

GUIDELINES FOR PROJECT/DISSERTATION REPORT – BSW

1. Title page

- Model (Attachment – I)

2. Certificate page

- This page includes the certification of the thesis with the signature of the Research Guide, HOD, and Head of the institution.
- Avoid letter head of the college for giving certificate
- Avoid graphic presentation and other art work
- No need of student signature in this page
- Left side signature by the research guide
- Right side signature by the Head of the department with seal
- Bottom center signature by the principal with College seal
- Model (Attachment – II)

3. Declaration page

- This page includes the declaration by the student
- Signature of student at the end of the declaration with lace and date
- Model (Attachment – III)

4. Acknowledgement

- Acknowledgement page should include the signature of the researcher at the end
- Dedication can be given in the acknowledgement
- Avoid separate page for dedication with graphics and art work since it is an academic record
- No need of preface

5. Content page

- Includes the contents of the report in brief with page number
- Avoid table format for listing contents
- List of tables and figures
- Chapter wise distribution

CHAPTER I- INTRODUCTION

- This is the first chapter of a research report
- It introduces the topic or problem under investigation and its importance
- Gives the theoretical background to the specific area of investigation

- States precisely the objective(s) of the study and in order to give theoretical background precisely.
- Page limit, 3-5 pages
- Avoid all types of *cut, copy, paste* from internet

CHAPTER II – REVIEW OF LITERATURE

- The second chapter of a research report
- Consists of the review of important literature related to the problem under study
- Includes the abstraction of earlier research studies and the theoretical articles and papers of important authorities in the field
- Maximum page limit – 20 pages
- Literature should support the objectives and variables
- References from books and journals is must (15)
- Explanations should be in minimum number of words (one paragraph)

NB: Footnote should be added in every chapters (APA Format), Introduction and conclusion for all chapters

CHAPTER III – RESEARCH METHODOLOGY

Introduction

3.1. Title of the study

3.2. Significance of the study

- It includes a brief idea of the study/introduction chapter
- Maximum 2 pages
- scope, significance and rational of the study should be the content

3.3. Objectives of the study

- General objective
- Specific objectives (3/4)
- The student researcher should be able to study all the objectives

3.4. Hypothesis

- Use hypothesis if the study requires
- Avoid unnecessary hypothesis
- All hypothesis should be tested

3.5. Definition of Concepts

- Defining the variables of the study – two types
- Conceptual Definition – defining the key term in general (citation)
- Operational Definition – defining the concept in the light of the study or how

the concepts is used in the present study

3.6. Pilot study

- Details of the visit and information collected for checking the feasibility of the study.

3.7. Research Design

- It should be clearly written or explained in methodology
- Suitable research design should be selected based on the nature of the study. i.e it should be related to the study
- Justification should be added to explain WHY this design is suitable for the Present study.

3.8. Universe/Population of the Study

- The universe should be finite
- specifying the area or field of the study conducted

3.9. Unit of the Study

- A single unit studied or taken for the resent study

3.10. Inclusion and Exclusion criteria

- included and excluded samples or unit from the study
- It clarifies the nature of the unit taken for the study

3.11. Sample Design

- Minimum sample size -30 (reasonably)
- Use appropriate sampling techniques
- For CASE STUDIES minimum samples – 5/6 cases

3.12. Tools and Techniques

- Clearly define the tolls used in the study
- Details of the scales used, if any, in the study
- Reliability and validity of the scales should be mentioned

3.13. Pre Test

- Details of the pretest done in the study
- result of the pretest

3.14. Collection of Data

- Total sampling or total number of respondents
- Time and period of data collection
- Method of data collection

3.15. Data Analysis and Interpretation

- Methods used in data analysis
- Use of SPSS or other statistical methods
- Testing of hypothesis

3.16. Chapterization

- Distributions of chapters and title of chapters
- All the chapters should have a brief introduction regarding its contents

3.17. Challenges and Limitation of the study

- Problems faced by the researcher during the research
- How the study is limited in the specific area of research

3.18. Ethical Consideration

- The confidentiality of the data collected
- Other ethical values followed as part of the study

Conclusion – conclude the chapter

CHAPTER IV – DATA ANALYSIS AND INTERPRETATION

- It is the heart of the whole report
- It includes the outcome of the research
- Present the collected data either in tabular or graphic form and analyzed with the help statistical techniques – parametric and non-parametric
- The tables/graphs are interpreted and if necessary, the findings are also presented graphically(if applies any statistical tests)
- Citation: Respondents reported that....wrong citation, right citation: It is reported by the respondents that....
- Interpretation of the analyzed data should be clearly be given along with each table/graph
- It is also good that if given a discussion after an interpretation
- Avoid both table and graph for presenting the same data. Either or

CHAPTER V – FINDINGS, SUGGESTIONS AND CONCLUSION

- Major findings of the study, with or without percentile scores/numerical data
- Should include interpretation along with findings in brief

BIBLIOGRAPHY

- APA Format
- Example : Single Author

According to George Lundberg (1946), scientific method consists of three basic steps, systematic observation, classification and interpretation of data.

Lundberg, George. (1946). *Social Research*, New York: Longman.

- Example : Single Author (quoting exact words of author)
Social research, then, like research in physical and natural sciences, seeks to establish, measure, analyse and these associations in all their variety and intensity (Thomas, 1968, p.294).
Thomas, P.T. (1977). “Social Research “in *Encyclopedia of Social Work India*. New Delhi: Govt. of India. p.294.
- Example : Two Authors
Wilkinson, T.S. and Bhandarkar, P.L. (1977). *Methodology and Techniques of Social Research*. Bombay: Himalaya Publishing.
- Example : More than two Authors
Monette, Duane R. et. al. (1986). *Applied Social Research: Tool for the Human Services*, Chicago: Holt.
- Internet is a rich academic resource.
- World Wide Web (WWW) is the easiest and most popularly used browsing mechanism on the Internet.
- When you access the entire Web site (not a specific document on the site), you just give the address of the site in the text.
- It is not necessary to enter in the reference section.
- For examples :
- <http://www.ignou.ac.in>
- <http://www.webct.com/>
- The date of retrieval of the site should be given because documents on the Web can change in content or they may be removed from a site.
- Example: Duchier, D. (1996), *Hypertext*, New York: Intelligent Software Group.
- [Online] <http://www.isg.sfu.ca/duchier/misc/hypertext - review/chapter4.htm> [Accessed on 25/1/99].
- Flinn, S. (1996), *Exploiting information structure to guide visual browsing and exploratory search in distributed information systems* [Online] <http://www.cs.ubc.ca/reading-room/> [Accessed June 1998]

APPENDIX/APPENDICES

- Tools used for the data collection
- Certificate and other permission letter
- Photos and other supportive documents of research

General Guidelines for the Research Report Format

- Font : Times New Roman
- Font Size : Main Headlines -17 point bold
 - : Headlines – 15 point bold
 - : Sub heading – 13 point bold
 - : Text – 13 point
- Line spacing: 1.5 spacing
- Margin-1.5 on left and 1 on all the other three sides
- Do not use paper with border, college name or other decorative motifs
- Avoid course title in all pages

Attachment – I

TITLE OF THE STUDY

**A dissertation submitted to the University of Calicut in the partial
fulfilment of the requirements for the award of the Degree in
BACHELOR OF SOCIAL WORK**

(NAME)
(REG. NO)

Logo of the
institution

(NAME OF THE DEPARTMENT)

(NAME OF THE COLLEGE)

(PLACE)

(YEAR)

Attachment – II

CERTIFICATE

This is to certify that the dissertation entitled “**Title of the study**”, submitted to the University of Calicut, Calicut, in partial fulfilment of the requirements for the award of the **Degree in Bachelor of Social Work** is a record of original research work done by **MR. (Reg. No.)** during the period under my supervision/guidance and that this dissertation has not formed the basis for the award of any Degree/Diploma/Associate ship/fellowship and or similar title to any candidate of any University.

Guide and Supervisor

Head, Dept. of Social Work

Signature of PRINCIPAL

DECLARATION

I, **Mr/Ms** hereby declare that the dissertation entitled “**Title of the study**”, submitted to the University of Calicut, in partial fulfilment of the requirements of the award of the **Degree in Bachelor of Social Work** is a record of original research work done by me during..... (Year) under the supervision and guidance of **Dr/Mr/Mrs.....** supervisor and head of the Department of Social Work, (**Name of the College**), and it has not formed the basis for the award of any Degree/Diploma/ Associate ship/ Fellowship of other similar title to any candidate in any University.

NAME

Place:

Date: