank and reliable responses. For obtaining better results, you must have close and repeated interaction with your respondents. If the number of beneficiaries to be covered is substantial, you can take the help of your peer-learners and help each other (only for data collection). You may be required to collect data and/or information not only from the general masses. but also from decision-makers and local leaders, which may be done as per the interview guide. If you plan to include case studies. then you will have to collect the necessary additional data accordingly.

Tips for Conducting Interview

In order to elicit genuine responses from your respondents, you may follow some of the points mentioned below:

- Ask only one question at a time.
- Repeat a question if necessary.
- Try to make sure that the interviewee understands the question
- Listen carefully to the interviewee's answer.
- Observe the interviewee's facial expressions, gestures, and tone or voice so as to derive meanings from his/her body language.
- Allow the interviewee sufficient time to answer the question, but do not let the interview drag on and on.
- Strictly avoid suggesting answers to questions
- Do not show-. ' signs of surprise, shock, anger, or other emotions if unexpected answers are given
- Maintain a neutral attitude with respect to some controversial issues during the interview.
- Take a note of answers that seem to be vague, ambiguous, or evasive.
- Use tact and skill in getting the subject back to the area of inquiry if he/she strays too far away from the original question.
- In the unstructured interview, ask additional questions to follow-up clues or to obtain additional information.

Data Analysis

Data analysis needs thorough concentration as you need to make proper notes, assign codes and transfer raw data into a sheet on which various statistical techniques can be applied. The information obtained through personal notes, interviews and case studies can also be utilized in providing supporting evidence in the Report. Data analysis is a very important step and should be carted out properly. You will do better if you make analysis of some sample tables (data) and show the same to your supervisor. He/She will help you accordingly after seeing the kind of initiatives that you have taken.

Report Writing

The analysis of the data has to be presented in the form of a report. It is suggested that you prepare the plan for draft dissertation in which you may have about five to eight chapters. You may see the example of the project proposal given in Part IV of this Project Work Handbook. Your **first** chapter can be the '**Introduction**' chapter which will spell out the **what, why** and how of the topic you would like to investigate. The second chapter could be on '**Research Design**' which will provide the **methodology** as well as the '**review of literature**' pertaining to studies conducted in similar and/or same area, specifically showing the fresh knowledge and information you wish to add to the study area through your own research. Chapter **three** could perhaps provide information regarding the **profile of the beneficiaries or respondents**. **Chapter four to six** could be based on **data interpretation** focusing on one or two objectives in each chapter. You could perhaps devote a chapter to case studies. The **last** chapter will give the **summary of the findings** and provide **suggestions** or recommendations. While **references** are to be given preferably at the end of each chapter, **bibliography** must be given at the end. Any additional and useful information collected from secondary sources may be given as **appendix**.

Needless to say, for any dissertation there should be a table of contents, list of tables, list of diagrams, a preface and an acknowledgement along with the requisite declaration by the student and a certificate from the supervisor.

Report Submission

The dissertation you have prepared is a document of importance. You have spent time money and expertise in developing this valuable document. This document could be later kept in a Librar for use by others. You may also think of publishing the same in the form of a book or as a research paper. Perhaps you may like to make a presentation of your findings in a seminar or a conference. All these potentials and possibilities speak volumes for the nature and importance of the thesis you leave compiled.

Checklist before submission for Evaluation

- The dissertation, should be properly typed (preferably computer-typed) in double space, 12 font in A-4 size (29 x 20 cm) paper.
- The final draft should be shown to your supervisor before binding
- You must read the typed version and correct the typing errors; page numbers are to be given and relevant illustrations are to be placed in appropriate pages and chapters.
- You should attach a copy of the approved project proposal while getting the copies bound
- For fulfillment of the requirements of the course in hand, a declaration from you that the work is original and has not been submitted to IGNOU or any other university or institution, must also be included in jour dissertation (copy at annexure).
- Attach a certificate from your supervisor stating that the Project Work as done under his/ her supervision and that it is a genuine and original work (see copy at annexure).
- The Horst page should have your name, enrolment number, full address, name of [he supervisor etc. (format at annexure).
- Loose and/or spiral binding is not permitted
- Proper binding is to be done with hard cover page in preferably light red colour (light red colour- is the official colour of School of Social Work).

- Two copies of the project report are to be prepared: One for IGNOU and the other to be retained by you as your personal copy.
- One copy is to be mailed by registered post or submitted by hand to: The Registrar **Student Evaluation Division, Maidan Garhi, IGNOU, New Delhi-110068.**

The University will require about 4 to 6 months to complete the evaluation process before your grades/results are declared. The evaluation is done by a pool of experts identified by IGNOU from across the country. Therefore, the evaluation process requires sufficient time.

The Project report submitted to IGNOU will not be returned to you.



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PART - II
GUIDLIENS FOR PREPARATION OF
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PART - II

GUIDELINES FOR PREPARATION OF A PROJECT PROPOSAL

You may prepare a draft proposal and discuss the same with your approved (by IGNOU) supervisor provided to you at the study centre. The following steps are provided to you for preparing the project proposal (see the example given in Part IV of this Project Work Handbook).

1) Project Title

The title of the project should clearly specify the type and nature of the project. It should be clear, brief and specific. It is suggested that the topic should be related to your field of work.

2) Introduction

In the introduction, you may provide a description of the topic, broad area of the study; why the topic is important and clarification of the important concepts-

3) Statement of the Problem

The statement of problem should briefly contain an analysis and relevance of the problem. To be exact, this is a rationale for carrying out the study. Existing literature is reviewed and gaps are brought out so as to provide justification for choosing specific topic of the study.

4) Objectives

The objectives of the proposed project work should state your intention for carrying out this project. Usually a topic contains three to four objectives. These objectives can be given in a serial form, pinpointing your approach. For example, you want to study the problem of drop-out among girl children in a rural area. You may like to study the reasons for high drop-outs rate among various socio-economic classes of people. Such objectives thus, will spell out the scope of the study.

5) Hypothesis

Hypothesis is the probable answer to the problem you have undertaken, and the project tests the hypothesis. But not all studies involve testing of hypothesis (mostly experiment-based studies have hypotheses). You can discuss with your supervisor as to the type of study you want to undertake. You may even avoid hypotheses for your study since you are expected to make only a small survey of about 50 to 75 respondents.

6) Universe of the Study

If the project involves field work, you should define the universe of the study. Universe is defined as the entire area or population taken for the particular study. This will depend on the geographical limits of the study and the unit of the study. For instance, if you are studying the characteristics of households in a village, then all the households will comprise the universe of the study. You will draw the sample from this universe.

7) **Sample**

If your project proposal is based on field work you will have to choose a sample from the universe. A sample is representative of the whole population. Sampling can be done in many ways such as random sampling, cluster sampling etc. To know more about the different types of sampling, please refer to on any standard book on statistics which you might have consulted while studies on preparing for Research Methods is Social work.

8) **Tools for Data Collection**

You should suggest what kinds of tools you intend to use for the collection of data from various sources. You may have to choose more than one tool for a particular study since social reality is always complex and multi-faceted.

9) **Data Analysis**

The raw data has to be scrutinized and coded and then data analysis can be done, using statistical methods. It is desirable that the techniques, which you intend to use, are mentioned in the proposal

10) **Tables**

Tables will have relevant statistical calculations such as percentage, mean, median, standard deviation, co-relation etc

Tables will have proper numbers (i.e. chapter I will have Table 1.1, Table 1.2 etc.; Chapter 2 will have Table 2.1, Table 2.2 etc.), Table number will be followed by Table title which should be as brief as possible while conveying the matter contained in the table clearly. If a table is lifted from some other sources, it should be indicated below the table. Table interpretation may be given in three paragraphs: (i) an introduction to the parameter or topic, (ii) interpretation, (iii) major findings-indications.

11) **Chapter Plan**

Chapter plan or chapterization will give a tentative plan for writing the report. This exercise will help you in completing your dissertation smoothly and in a systematic way.

12) **Report Writing**

For writing report, you must follow the following guidelines

- Make a chapter plan (see the example in Part IV)
- The length of each chapter should be more or less the same. For example, it should not be that one chapter is of 15 pages and another of 40 pages. The ideal chapter length should be of around 15 to 20 pages.
- Each chapter will bear
 - Chapter number
 - Chapter title

- Introduction
 - Main titles, subtitles and sub-sub titles
 - Conclusions
 - Proper references
 - Graphics/illustrations etc.
 - Well presented with proper layout.
- Do not fill up chapters with too many tables. You may have about 3 to 6 tables in a chapter.
 - It is not necessary that every chapter should have tables.
 - Choose only the most important areas for presentation in tabular form.
 - Rest of the findings can be given in a narrative form.



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PART - III
BROAD AREAS AND TOPICS FOR
RESEARCH

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PART - III

BROAD AREAS AND TOPICS FOR RESEARCH

In order to enable you to choose a topic for your empirical study, we have listed below some broad areas. This does not mean that you cannot choose another topic of your interest pertaining to social work. The areas or topics listed below are only to give you some idea about the numerous titles which will supervisor you in selecting a topic relevant to your state, district or block which falls nearer to your place of stay. You must discuss your topic and take necessary approval from your supervisor before going ahead with the collection of data. Your supervisor will perhaps help you in the preparation of the project proposal as well as in selecting appropriate tools for the collection of data. Kindly ensure that you take prior approval for your proposal. Original copy of the approved proposal must be attached with the thesis before binding it. The suggested topics are as under:

1. A study of initiatives taken by NGO's in the field of Social Work: A historical perspective.
2. A study to trace Gandhian concept of an ideal society.
3. A study of the growth of social work education and training in India.
4. A study of Social work education and practice in post Gandhian era.
5. Exploration of the social welfare administration and its impact at grass roots.
6. Effectiveness of social action on social development
7. A Study of composition, classification and stratification of Indian society.
8. An analysis of Family life cycle.
9. A study of contemporary problems in family system in India.
10. An analysis of changing trends in marriage and family in India
11. A study of industrialization process in post independent India
12. A study on the process involved in social work practicum in Indian Universities.
13. A study of the nature and function of agencies where social work students are placed for field work.
14. A study of the various aspects of field supervision in professional social work education
15. A study of the welfare initiatives taken by corporate bodies for their employees.
16. A study of growth of social work education in India.
17. A study of reform movements during colonial period
18. A study of reform movements after independence.
19. A study of the changing behaviour in personality in the context of globalization.

20. A study of the relevance of social case work in health care setting
21. A study of the relevance of social case work in educational setting
22. A study of the relevance of social case work in correctional setting.
23. A study of the relevance of social case work in palliative care setting
24. A study of the relevance of social case work while working among tribals.
25. A study of the relevance of social case work in psychiatric setting.
26. A study of the relevance of social case work in slum setting.
27. A study of the relevance of social case work in village community.
28. A study of the relevance of social case work in corporate setting
29. A study of the relevance of social case work in NGO setting
30. A study of the relevance of social case work in disability sector.
31. A study of the relevance of social case work among the destitutes.
32. A study of the relevance of social group work in the area of HIV/AIDS
33. A study of the relevance of social group work in correction homes.
34. A study of the relevance of social group work in health care setting.
35. A study of the relevance of social group work for community organization
36. A study of relevance of social group work in orphanage setting
37. A study of relevance of social group work in special schools for boys.
38. A study of relevance of social group work in special schools for girls.
39. A study of relevance of social group work in beggar's homes/destitute homes.
40. A study of relevance of community organization in the field of education.
41. A study of the relevance of community organization in the field of mother and child welfare.
42. A study of relevance of social work research in the area of education.
43. A study of relevance of social work research in the area of HIV/AIDS.
44. A study of relevance of practice of social welfare in providing help to the homeless and destitutes.
45. A study of the challenges being faced by social workers during disaster management
46. A study of challenges being faced by social workers in refugee camps.
47. A study of challenges faced by professionals in prison social work

48. A study of challenges faced by social workers in family court.
49. A study of philanthropic social work in the Indian context. .
50. A study of the relevance of principles of case work in the Indian context.
51. A study of the relevance of principles of group work in the Indian context.
52. A study of the relevance of principles of community organization in the Indian context.
53. A study of relevance of models of social action.
54. A study of relevance of models of community organization.
55. A study of the contribution made for social uplifts by Schools of Social Work in the state of :
 - Kerala
 - Tamil Nadu
 - Maharashtra
 - Andhra Pradesh
 - Orissa
 - Madhya Pradesh
 - Rajasthan
 - Gujarat
 - Uttar Pradesh
 - Delhi
 - Haryana
 - West Bengal
 - Any other state (specify)
56. A study of the extent of involvement of schools of social work in neighbourhood building.
57. A study of challenges faced by social workers in the Indian context
58. A study of extent of job satisfaction among social workers.
59. A comparative study of the family life of professional social workers and the other professionals.
60. A study of relevance of components of social work practice in the Indian Context
61. A study of the extent of commitment of Social Workers to the profession.
62. A study of methods of social work extensively being used by professional social worked social work practitioners in India.

63. A study of professional social workers working in the sector of family welfare.
64. A study of professional social workers working in correctional settings
65. A study of professional social workers working in the health sector.
66. A study of professional social workers working in the area of maternal and child welfare.
67. A study of professional social workers working in the area of social defense.
68. A study of professional social workers working in the area of mental health.
69. A study of problems faced by social workers working in the area of tribal welfare.
70. A study of the relevance of Gandhian ideology in the field of social work.
71. A study of the impact of caste system on the professionalism among social workers in India.
72. A study of the relevance of motivation among young generation in social work practice.
73. A comparative study of social work education in conventional and ODL system in India.
74. A study of the impact of the social work education through convergence scheme of Distance Education Council.
75. A study of the contribution of social work teachers from Conventional System to Distance Education System.
76. A study of the extent of support from social work practitioners to students of social work in ODL.
77. A study of the social work education programmes in ODL system.
78. A study of the strengths and weaknesses of conventional and ODL system in imparting social work education.
79. A study of strengths and weaknesses of conventional and ODL system in imparting Social Work Practicum.
80. A study of strength and weaknesses of conventional and ODL system in Social Work Supervision.
81. A comparative study of the curriculum in conventional and ODL system in social work.
82. A study of the extent of contribution of ODL system in India to social work education.

PART - IV
EXAMPLE OF MODEL PROJECT PROPOSAL

TOPIC
**Supervision in Social Work Practicum in
Conventional and ODL System : A
Comparative Study**

Introduction

Social work practicum or field work may be described as the practical use of classroom learning. It is an integral part of social work discipline at the undergraduate and post graduate levels. Along with a strong theoretical base the students need to have practical field experience of what they are learning in theory. It is only by doing practical that the students can comprehend the technicalities of working with the clients. Social work practicum helps the students to deal with administrative, legal and communication issues. Practicum gives an opportunity to work with supervision, intake, and case recording and reporting. A variety of settings provide the classroom actually works. Students usually get to practice several of the methods in social work. They get a chance to work with individuals, groups, communities and get some awareness of social administration, social policy and social action. Along with the knowledge, the students

need to be aware of the skills, values and ethical guidelines that are required for practice of social work. A fruitful social work practicum would be the final shaping of the student in becoming a professional social worker.

Need for the Study

Social work is an emerging profession in India. In recent times a large number of institutes providing specialization in social work have been set up. Social work practicum programs vary in different schools as there is no fixed criteria set for the same. Some may be structured and placements may be made by fitting the students interest and aptitude to the agency. Still other schools may allow the students to freely choose the setting or supervisor and coordinate with the agency. Some schools may define what the student is expected to team in a particular

setting while other school may leave the decision to the agency supervisor. Therefore it becomes important to study what the students are gaining from practicum supervision.

Nature of the Problem

Social work profession faces lot of challenges and limitations. Common concerns are: shortage of qualified field work supervisors, shortage of appropriate field settings and how to help students integrate field work practice and theory. Also there is a variation in the consistency of the placement According to Gore (1988), problems faced by the social work profession arise from a discontinuity between rural and urban life. Several schools of social work in India are located in urban centers. It may be difficult to set up universities in rural areas, but distance learning opens doors to many more students from rural areas. Satellite centers that help students with distance learning and offer a library, would be useful.

Problems faced by student social workers in India are numerous. India is rich in diversity with regard to religion, language, lifestyle, geography, castes, class and culture. There is a serious lack of literature that is of Indian or foreign origin available to the students and professionals in India. Even though most of the knowledge of social work in India is borrowed from the West. it is difficult to directly apply the theory that is based on a different culture to India. There are major differences when one considers the family structure, religious beliefs, legal emphasis, status of women and prevailing value system. There is a dire need to develop indigenous social work literature.

Many social workers who are qualified prefer western universities and jobs in the west for many reasons. It is very difficult for social workers to be proud of their profession when it is generally believed that they probably ended up in social work profession because they could not get into engineering, medicine, law or business (the professions that are held high in people's esteem). Social work as an occupation is looked down upon because helping another human being is considered as a voluntary act of human nature since centuries. There is a constant need to justify social work to be an occupation and to prove that the reason for becoming a social worker was because one wanted to. The comparatively low pay scale of social workers and lack of wide read public support of this occupation has led to 'brain drain' to the U.K., U.S.A. Australia, Canada etc.

Working with diversity of language, religion, caste, culture and different socio-economic status is not easy. The social worker comes in with pre-existing beliefs and values. They may be in conflict with values of social work and the values prevalent in the society. A social worker from a middle class family (who put in hard work and assigned high priority to education) may find it hard to work with an upper class or upper caste youth who has paid an enormous amount of money in donation to get into a medical college. Showing respect for the client at the outset may not come easily for the student who feels anger with people who use money to get what they want regardless of merit. A social worker from a high caste on the other hand may have similar feelings towards a client from the lower caste (dalit) because the client got into engineering because of a government policy of reservation. It is important that those feelings do not hinder the helping process. The expected norms of the social worker have been taken from the West which might not be appropriate in the Indian scenario. The principle of practicing non-judgmental attitude becomes relevant at this juncture.

Open and Distance Learning

It can be described as an organized educational activity which is based on the use of teaching materials in which constraints on study are minimized either in terms of access, time and pace, methods of study or any combination of these. In an Open and Distance Learning system (ODL) the learner can select his/her own place of study and gets relaxation in selecting his/her courses. In ODL, there is no full-time face-to-face classroom education. The teachers and learners interact at a distance. Occasionally, the learners meet the teachers in face-to-face counseling sessions. There is an educational organizational which takes care of designing, preparation and delivery of learning materials to the learners. It provides learner support as and when required. Apart from print, audio and video, media are used to deliver the content to the learners. One of the most important aspects of ODL is that two-way communication can take place through print, writing and teleconferencing using telephone, television and computer etc.

Drawbacks in Conventional System

The UGC Committee recorded in its findings that Social Work Educational Programme in the country tended to be 'elitist'. Conditions, which supported this observation, were that most of the educational institutions were located in cities and the students hailed largely from the urban middle class. The committee felt that there was a need for a systematic geographical distribution of social work education. The conventional system of social work education has

not proved to be adequately responsive to social development concerns of contemporary society and to the need for trained professionals to manage social development programmes. There is also a demonstrable need for social workers in areas, which lack educational opportunities and resources. Inadequate number of formally trained social work professionals forces local organizations to employ paraprofessional and non-social work personnel. Designing a Field Practicum Programme in Social Work within the Distance Learning Mode is a challenging task. One of the main differences between a distance education student and a campus student is that many distance education students are part-time students, and thus tend to take their courses over a greater number of years than students in full time conventional system. Secondly, the potential students availing of the Distance Learning System present a mixed lot. They belong to different regions, speak different languages and come from diverse socio-cultural backgrounds. They belong to different age-groups bringing, therefore, varying levels of maturity. They could be married, with children. A significant number of students are females, requiring special care in arranging field-based teaming in rural / remote areas. A significant percentage would be employed.

In India, field work supervision is an important component of social work program. Supervision in an educational practicum is generally defined as the relationship between a student, or subordinate, and supervisor who oversees the development of the student throughout the practicum experience. Appropriate supervision is an important component of the field work experience as it provides an opportunity for students to apply the knowledge gained from their coursework to the field of social work practice. Specific functions of supervision include the structuring of activities that are in accordance with the student's level of knowledge and skill that they bring to the practicum, in addition to the evaluation of the student's progress throughout.

The field work agency supervisor takes over the role of teacher and mentor. The supervisor gives the student the opportunity to see social work in practice and be a part of the change process. The social work program coordinator makes sure that the field work supervisor knows what the student is expected to learn at the placement. The field work supervisor in turn ensures that the student is given enough exposure to learning skills and putting theoretical knowledge into practice. The field work supervisor gives feedback that encompasses skills in dealing with clients, families, agency staff and the general community. The feedback could include some aspect of the student's attitude or behavior that has a bearing on working with clients in the agency.

Challenges for Improving Supervision in ODI

Under the field practicum design in social work education through distance learning, the students do get field supervision by a person professionally qualified. However this person may or may not be their course teacher. The nature, content and strategies of field work supervision, therefore, vary from the traditional model. The field supervisor, the student's primary field learning resource is sometimes also the placement agency's representative to the educational program. Besides, the field supervisor may not be the course teacher but one who is a teacher in conventional system social work education. This situation requires a high degree of conceptual clarity in the performance of the supervisory functions in Field Instruction in the Distance Learning Mode

The strategy of field work supervision in distance learning is not only the traditionally used individual and/or group conference but also electronic media like e-mails, teleconferencing telephonic consultation etc. Again one major challenge in this is that access to these advanced technologies might not be possible in rural India.

In supervision through ODL, a cultural gap may occur between the supervisor and the learner if they belong to different cultural background. This matter needs to be dealt with sensitivity and the supervisor need to be oriented for such situations.

Sometimes issues like gender or age -bay come up. For instance supervising leaners of opposite sex, or the learner may be older than the supervisor. The supervisor should have some degree of maturity to manage this challenging situation.

Objectives of the Present Study

This project aims at making a comparative study of supervision in social work practicum in ODL and Conventional System. The objectives of the study are as follows:

- To examine the existing models of Field Supervision in ODL and Conventional System
- To compare models of supervision in Open and Distance Learning System and Conventional System.
- To find out the advantages and limitations of Field work supervision in Open and Distance Learning system and Conventional system
- To study, compare and analyze the components of Social work Practicum in ODL and Conventional system.

Universe of Study

The universe of the study would consist of all the BSW students in conventional and ODL system. There are around 240 schools of social work in the county. Out of these about 25 schools are offering social work at the undergraduate (BSW) level, while almost all of them offer social work at post graduate level (MSW).

IGNOU started BSW programme in 2004 through ODL and has about fifteen years of experience Therefore it is appropriate to conduct study on advantages/disadvantages of both the systems

Sampling

In the Conventional system, the researcher proposes to take a sample size of 150 students from three Schools/Departments of Social Work in Delhi, i.e., Jamia Milla Islamia, Ambedkar College and Aditi College. About 50 students from each school/department (25 from IInd year and 25 from IIIrd year) would be taken.

In the ODL system the sample would comprise about 150 students of BSW from diHerent study centers located within two Regional Centres of IGNOU in Delhi. Thus a total of 300 BSW students would form the sample.

Sampling Method

The sampling method proposed is Purposive Sampling. The researcher has selected this sample due to proximity of these institutions and cost effectiveness.

Data Collection : Tools and Procedures

Methods of data collection and analysis in social research depend very much on the nature of the topic of research. However, in the present study it is felt that any single method is bound to have only a limited relevance in meeting the overall object of the project; hence different tools shall be used to collect the data so as to develop a near accurate understanding of the topic of research.

The main tool of data collection shall be the interview schedule and questionnaire which shall be used to collect data from the students and teachers. Both these schedules will be pre-tested After that, the interview schedules shall be standardized and finalized. The interview schedules shall contain mostly close-ended question, though some open-ended questions shall also be included. A copy each of the tentative interview schedules to be used to collect data from the students and teachers is given at annexures I and II respectively.

A pre-coded Interview schedule to collect data from the BSW students especially on their opinions on Supervision in Field Work Practicum shall also be made. A copy of the tentative pre-coded interview Schedule is given at annexure III.

The questions in the interview schedule are formulated keeping in mind the objectives.

In addition to the interview schedule, case-studies shall also be used as a tool for data collection. The case-studies shall be of one institute of conventional and one institute of ODL.

Non-participant observation shall be yet another method of data collection which the data is difficult to be collected reliably by way of interview observation or direct observation method shall be resorted to.

Data Processing

The completed Interview schedules shall be scrutinized, verified, edited and arranged serially. For coding, three master-code sheets shall be prepared-one for the data collected from the Faculty, another for the data collected from the students of Conventional system and the third for the data collected from the students of ODL system. The data shall be processed on computer.

Chapterization

The chapterization of the thesis is proposed to be made, keeping in mind the objectives.

The **first** chapter shall be an introduction to the subject-matter of the present study. In this Chapter, an attempt shall be made to describe the concept of FW Practicum in Social Work and how supervision is an important aspect of FW practicum.

Second chapter shall deal with the conceptual framework and research design of the present study. A review of literature and the profile of institutes selected for the study shall also be included in this chapter.

The **third** chapter shall explain the personal family and social and economic profile of the sample taken for the present studs’.

The **fourth** chapter shall be on the need and importance of Supervision in Social Work Practicum

In the **fifth** chapter. Open and distance learning would be discussed

The **sixth** chapter shall give in detail the factors influencing effective supervision in Social Work Practicum.

The **seventh** chapter shall compare the situation in Open and distance learning system and the conventional system.

The **eighth** chapter shall give the major findings of the present studs’ and some workable suggestions for better supervision in Field work practicum.

The appendixes shall include the interview schedule the extended bibliography.

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PART - V
TOOLS FOR DATA COLLECTION

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PART -V

TOOLS FOR DATA COLLECTION

INTERVIEW SCHEDULE FOR SEEKING INFORMATION FROM SOCIAL WORK FACULTY/INSTITUTES

1. What is the model of supervision followed in your organization?

Model 1	Students are supervised by an agency supervisor only
Model 2	Students are supervised by a faculty supervisor only
Model 3	Students are supervised by a faculty and agency supervisor
Model 4	There is no supervisor to guide the students

2. Do you have a manual/field work guide for field work practicum?

- i) Yes
- ii) No

3. Do you have a field work journal?

- i) Yes
- ii) No

4. What type of learning material is available to the student for field work?

- i) FW guide/ manual
- ii) FW journal
- iii) FW manual/guide and journal
- iv) Report writing without any FW manual or journal
- v) FW Diary/personal diary
- vi) Any other (specify)

5. Is there any field instruction guide/text available for field supervisor?

- i) Yes
- ii) No

If Yes, then please give the details.

6. Which social work method/methods are practiced by the students?
- i) Case work
 - ii) Group work
 - iii) Community work
 - iv) Generalist practice
 - v) All at a time
 - vi) One after another
 - vii) Any other (specify)
7. Do you have a rural camp in your field work practicum?
- i) Yes
 - ii) No
8. Where do the students go for rural camp?
- i) Students go out of the state
 - ii) Students are placed within the state
9. How are the students grouped for rural camp?
- i) Boys and girls together
 - ii) Rural and urban separately
 - iii) Small batches (specify numbers):
 - iv) Any other (specify)
10. Do you have rural camp for all the three years or only for final year?
- i) All the three years
 - ii) Final year only
 - iii) Any other (specify)
11. Who accompanies the students for rural camp?
- i) Faculty
 - ii) Agency supervisor
 - iii) Any other
12. What is the nature of evaluation for rural camp?
- i) Marks
 - ii) Viva
 - iii) Report writing and assessment
 - iv) Any other (specify)

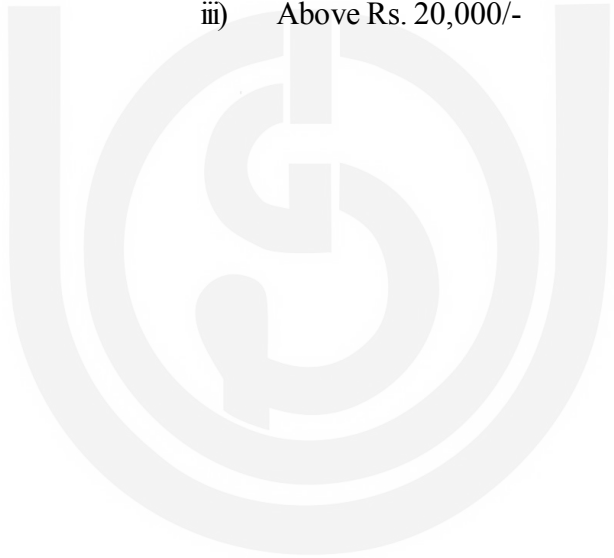
13. Where is the rural camp financed from?
- From students
 - From institution
 - Any other source (specify)
14. Is there any internship/block placement for students after completion of their studies?
- Yes
 - No
 - Any other (specify)
15. If yes, then is it
- Compulsory
 - Optional
16. When do the students need to do their internship/block placement
- Before the exams
 - After the exams
 - Any other specify
17. Is the Internship/block placement part of the evaluation/student performance?
- Yes
 - No
18. Is there any payment for internship?
- Students have to pay to the agency to do the internship
 - Agency pays the students who are placed with them
 - No payment involved
19. Does the institute have to pay to the agency for field practicum?
- Yes
 - No
 - Sometimes
20. What is the placement model for field work practicum?
- Single student
 - Batch mates
 - Seniors with juniors

21. How many students are placed in one agency?
- i) Single
 - ii) Two to three
 - iii) Four to five
 - iv) Any other (specify)
22. Do the students have to do field work practicum along with the theory flexibility ?
- i) Field work along with theory
 - ii) Field work can be done after completing the theory
 - iii) Field work can be done after completing a Portion of the theory
 - iv) Any other (specify)
23. What is the nature of assessment for field work practicum?
- i) Marks
 - ii) Viva vice
 - iii) Report
 - iv) Presentation
24. Who does the grading?
- i) Faculty awards the grades/marks
 - ii) Faculty and agency supervisor jointly gives grades/marks
 - iii) Awards/grades are given by concerned faculty only
 - iv) Any other (specify)
25. What is the nature of evaluation?
- i) Internal
 - ii) External
 - iii) Both
 - iv) Any other(specify)
26. In case of failure in FW, what are the future course of actions?
- i) Students have to repeat the FW practicum
 - ii) Students are re-evaluated
 - iii) Any other (specify)

27. When are the students evaluated?
- i) Annually
 - ii) Semesters
 - iii) Pre-term/mid-tenn
 - iv) Any other specify
28. Is there any induction meeting/orientation program for the learners/students?
- i) Yes
 - ii) No
 - iii) Sometimes
29. What is the nature of orientations?
- i) Lectures by resource persons
 - ii) Agency visit
 - iii) Community visit
 - iv) Any other (specify)
30. Is there any orientation meetings for agency supervisor/institute faculty
- i) Yes
 - ii) No
31. How does the faculty monitor the field practicum?
- i) By visiting the agency personally
 - ii) By taking the feedback from the agency supervisor
 - iii) Any other (specify)
32. What is the nature of the visits?
- i) Flying squad visit
 - ii) Faculty/ supervisor accompany the students to the agency
 - iii) Any other specify
33. How often does the supervisor accompany the students to the agency?
- i) Everyday
 - ii) Once a month
 - iii) Once in a while
 - iv) Never
 - v) Any other

34. How many individual conferences do you have in a year?
- i) 1-3
 - ii) 3-5
 - iii) 5-10
 - iv) More than 10
 - v) None
35. How many group conferences do you have in a year?
- i) 1-3
 - ii) 3-5
 - iii) 5-10
 - iv) More than 10
 - v) None
36. On what basis are the agencies identified?
- i) Registered agencies
 - ii) Unregistered agencies.
 - iii) Both
 - iv) Open community
 - v) Any other (specify)
37. Students are placed in an agency where
- i) Only professionals are employed
 - ii) Non-professionals are employed
 - iii) Professional and non-professional mixed
 - iv) Any other (specify)
38. While placing the students in an agency do you
- i) Take into consideration the choice of the individual student
 - ii) Limitations of the individual student
 - iii) Students are placed randomly

39. Do you have provision for campus interviews
- i) Yes
 - ii) No
 - iii) Not regularly
40. How many students are able to get a job after passing out?
- i) All of them
 - ii) Most of them
 - iii) Some of them
 - iv) Hardly anyone
41. What is the trend of salary for initial appointment ?
- i) Below Rs. 10,000/-
 - ii) Rs. 10,000 to Rs. 20,000/-
 - iii) Above Rs. 20,000/-



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INTERVIEW SCHEDULE FOR STUDENTS OF CONVENTIONAL SYSTEM

1. Personal information

Age	Below 20	20-25	Above 25
Sex	Male	Female	Transgender
Year	1st yr	2nd yr	3rd yr
Any Fees	Below Rs. 5000	5000-10,000	Above 10, 000
Family income (monthly)	Low (Below Rs 25000)	Middle (Rs. 25000 to Rs. 50,000)	High (above Rs. 50000/-)

2. How far is your agency from your institute?

- i) Within 5 km
- ii) 5-10 km
- iii) 10-20 km
- iv) 20-30 km
- v) 30-40 km
- vi) Any other(specify)

3. On what project are you working?

- i) Not sure
- ii) Specific project (health, education, correctional, community etc)

4. Is the project related to what you are studying in theory?

- i) Related
- ii) Not Related
- iii) Somewhat related

5. Which of the methods of social work do you practice with agency?

- i) Case work
- ii) Group work
- iii) Community work
- iv) Social work administration

- v) Social action
 - vi) Social work research
 - vii) Integrated practice/generalist practice
 - viii) Combination of two (specify)
 - ix) Any other
6. Which sector are you working in?
- i) Health
 - ii) Education
 - iii) Children
 - iv) Women
 - v) Women and children
 - vi) Legal
 - vii) Family
 - vin) Community
 - ix) Any other (specify)
7. How often does your faculty supervisor visit you?
- i) Below 5 times
 - ii) 6-10
 - iii) 10-15
 - iv) 15-20
 - v) 20-25
 - vi) Never
8. Who introduced you to the agency/community?
- i) Seniors
 - ii) Faculty
 - iii) Agency supervisor
 - iv) Any other (specify)
9. Do you have to mark your attendance in your FW agency?
- i) Yes
 - ii) No
 - iii) Any other

10. Was there any orientation by your supervisor before you are placed in an agency?
- Yes
 - No
 - Don't Know
11. What was the duration of your orientation ?
- 1-2 days
 - 3-5 days
 - 6-10 days
 - Any other (specify)
12. Who conducted the orientation?
- Faculty
 - Agency supervisor
 - Seniors
 - Any other (specify)
13. Activities covered during orientation
- Workshops
 - Group discussions
 - Classes and Group activities
 - Role plays
 - Ice breaking sessions
 - Any other (specify)
14. How far do you think FW is important for the programme which you are doing?
- Very important
 - Somewhat
 - Not important
 - Important up to a certain extent
 - Not sure
15. To what extent do you benefit from field work practicum?
- Great extent
 - Some extent
 - Hardly any

16. Do you get any honorarium for your field work practicum?
- Yes
 - No
 - Don't Know
17. If yes, by whom do you get it?
- FW agency
 - The institute
18. If given a chance, would you like to come back to the same FW agency to work as a professional social worker after you complete your course.
- Yes
 - No
 - Can't say
19. Are you satisfied by the way you are being supervised?
- Satisfied
 - Dissatisfied
 - Prefer some changes(specify)
20. What is your level of satisfaction in terms of resources present in your instituted?
- Satisfied
 - Dissatisfied
 - Moderately satisfied
21. How frequently is your supervisor available for help?
- Always
 - Sometimes
 - Often
 - Never
22. Are there any individual conferences held for you in your institute?
- Yes
 - No
 - Not sure

23. If yes, then how many times is a year?
- i) 1-4
 - ii) 5-9
 - iii) 10-15
 - iv) More than 15
24. Is there any group conference held in your institute?
- i) Yes
 - ii) No
25. If yes, then how many times in a year?
- i) 1-4
 - ii) 5-10
 - iii) 10-15
 - iv) More than 15
26. How often do you submit your report to your field work supervisor?
- i) Weekly
 - ii) Monthly
 - iii) Quarterly
 - iv) Annually
 - v) Any other (specify)
27. What kind of guidance do you get from the supervisor in your Field Work Journal?
- i) Global comments
 - ii) Constructive comments
 - iii) Negative comments
 - iv) Positive comments
 - v) Motivating comments
 - vi) No comments
28. What is the nature of guidance you get from your supervisor orally?
- i) Discussion
 - ii) Question and Answer
 - iii) Any other (specify)

29. How often does your agency supervisor see your field work journal?

- i) Often
- ii) Occasionally
- iii) Never

30. How often does your faculty give you guidance for field work for various methods of social work?

S. No.	Methods of Social Work	Very Often	Often	Sometimes	Never
i)	Case work				
ii)	Group work				
iii)	Community organization				
iv)	Social work research				
v)	Social work administration				
vi)	Social action				

31. Do you think that your supervisor/teacher provides you all types of help and guidance?

- i) Yes
- ii) No
- iii) Somewhat

32. To what extent are you satisfied by your supervisor?

- i) Satisfied
- ii) Not satisfied
- iii) Somewhat satisfied

33. Do you think that the faculty/field work supervisor practice partiality with you?

- i) Yes
- ii) No
- iii) Sometimes

34. How do you assess your relationship with your Supervisor?

- i) Cordial
- ii) Friendly
- iii) Student teacher relationship
- iv) Mentor
- v) Unable to say

35. Where are the orientation programme organized?
- i) in your institute
 - ii) in the community
 - iii) in the agency
 - iv) Any other (specify)
36. Where do you have your individual conference?
- i) in the institute
 - ii) in the field work agency
 - iii) Any other (specify)
37. Where do you have your group conference?
- i) Within your faculty
 - ii) in the institute
 - iii) any other (specify)
38. How many students usually participate in the group conference?
- i) about 25 percent
 - ii) About 50 percent
 - iii) About 75 percent
 - iv) About 100 percent
39. How do you write your field work journal?
- i) Directly in the journal
 - ii) First Make a draft, correct and titled copy to field work journal
 - iii) Make the draft, show to someone else (supervisor) and then copy to field work journal
 - iv) Copy from field work journals of seminars or friends
 - v) Make the report in groups
40. Do you have viva voce for evaluating field work?
- i) Yes
 - ii) No
41. Do you have any suggestion for improving field work in your institute?
- i) Yes {please specify}
 - ii) No

INTERVIEW SCHEDULE FOR ODL STUDENTS

1. Personal information

Age	Below 20	20-25	Above 25
Sex	Male	Female	Transgender
Year	1st yr	3rd yr	3rd yr
Employment	Employed	Self employed	Not employed
Fees	> Rs. 5000	5000-10,000	Above 10,000
Family income	Low (Below Rs 25000)	Middle (Rs. 25000 to Rs. 50,000)	High (above Rs. 50000/-)

2. What is the procedure for admission to the programme?

- i) Direct admission
- ii) Entrance test
- iii) Group discussion
- iv) Interview
- v) Any other (specify)

3. Did you have an Induction meeting for field work placement?

- i) Yes
- ii) No
- iii) Don't know

4. Have you been assigned a field work supervisor?

- i) Yes
- ii) No
- iii) Don't know

5. Were you briefed by your supervisor about the field work practicum before you started your field work?

- i) Yes
- ii) No
- iii) Don't know

6. How often do you meet your supervisor?
- Once a week
 - Once a month
 - Any other
7. Are you intimated about the date of individual/group conference in advance?
- Yes
 - No
 - Don't know
8. Do you know the need and importance of field work?
- Yes
 - No
 - Somewhat
 - Can't say
9. Are you aware of the temp individual conference and group conference?
- Yes
 - No
10. If yes. then do you know their need and importance?
- Yes
 - No
 - Somewhat
11. Do you know what is hlductiun meeting
- Yes
 - No
12. Do you know the purpose cf orientation visits?
- Yes
 - No

13. The agency in which you are placed was identified by yourself or your study centre/ supervisor placed you there
- Self
 - By supervisor
 - By peer group
 - Any other(specify)
14. In a day, how much tiille do you have to spend at your agency?
- Less than 5 hours
 - 5-10
 - Above 10
15. Do you know what is ODL system?\
- Yes
 - No
 - Can' say
16. How much intormation do you have about IGNOU ?
- Very much
 - much
 - Some
 - No information
17. What is the source of information
- Internet
 - IGNOU material
 - Study centre
 - Regional centre
 - Any other (specify)
18. Have you gone through the programme guide?
- Yes
 - No

19. Are you satisfied with the information given in the programme guide?
- Satisfied
 - Somewhat satisfied
 - Not satisfied
20. Do you complete your assignment on time?
- Yes
 - No
21. How many times the individual conference takes place in a year?
- Less than 5
 - 6-10
 - 10-15
 - Any other (Specify)
22. Are you intimated about individual conference in advance?
- Yes
 - No
 - Sometimes
23. How many times group conference takes place in a year?
- 1-5
 - 6-10
 - 10-15
 - Any other (specify)
24. Do you participate in interactive radio counselling and- teleconferencing sessions?
- Yes
 - No
 - Occasionally
25. How often do you watch video on BSW programme in your study centre/home?
- Often
 - Sometimes
 - Never

26. Do you contact your faculty members through emails, SMS, telephone etc.?
- i) Yes
 - ii) No
 - iii) Sometimes
27. How is your relationship with the administrative staff at headquarters?
- i) Very good
 - ii) Good
 - iii) Unsatisfactory
28. How is your relationship with the administrative staff at regional centre?
- i) Very good
 - ii) Good
 - iii) Unsatisfactory
29. How is your relationship with the administrative staff at the study centre?
- i) Very good
 - ii) Good
 - iii) Unsatisfactory
30. Have you faced any hindrance in your field work practicum from the administration?
- i) Yes
 - ii) No
 - iii) Sometimes
31. How is your relationship with the faculty at the study centre?
- i) Very good
 - ii) Good
 - iii) Unsatisfactory
32. How many faculty members do you know by name?
- i) One
 - ii) Two
 - iii) Three
 - iv) Four
 - v) More than four

33. Do you receive any feedback from your academic cotmsellor on assignments?
- i) Yes
 - ii) No
 - iii) Don't Know
34. If yes, then to what extent are they useful?
- i) Very much
 - ii) Somcu,hat
 - iii) Not useful
35. Do you think the assignment is useful?
- i) Yes
 - ii) No
 - iii) Can't say
36. In case you need help. how frequently is your field work supervisor available for you?
- i) Always
 - ii) Never
 - iii) Often
 - iv) Sometimes
37. What do you know about the procedure for monitoring, evaluation and supervision of your field practicum? Explain in three to five sentences.
38. If given an option for taking up this course in conventioned or ODI, which one would you prefer and why? Explin in about hundred words.

Guidelines for Case Study

For carrying out a case study of any agency or institution, learners may consider the following points to gather necessary information about:

- History of the Institution (constitution, byelaws, address, infrastructure etc.)
- Objectives
- Composition of board of management/governing body
- Major activities the institution (Ongoing Programmes/Projects)
- Sources of funding
- Annual budget
- Success stories
- Awards/recognition
- Details of staff at various levels
- Target group
- Programmes that they would like to take up in future
- Limitations (problems/hurdles)
- Any other information which is of significant importance.

**PROFORMA FOR SUBMISSION OF MSW PROJECT
PROPOSAL FOR APPROVAL
FROM ACADEMIC COUNSELLOR AT'S STUDY CENTRE**

Enrolment No :

Date of Submission :

Name of the study centre :

Name of the guide :

Title of the project :

Signature of the student :

Approved/not approved :

Signature

Name & Address of Guide :

.....

.....

Name & Address. of the student

.....

.....

Date :

DECLARATION

I hereby declare that the dissertation entitled

.....

.....

(write the title in block letters) submitted by me for the partial fulfillment of the MSW to Indira Gandhi National Open University, (IGNOU) New Delhi is my own original work and has not been submitted earlier, either to IGNOU or to any other institution for the fulfillment of the requirement for any other programme of study. I also declare that no chapter of this manuscript in whole or in part is lifted and incorporated in this report from any earlier work done by me or others.

Place :

Signature:

Date :

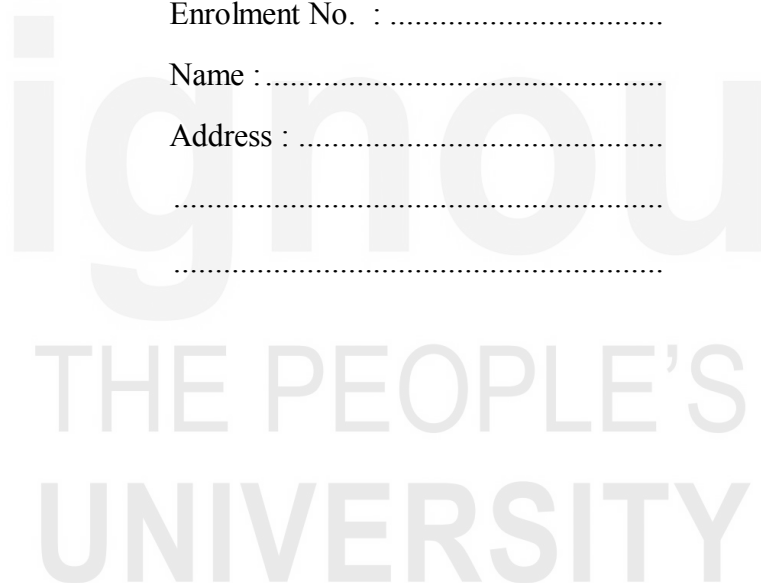
Enrolment No. :

Name :

Address :

.....

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CERTIFICATE

This is to certify that Mr./Miss/Mrs.....
student of MSW from Indira Gandhi National Open University, New Delhi was working under
my supervision and guidance for his/her Project Work for the Course MSWP-001.
His/Her Project Work entitled

.....
.....

which he/she is submitting, is his/her genuine and original work

Place

Date

Signature

Name

Address of the Supervisor

.....
.....

Phone No

