

## **Institutional Policy for Research**

College of Social Work, Nirmala Niketan is committed to developing a scientific rigor among the students as well as encouraging faculty members to undertake research studies on relevant topics. The training in research methodology is imparted to the students through the courses, workshops as well as research practicum.

The College also has a Research Unit which was started in 1993 to undertake systematic, fact-based and action oriented research that creates knowledge for education, field practice, social policy, and advocacy. Till date, it has completed over 90 research projects commissioned by various Government bodies, NGOs and Corporates and also funded by the management.

Research Unit as well as the research studies conducted by the students as well as faculty adhere to the ethical research practice principles.

### **Research Unit:**

*The studies initiated by the Research Unit are sent to the Ethics Committee for approval. The Ethics committee is expected to declare any actual or potential conflicts of interest that affect the research and be honest and transparent throughout the ethical approval process and the research process.*

### **Ethical Guidelines for Research**

- ▶ **Avoid bias:** The quality of research is threatened whenever the researcher consciously or unconsciously introduces a bias that can interfere with the results of the study. For this, the researcher/s should observe neutrality in research. In social work research, the researcher/s have to keep extra aware of this as the role of research can get overshadowed by that of a social worker.
- ▶ **Seeking informed consent:**
  - Inform participants about purpose of research
  - Answer their questions pertaining to the study
  - Seek permission for data collection from them. Research participants must give their informed consent to participate in the research, if capable. If not, then assent must be obtained from an appropriate proxy.

- Respect participant’s right to refuse to participate/ answer particular questions
  - Respect respondent’s right to withdraw at any stage
  - Inform participant about intended use of the results
- ▶ **Maintain confidentiality** of the identification data related to the respondents. Participants should be told about any limits of confidentiality and the methods to be used to ensure confidentiality.
  - ▶ **Adherence to highest possible technical standards:** Use of inappropriate research methodology, analysis techniques
  - ▶ No misrepresentation of yourself or your role
  - ▶ No discrimination, exploitation or harassment of the respondents
  - ▶ **Minimum risk-** avoidance of any kind of harm to participant/respondent. The benefits of a research project should outweigh any foreseeable risks and this decision should rest with the sanctioning body.
  - ▶ Social workers engaged in evaluation and research should follow guidelines developed for the protection of evaluation and research participants. They should consult with appropriate IRBs.
  - ▶ Social workers should take steps to ensure that participants have access to appropriate supportive services.
  - ▶ Not breaking any law and indulging into any illegal activity for research
  - ▶ Respect respondent’s culture including moral and legal standards (particularly if different from one’s own)
  - ▶ Avoidance of conflicts of interest
  - ▶ Avoidance of plagiarism
  - ▶ Correct reporting of findings; not ‘inventing’ findings; not using the information gained from the respondents inappropriately.
  - ▶ No plagiarism or intellectual dishonesty: Plagiarism- “failure to give due acknowledgement by copying other people’s work without citation or by copying the work of other students or fellow researchers”. (*Guthrie, 2010*). **Plagiarism is a serious crime in the academic context.**

### **Ethical Duties towards Funding Body /Academic Institution**

- ▶ Find out and follow rules of the institution or funding/commissioning body for approving research
- ▶ Prevention of the misuse of information gathered during research

### **Ethical Guidelines for Research studies with Children:**

- a) Participation is voluntary and based on valid and informed ethical consent.**
- A crucial element of ethical research is that participants in the research should consent to engage voluntarily after receiving adequate information. It's vital to note that this isn't a one-time decision, but rather a continuous process, and researchers must do adequate checks to ensure that participants are still willing to take part.
  - Participants should also be made aware that, even if they provided consent at the start of the process, they have the right to refuse to answer any specific question without providing a reason, to withdraw from the study at any time without providing a reason, and to request that their data be removed from the study.
  - The capacity of a participant to consent must also be considered; this will depend on their level of understanding as well as the potential risks and benefits of participating in research. Consent is required from young people and child(ren), as well as from the parent, guardian, caretaker, or other appropriate adult with a duty of care towards the child.
  - It is appropriate to seek consent (parental, guardian, caretaker, or other appropriate adult with a responsibility of care toward the child) before obtaining assent from the child for younger children.
  - If a child or young person refuses to assent or consent, the parent's or guardian's consent to participate in the research should be revoked as the wishes of the child takes precedence in research.
  - Assent or consent, whichever is most appropriate given the child's cognitive ability and the nature of the research, should be obtained from the children using age-appropriate information and support.

**b) Risk Assessment and Mitigation Plan:**

The staff at the College of Social Work (Autonomous), Nirmala Niketan, Research Unit will conduct a risk assessment and devise a mitigation plan to avoid or minimize the harm, risk, or damage that the children may suffer during the course of study.

The following aspects should be considered while assessing the risk of participants:

- Researchers must assess how vulnerable participants are
- how sensitive the research topic is
- the relevance and acceptability of the research method
- how much strain data collection is likely to inflict on the participant given the circumstances

To help mitigate the risk, researchers should consider

- how they can prepare respondents for participation (as part of the informed consent process) and how data collection can be minimized to reduce distress (for example through taking appropriate breaks or leaving gaps between episodes of data collection)
- The positioning of sensitive questions in a questionnaire, as well as the provision of support services or contact information, depending on the likelihood and severity of the distress caused.
- If support or helpline numbers are provided, researchers must ensure that interviews are conducted when the services will be available. Due to the fact that many services are closed on weekends, it is usually best to avoid conducting interviews from Friday afternoons till Sundays, or before public holidays.
- It is acceptable to provide information or encourage people to seek help if an unmet need, such as depression, is disclosed, after taking the consent of the respondent.

**c) Non-disclosure of identity and personal information:**

Although there are exceptions to confidentiality, such as in cases of child safety, a participant's personal information and identity should not be shared in general.

This confidentiality should be maintained on at least two levels:

- Only those who need to know a participant's identity and personal information should have access to it within an organisation. Normally, this will only apply to those who are part of the immediate research team.

- Beyond the research organisation, findings that are published or made available to others must be written in a way that ensures that personal information and identities are not revealed. This involves paying close attention to the quotes used in reports. Where this is not practicable, such as when there are only a few potential participants, the constraints of confidentiality should be made known to participants before they participate, and the intended dissemination strategy should be discussed. In accordance with the General Data Protection, researchers should have suitable procedures in place to ensure data protection.

#### **d) Ethical application and conduct of research methods**

The Research Ethics Committee, an advisory body with an external chair and a majority of external members, will review, recommend, and approve the approach, tool, and final study, taking into account all ethical considerations.

- Some methodological concerns may have an ethical dimension that should be considered. Designs that are fatally flawed or have an inherent bias that makes the research deceptive or harmful for the child(ren) should be rejected.
- Researchers should pay close attention to whether the study's findings justify the risk of harm or distress caused to the child(ren).
- In their applications, researchers should explain how their research will fill gaps in the evidence base or be useful in policy and practice pertaining to the protection of the rights of the child.
- Researchers must also defend their study design, demonstrating that it is appropriate and robust for the issues under investigation.

Finally, it should be ensured that the researchers are given appropriate training to conduct the study and should be experienced in handling the studies pertaining/involving child(ren).

#### **Ethical Guidelines when Interviewing Children for Research:**

1. It is preferred that the researchers / data collectors are trained in the rights of children.
2. In certain circumstances, for instance when the children to be interviewed have gone through experience of abuse (sexual, physical or emotional) in the hands of the adult of opposite sex, it is preferable that they are interviewed by the researcher / data collector of same sex.

3. Researcher / data collector should find out as much as possible about the child's case (especially in case of children who are institutionalized or in need of care and protection or in conflict with law) prior to the interview.
4. Researcher / data collector should select a space that is safe and comfortable for conversation (include toys, books, games etc. whenever necessary to help build a rapport) and make clear and friendly introductions.
5. Researcher / data collector should establish a rapport with the child before starting with the interview. It is strongly recommended that in the beginning the researcher or data collector does not talk or do things that are related to the negative or traumatic experience the child has experienced in the past.
6. Children need time to put their opinions, feelings and experiences in words. Sometimes due to various reasons, they might need more time to open up. The researcher / data collector should dedicate adequate time for discussions. He/she should not rush or convey their impatience in verbal or non-verbal ways when the child is taking time to respond or has paused before starting to talk again in answer to the question.
7. The researcher / data collector should keep the atmosphere relaxed and informational, rather than interrogational.
8. The researcher / data collector should use appropriate language (that reflects respect and non-judgmental attitude). He / she should use child-friendly language, wherever possible.
9. The researcher / data collector should explain things in a manner the child can easily comprehend. He/she needs to use visual aids when required.
10. Questions need to be adapted in order to take into consideration the age and mental capacity of the child.
11. The researcher / data collector might need to take help of other professionals such as a sign interpreter or a translator and in cases of children who have undergone trauma, a therapist / counsellor / social worker, if appropriate and needed, at the time of data collection. As the presence of any of these professionals mean that they would be privy to the responses of the child, this should be conveyed to the child in related to the concept of shared confidentiality, BEFORE such arrangement is made. These professionals should be called during data collection ONLY IF the child gives consent for the same. Whenever any of these professionals are invited to be present to provide assistance during interviewing the child, they need to sign an agreement (or MoU) regarding maintaining confidentiality of the data.
12. The researcher / data collector should not pursue and press for details when there are signs that the child has told you all he or she knows.
13. The researcher / data collector should not continue asking questions or probing when child is showing signs of discomfort, sadness or agitation. At such times, the researcher should stop the line of questioning immediately. The first course of action on the part of the researcher / data collector should be directed at ensuring the child's mental health. The interviewer / data collector can take assistance of the therapist or counsellor or social worker at such times if required and possible. After the child regains composure, he or she can do any of the following:
  - a. ask the child whether he/she wants to stop the interview and continue at a later date;

- b. ask the child whether he/she would like to take a break for some time and then resume the interview on the same day;
  - c. give the option to the child by asking open ended question as to what he/she would like to do.
14. The data collector / researcher should conclude the interview acknowledging the child's contribution in research, i.e. thanking the child for his/her participation and asking the child whether there is anything he/she wants to ask the data collector / researcher.

(The research team (the faculty and staff involved in a research study with children from the College of Social Work, Nirmala Niketan as well as the staff of the other NGO/s and organization/s who are partnering / collaborating or contributing to the said research study with children are also required to go through the Child Protection Policy of the Research Unit, College of Social Work, Nirmala Niketan).

Source: These guidelines have been compiled from the information given in the books given below:

1. Guthrie, G. (2010) Basic Research Methods: An Entry to Social Science Research. New Delhi: SAGE Publications India Pvt. Ltd.
2. Kumar, R. (2014) Research Methodology: A Step-by-Step Guide for Beginners. New Delhi: SAGE
3. Rubin, A. and Babbie, E. (2008) Research Methods for Social Work. Belmont: Thomson Brooks/Cole
4. 'Toolkit to Combat Trafficking in Persons: Global Programme against Trafficking in Human Beings', an e-document of United Nations Office on Drugs and Crime. URL: [https://www.unodc.org/documents/human-trafficking/Toolkit-files/07-89375\\_Ebook%5B1%5D.pdf](https://www.unodc.org/documents/human-trafficking/Toolkit-files/07-89375_Ebook%5B1%5D.pdf)).

## **COLLEGE OF SOCIAL WORK**

**Nirmala Niketan, Mumbai 400 020**

### **POLICIES FOR THE M.S.W. RESEARCH PROJECT**

**(Revised - October 2019 under autonomy)**

As a part of the academic requirements, an MSW student is expected to opt for a Research project. Students who do not wish to do so are required to write a term paper and take two additional electives in Semester IV. Student who will opt for Research will have to opt for 2 electives in last semester. Students who will select Term paper will have to opt for 4 electives in last semester.

The research assignment will be given to student at the end of I semester. Student will have to submit this assignment in the beginning of II semester.

#### **Objectives of the Research Project**

Following are the objectives to be achieved through the process of doing a research project:

1. Develop skills in the application of scientific methodology in the study of social work related topics.
2. Learn the application of the statistical procedures in order to interpret the research findings.
3. Develop skills in writing a research dissertation in an organized, systematic and logical manner.
4. Encourage the process of independent study and orderly presentation that can contribute to social work education and training.

#### **I. Project related work in the First and Second (MSW) Year**

##### **i. Selection of Topics:**

A research committee is constituted to oversee the research projects of the MSW students. The committee is responsible for the final selection of the students and their topics for research. Students have the option of selecting one of the topics from the list of topics drawn up by the research committee in consultation with the faculty members



OR they can choose a topic of their choice and get approval for the same from the research committee. The topic for research should be feasible and relevant to the field of social work and suitable for the use of survey research methodology. There are certain questions that might help while selecting a suitable topic for research:

- Is the research topic linked to field of social work?
- Is the research topic a new one? If there have been prior studies, does the student plan to replicate research topic to verify its conclusions or extend the validity of its findings to a different situation or population?
- Is the research topic feasible in terms of availability of pertinent data, necessary permissions needed from government authorities (if needed), time required to complete the study and anticipated difficulties while collecting the data?

The subject research Methodology Part II of 2 credits will include topics like construction of tools for data collection, Learning SPSS and report writing. The assumption is to help the students to develop necessary skills and abilities for doing research in social work. A student selected to do the Research Project is expected to identify a topic for study and write a 'Research 'assignment" Proposal' and submit it on the specified day. As a part of their syllabus in II semester all the students including those who have not opted for research will prepare tools of data collection. They will be a part of SPSS training and learn to write a research report.

Students are expected to collect the required research data by June 2020. Those who do not finish data collection for their research at the beginning of the third semester will compulsorily have to switch to a term paper.

The Research Committee will assign guides for each student selected to do the Research Project by January month of second semester. No change in the research topic is allowed after the same has been presented in the 'Research Proposal' seminar. However, if a change is recommended by the respective research seminar panel and the research guide, the research committee can make an exception to this rule.

A research student will not be allowed to change the topic for whatever reasons, once the period for field data collection (during summer vacation) is over. In such a case the student concerned would have to opt out of research and do a term paper instead.

Format for a research assignment proposal: The proposal normally consists of the first two chapters of a research thesis or research report, namely introduction, rationale

including the literature review, and the research methodology. In order to make it simple for the students, the proposal is split into two parts; the first part will deal with the problem formulation and research design and the second will address the concepts, variables and tools of data collection. These two parts will be presented by the research students in three separate research seminars as given in the policy of the research project.

## **ii. About the General Methodology of the Research Projects**

The research project will use the quantitative methodology, involving the statistical analysis of data.

Sampling: The minimum sample size will be 50; however students are encouraged to select a larger sample, wherever possible. Appropriate scientific sampling method should be used and the rationale for the selection of a particular sampling method should be given in the research report.

Pre-testing of the Tools for Data Collection: Students are required to do the pre testing of their respective tools of data collection after the Proposal Seminar III and before the closing of the College for summer vacation. The students are expected to seek the approval of the final tool from the guide, after pre testing, Students are expected to follow the protocols to get the permission to use certain standardized instruments for the study. Students are expected to contact field experts to get their opinion and guidance on the tools developed. Review of the tool by field experts is a prerequisite.

If the data collection tools are prepared in English but would be translated in local language for data collection; it is preferable that students also get the back-translation of the tools done to ensure correct translation and validity of the data collection tools. After the pre testing, the feedback of the respondents and the suggested changes in the tools need to be mentioned in the Methodology chapter.

Data Collection: Research students are required to use their summer vacation (April (after exams), May to June) for data collection so as to facilitate the completion of their project on time. In case this is not possible due to unavoidable circumstances, the student should appraise the guide immediately after the College reopens. It is up to the student to find suitable time after college and field work hours for completing their data collection. Under no circumstances would the students be permitted to absent

themselves from lectures, field work and other academic requirements for this purpose. Further, they should be able to complete the data collection by the first week of July (Semester III).

### **iii. Ethics in Research**

The research student should strictly observe the norms of written “informed consent” from the respondent for any study. Filled consent forms should be brought at the time of Viva.

Further they have to be accountable to their respondents for the data collected. Wherever possible the findings should also be used for the benefit of the respondents. Research students are encouraged to select topics that can be studied with the support of an NGO or community based organization, so that the students can provide feedback to the respondents through these organizations. In case where such link with the organizations is not possible, the student will have to ensure that they get the written consent from the respondents directly and also explore ways to provide feedback from the studies to their respondents.

The other important ethical principles to be followed in a research are:

- **Objectivity:** The student needs to consciously take an unbiased stand. The objectivity in research also means being true to the data and not letting one’s personal opinions and values influence the representation of the data.
- **Unconditional regard and non-judgmental attitude:** A non-judgmental attitude is very important to be able to elicit honest and open data.
- **Confidentiality:** The identification data of the respondents needs to be kept confidential. Proper care should be taken while planning the venue of the interview that it will offer the possibility of protecting the respondent’s identity. While writing the research report, enough care needs to be taken to prevent deductive disclosure, especially in studies that have unearthed sensitive data.

### **iv. Providing for Validity/Reliability**

When a research student deals with concepts/constructs that are not widely used, s/he must ensure that their operational definitions and the indicators (variables) chosen are

valid. Operational definitions are also useful for concepts that have been widely used because they clarify the scope of the study.

The students are encouraged to search for and use standardized scales for measurement of concepts wherever possible.

### **III. Research Seminar and workshop**

Seminars and workshop will be organized at each stage of the research process. It is meant to assist students in improving their skills and performance along the way. Attendance at these seminars is compulsory.

#### **1. Research Proposal, Literature Review and Methodology:**

This will be covered in I semester as a part of syllabus on research methodology I. The subject will cover topics like problem identification, rationale of the research, literature review, formulating objectives, identifying concepts and operational definition, identifying research design, sampling and tools of data collection. The practice sessions in the class room will be a part of the subject / course 'Research Methodology part II'.

#### **2. Research Seminar I – Presentation of the Proposal by the Eligible Candidates**

A research seminar will be held in the month of January (2nd Semester). Research students are expected to present their research proposal at the seminar to the Research Committee. A copy of the proposal is to be given by the research students to the fellow research students and the faculty guides, including those members of the research committee, at least two days prior to the seminar.

#### **3. Research Seminar II – Final Presentation of the Proposals by the Eligible Candidates in Panels comprising of the Research Committee and the Guides**

Approximately one week after the first presentation of the proposal, students will be presenting the revised research proposal to the panels consisting of research committee members and research guides. Besides the study objectives and hypotheses, it should contain the key concepts and their operational definitions. The

students are supposed to make amendment and additions as suggested in the seminar in consultation with the guide before the next research seminar.

#### **4. Research Seminar III - Tools of Data Collection**

This seminar will be held in the last week of February (Semester II) when the students will present the tools for data collection. It should be made clear as to how the student is intending to measure the variables through the instruments devised.

To note: If Covid situation continues, seminar III will not be conducted for the students. Students will work with assigned guides to prepare and get sanctioned the tools for data collection.

A copy of this presentation must reach all concerned, at least two days prior to this seminar.

Student is expected to work to improve their tools for data collection based on the suggestions given by panel. Student should meet their respective guide to discuss and get final approval of their tools before they start data collection. Students are required to do the pre testing of their respective tools of data collection before they start data collection. This should be done before the closing of the College for summer vacation.

- 5. Research workshop I:** There will be two days workshop on Sharing of data collection strategies and experiences, Academic writing and introduction to SPSS. This seminar will be held in the month of June (Semester III). The students will share their data collection experiences and report the progress done so far. The students are expected to also write the first draft of the first and second chapters (Introduction and Literature Review) during the vacation. The schema of these chapters will be shared during this seminar which will give an opportunity to the students to incorporate suggested changes in the same if needed. The students will also present their plan of analysis.

The workshop on SPSS will include inputs on data entry, code book preparation and how to choose appropriate statistical tests based on criteria such as levels of measurement of the variable, objectives of the research and the nature of the hypotheses. The workshop will also cover when to use parametric and non-parametric tests, besides this, the workshop will also include inputs on presentation of the data (tables and graphs).

6. **Research Workshop II:** Inferential Statistics, Interpretation of Data and Writing Analysis (Chapter 3) – This workshop will focus on inferential statistics which will includes how to prepare frequency tables, cross tabulations, multiple response tables and interpreting scales and Indexes. Input on what are the different ways in which a relationship between two or more variables (Chi Square and Correlation) can be assessed and how to test a hypothesis. The workshop will include inputs on data interpretation.
  
7. **Research Workshop III:** Writing of Chapter 3 (Analysis chapter), How to write Chapter III, prepare conceptual framework and poster making by research committee.
  
8. **Research Workshop IV:** Writing Chapter IV Discussion chapter. This workshop will be conducted in January month of IV semester research committee.
  
9. **Research Exhibition V:** Research Poster Exhibition and Presentation of the major findings of the study – The fifth research seminar will be held in the first week of March wherein a research poster exhibition will organised which will be open to other students as well as faculty of the College. The final draft of the research poster needs to be submitted to the research guides prior to the seminar.

#### **IV. Submission Schedule for the students**

A detailed submission schedule will be given to the students in the beginning of Semester III for the submission of draft chapters to the guides and this should be scrupulously followed. A date in the month of January will be proposed for the centralized submission of chapters 1, 2 and 3 to the college office and that in the month of February will be proposed for the centralized submission of chapter 4. Submission of the complete research report with front pages (including acknowledgement, abstract, and table of contents) and annexures will be submitted on the day of research poster exhibition. The research internal marks grid will be shown to the students for their reference. Ten marks has been allotted for four main centralized submissions. Marks out of 10 will be given by the research guide based on relevant criteria such as content, language, analysis, regularity, punctuality, participation in research workshop and

poster preparation. The research project of the students failing to meet these deadlines might not be examined for the academic year.

## **V. Final Report**

The final report should be made as per the guidelines given in this manual. The final typed unbound manuscript must be submitted to the guide ten days before the date of final submission to the College office in March. The student should submit the final unbound 2 copies of the report to the College for assessment on the stipulated date and time as given in the College calendar. Under no circumstances will this condition be relaxed.

After the Viva-Voce (examination) the student is expected to submit the bound copy of the manuscript to the College office, with corrections, if any. The final bound copy of research after correction should be submitted in library staff one week after exams. Failure to do so will mean a deduction of 10 marks.

## **VI. Assessment**

The internal assessment which is for forty percent (40%) of the total marks include the following:

- a. Adhering to the time schedule given.
- b. Following the instructions of the guide.
- c. Attending and participating in meetings, workshops seminars.
- d. The quality of the drafts submitted in terms of content, analysis, presentation and language
- e. Personal responsibility in self learning

The guide has the right to withhold his/her signature to the final copies of the research study and thereby the final submission of the same for the University examination, in the event of the following:

1. Inferior quality of content of the thesis
2. Non – adherence to time schedule and irregularity in submission of drafts.
3. Failure to meet guide at regular intervals.
4. Non – compliance with the guide’s suggestions and recommendations.

To facilitate internal assessment grid, the student is expected to maintain a file of all draft chapters submitted along with the signature, date and remarks of the guide and produce the same whenever required. The concerned guide will issue warning letter to the student who fails to comply with the above, with copies of the same sent to the research coordinator. The research committee will review the research projects of such students after the centralized submission in the month of January.

By third week of February of the academic year the student will be informed about the guide's decision regarding signing the research, which will be made in consultation with the research committee. Withholding of the signature by the guide will result in non acceptance of the research project for final submission to the University for Examination and the administrative section of the College will also be duly informed in writing about the same.

Editing of the research report and corrections of grammatical mistakes will not be undertaken by the guides. The external assessment will comprise of the performance of the student at the Viva-Voce and the quality of the research study in terms of the content (literature review, methodology, analysis, conclusions & recommendations), presentation and language, abstract and consent letter

## **Writing a Thesis/Dissertation**

### **Elements of the Thesis or Dissertation**

A thesis must be an original work which makes a significant contribution to knowledge in and understanding of a particular field of study. It demonstrates its relationship to the general corpus of knowledge in the field. In short it is the presentation of the results of original research in a critical and scholarly fashion. For these reasons it is essential that an appropriate and satisfactory literary presentation is adopted.

### **I. Format of the Thesis/Dissertation**

**The research dissertation should include:**

1. The Preliminaries
2. The Text
3. References
4. Appendices



## 1. The Preliminaries

This section is composed of:

- i. Title Page.
- ii. Acknowledgement.
- iii. Abstract
- iv. Table of Contents.
- v. List of Abbreviations
- vi. List of Tables.
- vii. List of Illustrations

### i. **The Title Page**

It includes the exact title of the dissertation in block letters, centered at the top of the page, with the subtitle immediately below it in small letters. At the centre of the page, the following should be computer typed.

**Research Project Report**

**Name of the Research Study**

**Name of the Student**

**A research project report submitted in partial fulfillment of the requirements for the  
Degree of Master of Social Work (MSW)**

**University of Mumbai**

**College of Social Work, Nirmala Niketan**

**Mumbai-400 020.**

## Month, Year

The name and address of the College of Social Work should be placed to the middle at the bottom and below that the month and year.

### ii. Declaration:

Declaration by the student about the authorship and authenticity of the research project. The specimen declaration is given below:

#### Declaration

I, [full name of the student], hereby declare that this dissertation entitled '[full title of the dissertation]' is the outcome of my own study undertaken under the guidance of [title, full name, and designation of the guide], University of Mumbai, College of Social Work, Nirmala Niketan, Mumbai. It has not previously formed the basis for the award of any degree, diploma, or certificate of this Institute or of any other institute or university. I have duly acknowledged all the sources used by me in the preparation of this dissertation.

[Date, month, and year]

[Signature of the student]

[(Name of the student)]

### iii. The Acknowledgement

Included in this part is the acknowledgement for the various kinds of assistance the researcher received during the course of the study. The language used in the acknowledgement should be formal.

### iv. An Abstract

#### *Presenting an Abstract*

An abstract or executive summary of the research study, consisting of the problem statement, methodology and the findings in one typed page (single space) will have to be presented in the beginning of the report after the acknowledgement. It should be written in past tense; it starts with a brief but clear mention about what the study is and the purpose of the present study. In the following paragraphs there should be a brief description of the methodology of the study.

This should be followed by the summary of findings and in the last paragraph, the implications of the findings of the subject studied.

v. **The Table of Contents**

The table of contents should follow the Acknowledgement and Abstract. The table of contents should show chapter and section titles (if any), demonstrating the relationship of the parts to each other by (if appropriate) identification and numbering. Chapters and sections should be referenced to their page numbers. The chapter number should be in capital Roman numerals. The chapter headings should be in capital and bold, with the corresponding page numbers and the sub-titles below the chapter should be in small letters with capitalization of principal letters (Title case).

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4.2 – 4. ___ Discussion on the major findings of the research linking it to theoretical perspectives and previous studies on similar topic	
4. ___ Recommendations	
4. ___ Conclusion	

References	
Appendices	
Appendix 1: Request letter specimen for sample identification (if used)	
Appendix 2: Consent letter specimen	
Appendix 3: Data collection tools	
Appendix 4: Recommendations of the experts (if taken) for the data collection tools; Changes made based on pilot testing of the tools	
Appendix 5: Maps, News clipping (if any)	

**vi. List of Tables**

A list of tables should follow the table of contents on a separate unnumbered page. It should include the table numbers in Arabic numerals and the titles in small letters. Tables contained in appendices are included in the list.

List of Tables (specimen)

**LIST OF TABLES**

<b>Table No.</b>	<b>Page</b>
<b>No.</b>	
1.1 Estimated Housing Demand and Supply in 1991 in Mumbai	
1.2	5
.....	
2.1 Relationship between participation and satisfaction	50
2.2 .....	
2.3 .....	

**vii. List of Illustrations**

The list of illustrations will take the same form as the list of tables and should be presented on a separate unnumbered page. If different types of illustrations are included, this list can be subdivided into headed section like Figures, Maps, Charts, etc. Assign the figure numbers in a consecutive series in the order in which they appear in the text. Figures contained in the appendices are included in the series.

List of illustrations (specimen)

**LIST OF ILLUSTRATIONS**

<b>Figures No</b>	<b>Page No</b>
1.1 Age distribution of respondents	26
1.2 Sex	27
1.3 Religion	27
1.4 Educational level of respondent	33
.....	
.....	
.....	
2.1 Participation in the programme	48
.....	
.....	
.....	
3.1 Participation by Religion	52

## Maps

1. Map of Ward A 18

2. Map of Ward B 19

**NOTE:** All pages of the preliminaries (Prefatory material) are numbered at the center of the bottom margin with lower case Roman numerals ( i, ii, iii, iv).

## 2. Text

The main body of text follows the Preliminaries. It should be divided into well- defined divisions, such as chapter or their equivalents.

Chapters are divided by the important divisions of the investigations. Each chapter should begin on a new page. The scheme for chapterization is as follows:

Chapter I - Introduction and Literature Review

Chapter II - Methodology.

Chapter III - Research Findings.

Chapter IV - Discussion, Recommendations and Conclusion

### **Chapter I - Introduction and Literature Review**

**Focus is mainly on theoretical background and literature review.** It includes the problem statement, literature review, the delimited scope of the research, rationale for the present research and study objectives and hypotheses, if any. It also includes the questions of the study which are presented after the objectives. Questions of study are integrally linked to the problem identified and study objectives.

### **Chapter II - Methodology**

**Focus is on research design including sampling strategy and data collection.** It discusses key concepts and their operational definition & the research design, sources of data, sampling techniques and procedures, data collection strategies, data processing and analysis plan, the scope and limitation of the study.

The student has to give the reason why particular design is chosen for the study. Specify whether it is a sample survey and if so, the details of sample design. Give a brief description of the size, location, characteristics of the community or other geographical unit from which the sample will be drawn, along with the reasons for selecting this particular population or area for the study. Wherever possible mention about the universe of the population from which the sample will be selected.

In this part, the student should also provide the following: From whom will information be solicited? In other words, who will be the respondents? For example, if the sample consists of 'n' families, from which family member will the information be obtained?

Specify the sampling technique to be used along with the other selection criteria, if any. Mention the sample size proposed.

At the end of this part, the student should give the overall procedure for the data collection, which includes the time frame for the commencement and completion of data collection, permissions to be sought, and general description of data collection method(s).

### **Chapter III –Research Findings**

In this chapter, the researcher should present the data using appropriate statistics and provide the data interpretation in simple and clear manner without discussing their theoretical implications. Results may be presented as a unit by itself. Results should contain statistical summaries and reductions of the data and not the raw data itself. Present the results in logical sequence. If necessary or if possible, divide the results into readily identifiable sections. A logical division is to present all data pertinent to the examination of specific variables. In doing this, one should be guided by the research problem and the hypotheses. If you are testing a hypothesis, give some indications as to whether the data did or did not support the hypotheses tested. Use a heading for each sub-topic. Major topics should have only side or paragraph headings. Major side headings should be underlined whereas paragraph heading should not.

After each heading, start the section with an overview statement, to describe what the section is about.

Results should be presented with relevant statistics without citations and discussions of implications for them and practice



## **Chapter IV - Discussion, Recommendations and Conclusion**

In this chapter the discussions should be done thematically and not finding wise (as given in Chapter III). In other words, it should not be a repetition of the result presented in Chapter III, both in sequence and content. This chapter should include linkages to chapter 1 and 2.

The word 'Discussion' may be described as a narrative that provides all the details, evidence and data needed by the reader to understand what the author was trying to do, what he/she actually did and found out, as evident from chapter III. In this chapter the researcher should discuss the implications of the findings made in chapter III in detail. The results of the hypotheses tested and its implications, explanation of findings in the light of prevailing research findings and theories, implications for social work practice, etc. are to be mentioned here. The chapter also contains the major findings of the study, including a brief summary of hypotheses tested, if any.

The chapter ends with identifying areas of social work intervention in the form of recommendations, areas for further research, if any and a clear and concise conclusion drawn in relation to the study objectives.

### **3. Reference List**

The third part of the report includes the reference list. The American Psychological Association (APA) style of references listing is to be followed. The same is elaborated below from the web page of APA. (<http://www.apastyle.org>) According to the APA style all entries should be double spaced. However, to conserve space students are requested to use single space while writing the reference list.

Note: Except the first time in each entry all other lines are indented 5 spaces

## **Introductions, Prefaces, Forewords, and Afterword's**

Cite the publishing information about a book as usual, but cite introduction, preface foreword, or Afterword (whatever titles as applicable as the chapter of the book.

Funk. R &Kolin, M. (1998). Introduction. In E.W. Ludlow(Ed). Understanding English Grammar (pp.-2). Needham, M.A: Allyn and Bacon.

## **Levels of Headings**

Headings are used to help guide the reader through a document. The levels are organized by levels of subordination, and each section of the paper should start with the highest level of heading. (APA style, Sixth edition 3.03)

<b>APA Headings</b>	
Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading</b>
2	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase heading with a period.</b>
4	<b><i>Indented, boldface, italicized, lowercase heading with a period.</i></b>
5	<b><i>Indented, italicized, lowercase heading with a period.</i></b>

## **4. Appendices**

An appendix contains supplementary materials that are considered necessary for interpretation, or support or simplification of the text. The main development of the text is incomplete without it, but the appendix material may be essential for close analysis of tools and procedures used, manipulation performed or almost any other matter touched upon in the main text. the overall aim is to put the information supporting or supplementary to text, in the appendix. Some typical contents of the appendix may be Questionnaire or Interview Schedules, maps, letters, data tables, flow diagrams, photos, sketches, operational procedures and any other material or

information that you feel could be helpful to the readers in understanding what you did, why you did it and how you did it.

List both the appendix letter and title in the table of contents. Start each appendix on a new page. If there are several appendices, identify each with consecutive capital letter and its descriptive title.

### **Some Instructions for Writing the Dissertation**

#### **1. Presentation of Tables**

The criterion for using a table to express some result is whether the reader will need to refer to it. If it is going to be used as the report is read, the table should be included. If the reader will be able to understand the result without referring to it, but many want to consult it later, it may be included in the appendix. What is presented in the graph should not be repeated in the form of a table.

A table should follow immediately after it is first mentioned in the text. But when it is not possible to accommodate it fully on the same page, it should be placed broadside, with the table number and title on the binding side of the page. Very wide tables may be folded and the folds should be parallel to the length or breadth of the dissertation. Every table should be given a title and serial number and it should be typed above the table. The style of presenting the title of the table will be, first dependant variable.

Tables are generally read from the top down in the first column and to the right. The first or left column normally lists or contains the dependant variable and column to the right are devoted to the independent variable.

Horizontal lines could be drawn while drawing tables to differentiate frequency/percentages of respective categories. Also sufficient space could be given between the categories of variable presented vertically.

Numerical entries of zero should be explicitly written rather than indicating them by a dash or a dotted line. These latter notations are generally reserved for data that are missing or unobserved. A numerical entry should not begin with a decimal point for example, write 0.5 not .5.

If the data in the table are borrowed from another thesis or a paper, acknowledge their source in a footnote, just below the bottom horizontal line of the table. Given below are the specimen of a frequency table (or uni-variate table) and a cross-tabulation (or bi-variate table)

Specimen of tables:

**Table -1**

**Awareness Level (regarding the Disability Act, 1995) of the Respondents**

Awareness Level	Distribution of Respondents	
	FrequencyResponse	Percentage
High	78	27.7
Medium	134	30.7
Low	68	14.6
Total	280	100

**Table - 2**

**Number of respondents who showed different levels of readiness to take action against injustice among different levels of awareness about the Disability Act (1995)**

Readiness to take action against injustice	Awareness about the Act (Percentages are given in the brackets)			Total
	High	Medium	Low	
High	94 (85.4)	9 (8.2)	7 (6.4)	110 (100% of respondents with high readiness to take action; 39.3% of total sample)
Medium	37 (26.1)	58 (67.4)	11 (21.2)	106 (37.9% of total sample)
Low	11 (7.7)	19 (22.1)	34 (65.3)	64 (22.8% of total sample)
<b>Total</b>	142 (100% of respondents with high awareness; 50.7% of the total sample)	86 (30.7% of the total sample)	52 (18.6% of the total sample)	280 (100.0)

The data presented in the tables shall be in both frequency and percentages. The percentages can be given in parenthesis, next to the frequencies. A bi-variate table presents data of two variables in column percentages and row percentages simultaneously. These variables are therefore referred to as column variable and row variable. Column variable is usually the independent variable; row variable is usually the dependent variable. Column percentages are computed using column totals as a base and row percentages are computed using row totals as base.

## **2. Presentation of Figures**

The research student is allowed to use figures consisting of either color or black and white graph and chart in the report. The student may however give maps in the appendix. The student will not be allowed to use pictorial graphs, photographs, poems in the report or in the appendix.

## **3. Numbers**

Numbers from 1 to 10 are written in words and those beyond are written in Arabic numerals. Numbers involved in statistical discussion, percentages, decimals, dates, street and telephone numbers, the sum of money, etc. should be in Arabic numerals.

- Never begin a sentence with a numeral. Spell out the number in words or place it in the middle of the sentence.
- Fractions are spelt in words. Example, one tenth, one fourth, one third or half.
- Spell out the time of day in words except when abbreviations a.m. or p.m. is used
- Do not use symbols in the text. Example % is written as percent.  $X^2$  is written as chi square.

## **4. Grammar**

The language used should be grammatically correct. Spellings including hyphenation should be correct. The text is written always in the third person language and never in the first or second person. A Standard English Dictionary can be taken as the authority for spellings.

Present tense is used in the first chapter. Past tense is used in the second and third chapters. Again present tense is used in the last chapter.

No abbreviations should be used in the text such as Mr., Ms., Mrs., Messrs., Dr., Hon. Esq., Sr., Fr., Jr. The abbreviation 'etc' is not permissible.

All other abbreviations used in the research report should have its full-form written at the beginning of the report. This page is kept immediately after the page of contents.

## **5. The Manuscript(Mechanics of Typing)**

The manuscript of the thesis should be typed in accordance with a generally recognized format. The A4 size ( $11^{3/4} \times 8^{1/4}$  inches) bond paper must be used to type the manuscript.

Use 1.5 line spacing for the text; and see that it is as uniform as possible in terms of length and number of lines per page. Use single spacing for quotes of more than 40 words and the same

has to be indented five spaces from the margin. Omit quotation marks and use block format when doing this.

Twice 1.5 line spacing is left between the title of the chapter and the beginning of the line in the first paragraph. Twice 1.5 line spacing is used between the end of one paragraph and the beginning of the next paragraph.

### **Margins:**

Leave a margin of 1.5 inches on the left and one inch on all the other three sides on every page of the typed dissertation.

**For computer typing the suggested font size is 12 and for quotations it is 10. The font type of 'Times New Roman' has to be adhered to. The final print should be presented in laser print.**

### **Pagination:**

Assign a number to each page except the Acknowledgement, Abstract & Table of Contents. Pages of the main text, except the first page of a Chapter I and of the References are numbered in the upper right hand corner. The preliminary pages beginning with the title page (which is not numbered) are numbered in small Roman numerals. Beginning with the introduction, the pages are numbered consecutively through the remaining pages, including references and appendix, with Arabic numerals. Pages are numbered consecutively.

The length of the research project should not be less than 80 typed pages and not more than 120 typed pages.

### **The Binding of the Thesis**

The Research dissertation is to be bound in black vellum or cloth over cast, corner uncut, with the title, name of the researcher and date lettered boldly on the spine in gold ( $\frac{1}{2}$  inch to  $\frac{1}{2}$  inch letters). The bound front page must include the title of the study, name of the student & guide and the name of the College, followed by the month and year of submission.

***Revised draft 2022.***