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**Revised Guideline for Dissertation (Paper-15-Old and Paper-17-New) for MSW Part-II**  
**(Applicable for Batch: January 2023 and onwards)**

Department of Social Work under the aegis of School of Professional Studies has revised the guideline for writing Dissertation (Paper 15-Old and Paper-17-New) for MSW Part II.

Social Work is a profession as well as an academic discipline, which aims to enhance the social functioning of the individual, groups and communities by the application of some very scientifically developed methods. The discipline of Social Work is committed to work in the different levels Micro, Mezzo as well as Macro levels. It works directly with the individuals and small group at the same time it works with large communities, and engages itself with in advocacy, networking as well as policy formulation.

According to the International Federation of Social Work (IFSW), 2014 “Social work is a practice- based profession and an academic discipline that promotes social change and development, social cohesion, and the empowerment and liberation of people. Principles of social justice, human rights, collective responsibility and respect for diversities are central to social work. Underpinned by theories of social work, social sciences, humanities and indigenous knowledge, social work engages people and structures to address life challenges and enhance wellbeing”.

Before going any further we must have to realize the fact that, human beings often fall easy prey to these social problems, from which they cannot come out of their own. Thus we first have to understand, why do people suffer from these problems, how does these problems arise, who are responsible for creating these problems, to what extent these problem exist in our societies, how do we perceive such problems and how can we put an end to these problems. It is the duty of the Social Workers to answer these questions, and this can be done by understanding some theories and perspectives of Social Work which will help us to go deep into the matter and frame our views in this connection These theories help us to know why certain things happened and what may be its consequences in the future. Social Work Discipline, is to a great extent related to other disciplines like Sociology and Psychology. Thus many of the theories are taken from some allied disciplines while some theories are related to the core indigenous perspectives of Social Work. The following theories may help us to carry out our investigations of selected social problems.

❖ **Theories for Social Work (Originating in other disciplines)**

- Theories of Personality
- Learning Theory
- Behavioral theory
- Cognitive theory
- Theory of Social Disorganization
- Theory of Social Stratification
- Social Control Theories
- Theories of Social Deviances
- Anomie Theory
- Critical Theory
- Conflict Theory
- Social Choice Theory
- Differential Association Theory
- Labelling Theory
- Compensation Theory
- Feminist Theory
- Post Modern

## ❖ **Theory Theories of Social Work (Indigenous Theories)**

- Ecosystem Perspectives
- Strength Perspectives
- Anti-oppressive Theory
- Empowerment/Advocacy Theory/Model
- Crisis Intervention Theory
- Family life cycle theory

### **Social Work Research Methodologies-**

Social Work must have its own indigenous methodologies to investigate cause and effects of the social problems. This is a discipline which explores, analyze, describes and understand the various social relationships and their impact on the lives of the human beings. Therefore, Social Work may adopt both Positivist as well as Heuristic epistemologies for carrying out its investigations. Positivist approach will help us to carry out an evidence-based Research, and the information thus gathered will be helpful in chalking out more effective problem solving practices. The Heuristic approach on the other hand helps to understand the problem from the respondent's own perspective and thus gives a rich detail to the problem and increases the scope for inclusion of marginalized segment also. Thus the Researcher must be careful in planning a Research Methodology which would be in accordance with the area selected for carrying out the research.

### **Format for writing Dissertation Report**

The learners are expected to remember and incorporate the following points while writing their Dissertation. A learner has to take guidance from an approved empaneled Dissertation Guide of MSW of NSOU.

- ❖ **Section of the Topic-**The topic must be pertaining to Social Work issues or relevant social issues/problems and have enough scopes for Social Work Intervention/practice.
- ❖ **Title of the Study-** Title must highlight the Social Work related topic along with the Target Group and Geographical Area where the study would be conducted.

### **Table of Contents**

- 📖 **Front Page / Cover Page (Should include Title of the Study, Name of the Study Centre with code, Enrollment No. and Roll No., Session)**
- 📖 **Dissertation Workshop Participation Certificate**
- 📖 **Certificate of Guide/Supervisor**
- 📖 **Declaration**
- 📖 **Acknowledgement**
- 📖 **List of Abbreviations**
- 📖 **List of Tables**
- 📖 **List of Figures**
- 📖 **Content**
- 📖 **Abstract**
- 📖 **Introduction**
- 📖 **Review of Literature**
- 📖 **Objectives**
- 📖 **Methodology**
- 📖 **Data Analysis/ Major Findings**
- 📖 **Results and Discussions**
- 📖 **Suggestions / Recommendations**
- 📖 **Conclusion**
- 📖 **References / Bibliography**
- 📖 **Appendices (As applicable like Interview Schedule / Questionnaire, Area Map etc.)**

### **CHAPTER-I: INTRODUCTION**

**Introduction-**A brief prelude and statement about the contemporary problem/issue.

#### ***Significance of the Problem-***

- Genesis of the Problems which should be substantiated with enough statistical data
- Contemporary problems
- Problem in International and National scenario

- Relation of the study with areas/ theories of Social Work

## **CHAPTER-II: REVIEW OF LITERATURE**

### **Review of Literature**

Review of Literature is a very important part of any Dissertation, as it helps us to understand the topic of research by reviewing the already existing secondary data. A thorough and critical literature review enables us to plan our Research Design, frame our Objectives and chalk out Methodologies. As many as contemporary (may be last 10-years) Journals/ Articles as possible to be reviewed with critical analysis. Following table may be used to give the analysis of the Literature Review.

Source/Author/ Citation	Type of Study	Methodology Adopted	Data Collection Approach	Purpose/ Aims	Limitation	Result/Findings

Based on the thorough Review of Literature, a researcher would be able to figure out the research gaps and thus frame the objectives of study and will find out the scope and need for further studies.

### **Rationale of the Study**

Why the particular topic was selected by the learner must be specified here from the learner's own perspective. In this segment the Researcher would justify why she /he has taken up the given study and how will the study will contribute to the discipline of social work.

### **Objective of the study**

The Researcher would give an idea about what is to be explored from the study. The Objectives can limit to 4-5 as per the requirement. The researcher should avoid overlapping of the objectives.

## **CHAPTER-III: METHODOLOGY**

### **Methodology**

What would be the relevant or pertinent methodology for your study and why is it important.

### **Research Approach**

Research Approach to be specified as per Qualitative / Quantitative or Eclectic (Mixed Methods).

### **Universe and Sample of the study**

Define the Universe and Sample size. Logic for choosing a sampling method and sample size for the study.

### **Research Design**

Explain your Research Design as per your study. Whether the research is Explanatory or Exploratory or Descriptive type. Give your justification for choosing a particular Research Design.

### **Tools of Data Collection-**

Specify the data collection tools for primary and secondary sources of data. Illustrate the process for data analysis. Ethical Concern (Consent) if any must be taken from the concern stakeholders.

## **CHAPTER-IV: DATA ANALYSIS**

### **Profile of Respondents-**

Narratives of the case studies /oral histories and profile of the respondents or participants must be given and discussed as per as the Qualitative / Quantitative or Eclectic Research Design.

**Data Analysis:** Analysis and interpretation of collected data

**Limitation of the Study:** Limitation of the present study in terms of areas covers, sample size etc.

## **CHAPTER-V: MAJOR FINDINGS**

### **Major findings**

Results of the data analysis based on the objective of the study must be given here systematically.

## **CHAPTER-VI: DISCUSSION AND CONCLUSION**

### **Discussion and Conclusion**

Summarization and drawing conclusion based on the findings. Your observations and suggestions about the study. Scope for Social work interventions must be given, along with the role of Social Workers, NGOs and Government organization as relevant.

### **References and Bibliography**

Proper citation/references/bibliography should be given to avoid plagiarism in APA style with latest version.

**Appendices:** Attach annexures like a sample copy of Interview Schedule/Questionnaire/FGD/Case Study/Area Map etc. or any other relevant documents as applicable.

**Dissertation Workshop Participation Certificate (Original):** All enrolled learners of MSW-II must attend the ‘Dissertation Workshop’ and Dissertation Workshop Participation Certificate (Original) is mandatory to attach with the final Dissertation Report (Paper -15-Old and Paper-17-New).

**Certificate of Guide (Original):** A Certificate of Guide in prescribed format from an approved /empaneled Dissertation Guide for MSW of NSOU is also mandatory to attach with the final Dissertation Report (Paper -15-Old and Paper-17-New).

Without these two certificates in original, dissertation will not be accepted for evaluation. Further, Dissertation Report must be typed **either in English or Bengali. Handwritten/scanned/photocopy copy of Dissertation Report will not be accepted.** The date of submission of Dissertation Report and other necessary details for preparation of dissertation report will notify by the Examination Department of NSOU.

Learners are instructed to take guidance only from an approved / empaneled Dissertation Guide for MSW of NSOU. The list of approved / empanelled Dissertation Guide for MSW of NSOU is available in the university website (<https://www.wbnsou.ac.in>).

Further, an approved/empanelled Dissertation Guide is permitted to guide a maximum of 10 learners in an academic year/session for which they are entitled to get honorarium as per the university rules.

**For academic support learners may contact to:**

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**For any accademic query you are free to write to: [msw.sps@wbnsou.ac.in](mailto:msw.sps@wbnsou.ac.in)**

**For updated and authentic source of information kindly visit the university website only (<https://www.wbnsou.ac.in>)**

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# NETAJI SUBHAS OPEN UNIVERSITY

**<TITLE OF THE DISSERTATION>**

*A Dissertation is submitted to the Netaji Subhas Open University in partial fulfilment for the award of the degree of Master in Social Work (MSW)*

:Submitted By:

**<Enrolment No>**

**<Roll No>**

**<Learner Support Centre with code>**

**<Paper No>**

**Master of Social Work (MSW/PGSW)**

Under the Guidance of:

**<Name of the Guide>**

**<Designation>**

**<Affiliation>**

**<Year/Session>**

## **CERTIFICATE OF GUIDE**

**(From the Empanelled Guide/Supervisor)**

### **TO WHOM IT MAY CONCERN**

This is to certify that Enrollment Number .....  
Roll No....., appeared for PG TEE June/December .....  
of Study Centre/LSC (With Code) .....

.....  
is an enrolled learner of MSW Part-II of Netaji Subhas Open University (NSOU) has worked and  
completed the Dissertation (Paper-17-New / Paper-15-Old) in partial fulfilment for the award of the  
degree of Master in Social Work (MSW) under my supervision and guidance. The Dissertation titled  
“ .....  
.....”

is an original work as per my knowledge. I hereby further certify that the work has not been submitted  
elsewhere. It is recommended that this dissertation may be placed before the examiner for evaluation.

**Date:**

.....  
*Signature of the Guide/Supervisor*

**Full Name in Capital:** .....

**Designation:** .....

**Affiliation:** .....

**Address:**.....  
.....