

# Loyola College (Autonomous), Chennai-34

## M.A. Social Work

Established by Rev.Fr. Devasia, S.J., in 1954, the Institute of Social Science initially offered Diploma in Social Work. The Institute was restructured to become the Department of Social Work in 1963. The M.A. Degree in Social Work which started in 1963, now has Five Specializations, namely Community Development, Human Resource Management, Medical and Psychiatric Social Work, Welfare of Disadvantaged Sections and Human Rights.

Part-time and Full-time M.Phil., in Social Work was started in 1989, and Ph.D in Social Work in 1993. The Department offers Research and Consultancy for Local, Regional, National and International Organisations and for Central and State Ministries, with particular reference to Capacity Building and Best Practices in Social Work.

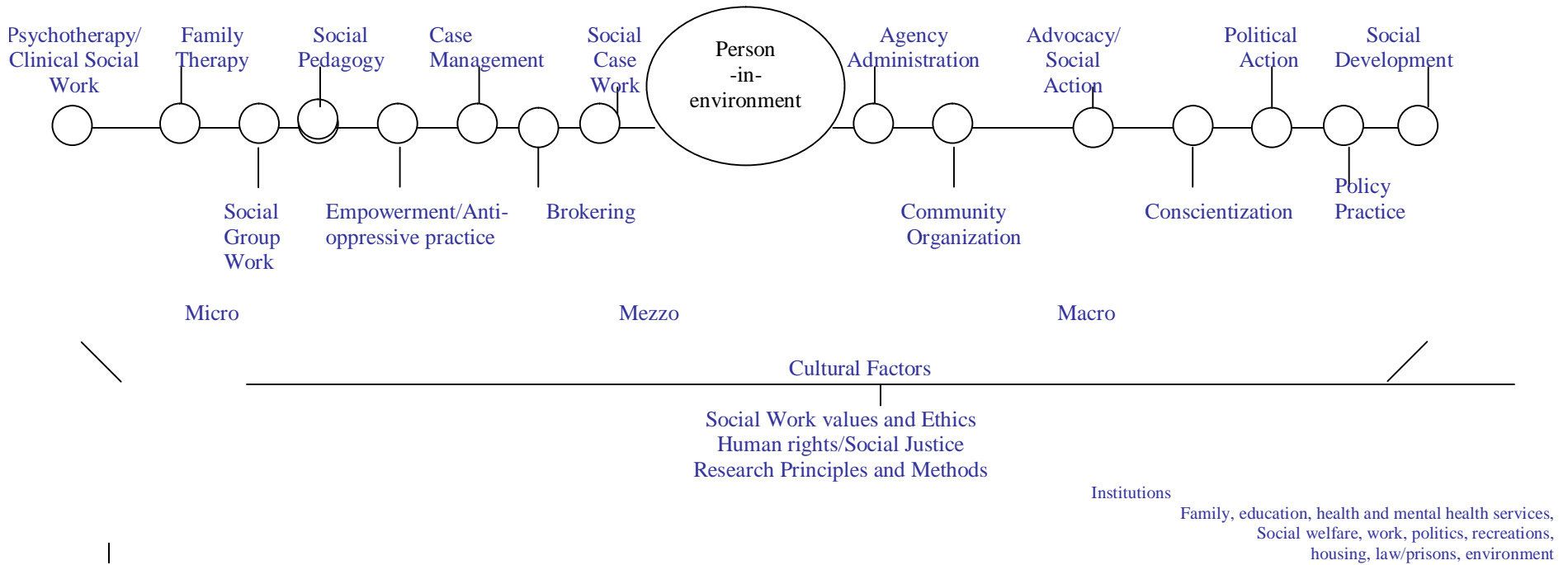
### **Scope:**

Social Work Profession promotes social change, problem-solving in human relationships and the empowerment and liberation of people to enhance well-being. Utilizing theories of human behaviour and social systems, Social Work intervenes at the points where people interact with their environments. Principles of human rights and social justice are fundamental to Social Work (Source: International Association of Social Workers).

**GOALS**  
 Enhancing Human well-being  
 and  
 Fulfillment; Social Justice

**Direct Service**  
 Focus on clients, service users

**Indirect Service**  
 Focus on agencies, groups, communities,  
 institutional systems, societies



Post Graduate students of Social Work are trained to plan and execute an extensive range of social services, social welfare activities, and work in Welfare Departments of the Government, Non- Governmental Organizations, commercial and industrial establishments.

### **Course Content and Structure:**

The Post Graduate course in Social Work is a two year full time Professional Course. In the First year, students acquire the knowledge of Science of Human Behaviour, Skills in Human Relationship, functioning of Social Systems and Institutions practicing the methods of Social Work and values of the profession. In the Second year, students specialize in any one of the following fields:

- a. Community Development
- b. Human Resource Management
- c. Medical and Psychiatric Social Work
- d. Welfare of the Disadvantaged Section
- e. Human Rights

The curriculum has three important components; Theory, Field Work and Research. It enables the students to acquire necessary knowledge of Sociology, Psychology, Philosophy and Methods of Social Work and practical experience in Social Work Research. To facilitate the above complex learning process, the Components of the course include independent study, lectures, seminars, research, Concurrent and Block Field Work Training, Rural camp and Educational tour.

Professional Social Workers are employed in a variety of settings such as in Social Welfare Agencies as Supervisors, Coordinators and Directors, in Urban Community Development Projects as Welfare Officers; in companies and industries as Human Resource Managers, Labour Welfare Officers, C.S.R, in Hospitals as Medical and Psychiatric Social Workers and Counsellors Colleges and Universities as Student Counsellors and coordinators of N.S.S & Y.R.C.S., Extension Services ; as Social Development Professional; Schools as School Social Workers and as Human Rights Defenders or Educators. Since they are trained in research methodology and project work, they get employed as research officers and investigators. They can also enter the Central and State Government services by writing competitive examinations. Many Professional Social Workers function as Independent Consultants with regard to Human Resource Training and Development, Project Evaluation of NGO's, Psychotherapist and Family Therapists.

### **Conditions of Admission**

No candidate shall be admitted to pursue the course of Study for M.A. Social Work unless:

- a. He/She has attained the age of 20 years on the 1<sup>st</sup> of August of the year of admission to the Course;
- b. He/She has previously qualified for a 3 year degree in Arts & Science or Commerce or Rural Development Science of the University of Madras (10+2+3) or of any other University approved by the University of Madras.

### **Conditions for Eligibility for the Degree**

A Candidate shall be eligible for the M.A Degree in Social Work provided he / she undergoes the course of study extending over Four Semesters in Loyola College and passes the Examinations and meet the credit requirements prescribed by the Course in relation to Field Work, Research Project, Block Field Work, Educational Tour, Rural Camp and Co-curricular requirements of the Department.

### **Course of Study**

#### **I YEAR**

- 1 Social Work Profession: History, Philosophy and Methods.
- 2 Sociology and Indian Society
- 3 Human Growth and Development
- 4 Introduction to Social Case Work and Social Group Work
- 5 Community Organization and Social Action
- 6 Social Work Research and Social Statistics
- 7 Social Work Administration and Social Legislation
- 8 Advanced Social Case Work & Social Group Work

#### **II YEAR**

Papers are from any one of the following fields of Specialization

- Community Development
- Human Resource Management
- Medical and Psychiatric Social Work
- Welfare of the Disadvantaged Sections
- Human Rights

Concurrent and Block Field Work  
Research Project  
Rural Camp  
Educational Tour

### **Duration of the Course**

As an Autonomous College, Loyola College has adopted the Semester-cum-Credit System. At the Post-Graduate level the curriculum of M.A. Social Work is for two

Academic Years. Each Year is divided into Two semesters. The duration of each Semester is 90 contact days.

### **Scheme of Evaluation**

The performance of students in each Subject will be evaluated on the basis of Continuous Assessment and Semester Examination. Equal weightage (50%) will be given to Continuous Assessment and Semester Examination.

A candidate who secures a minimum of 50% of marks in the aggregate (Continuous Assessment and Semester examination marks taken together) and a minimum of 45% in the Semester examination will be declared to have passed in that Subject.

For conducting the Semester Examination, the question papers will be set and the papers will be valued by those who teach the various subjects and by External Examiners. The Chairperson and the External Examiners shall approve the Question Papers and the Valuation of the answer paper.

### **Scheme of Examination SEMESTER – I**

<b>Course Code</b>	<b>Course Title</b>	<b>Continuous Assessment</b>	<b>Semester Examination</b>	<b>Total Marks</b>	<b>Credits</b>
SW1800	Social Work Profession: History, Philosophy & Methods	50	50	100	3
SW1801	Sociology & Indian Society	50	50	100	3
SW1802	Human Growth and Development	50	50	100	3
SW1803	Introduction to Social Case Work & Social Group Work	50	50	100	3
SW1804	Field Work-I	50	50	100	3

### **SEMESTER – II**

<b>Course Code</b>	<b>Course Title</b>	<b>Continuous Assessment</b>	<b>Semester Examination</b>	<b>Total Marks</b>	<b>Credits</b>
SW2800	Community Organisation & Social Action	50	50	100	3
SW2801	Social Work Research & Statistics	50	50	100	3
SW2802	Social Work Administration & Social Legislation	50	50	100	3
SW2803	Advanced Social Case Work & Social Group Work	50	50	100	3
SW2804	Field Work-II	50	50	100	3

**SEMESTER – III**

<b>Course Code</b>	<b>Course Title</b>	<b>Continuous Assessment</b>	<b>Semester Examination</b>	<b>Total Marks</b>	<b>Credits</b>
SW3800	Field Work-III	50	50	100	4
SW4803	Counselling	50	50	100	4
<i>Specialization: Community Development</i>					
SW3953	Rural Economy & Cooperation	50	50	100	4
SW3954	Rural Community Development	50	50	100	4
SW3955	Welfare of Weaker Section	50	50	100	4
<i>Specialization: Human Resource Management</i>					
SW3964	Industrial Relations & Trade Union	50	50	100	4
SW3965	Labour Legislation & Case Laws	50	50	100	4
SW 3966	Human Resource Management	50	50	100	4
<i>Specialization: Medical and Psychiatric Social Work</i>					
SW3973	Medical Social Work in India	50	50	100	4
SW 3974	Psychiatric Disorders	50	50	100	4
SW 3975	Health Situation in India	50	50	100	4
<i>Specialization: Welfare of the Disadvantaged</i>					
SW 3983	Children in India	50	50	100	4
SW 3984	Welfare of Weaker Sections	50	50	100	4
SW 3985	Women and Development	50	50	100	4
<i>Specialization: Human Rights</i>					
SW 3993	Human Rights : International Perspective	50	50	100	4
SW3994	Human Rights in India: The Constitution & Legal Framework	50	50	100	4
SW 3995	Contemporary Issues in Human Rights	50	50	100	4

### SEMESTER – IV

Course Code	Course Title	Continuous Assessment	Semester Examination	Total Marks	Credits
SW	Computer Application for Social Work	50	50	100	4
SW4804	Field Work-IV	50	50	100	4
SW 4805	Research Project	50	50	100	4
<i>Specialization: Community Development</i>					
SW4952	Urban Community Development	50	50	100	4
SW4953	Management of N.G.O	50	50	100	4
<i>Specialization: Human Resource Management</i>					
SW4962	Labour Welfare	50	50	100	4
SW4963	Organizational Behaviour	50	50	100	4
<i>Specialization: Medical and Psychiatric Social Work</i>					
SW	Management of N.G.O	50	50	100	4
SW4973	Psychiatric Social Work	50	50	100	4
<i>Specialization: Welfare of the Disadvantaged Section</i>					
SW 4982	Displacement & Rehabilitation	50	50	100	4
SW 4983	Management of N.G.O	50	50	100	4
<i>Specialization: Human Rights</i>					
SW 4992	Human Rights and Social Work Practice	50	50	100	4
SW4993	Management of N.G.O	50	50	100	4

### **Concurrent Field Work**

Supervised concurrent Field Work in an Approved Field Work Agency is an integral part of the Training Programme for M.A. in Social Work course. A minimum of 15 Hours of Supervised Field Work per week (two days per week / 7.5 hours per day) throughout the

course is mandatory for each Student. Out of the 15 hours, a minimum of eight hours should be spent in the agency itself. The remaining hours could be utilized for collateral contacts, special programmes, writing Field Work reports, Field Work Conference in the Agency and preparing assignments connected with the Field Work.

*A student who does not fulfill the field work requirement during the given semester will not be eligible to continue with the course, until he/she repeats the Field Work training programme for that semester to the satisfaction of the Department. Field Work requirements include:*

- 1. 100 % Field Work Attendance*
- 2. Appropriate Code of Conduct*
- 3. Fulfilling the Workload Norms as prescribed by the Department*
- 4. Regular and Timely submission of Field Work Reports*
- 5. Regular Attendance of the Field Work Conference*

*The decision of the Department regarding the satisfactory completion of the Field Work and Block Placement Training will be final and binding on the student.*

**Field Work Records:** The Shift I Students shall submit the Field Work record on the day stipulated by the Department before 8.15 A.M. and the Shift II Students, before 1.45 PM. However, if the date of submission of report is a holiday, the Field Work Report should be submitted on the subsequent working day.

Theory classes and Field Work are arranged on a concurrent basis. On concurrent Field Work days there will be no class room lectures and on such days students will report to the Field Work Agencies.

Field Work may commence with Orientation Visits to selected Welfare Agencies followed by placement of students in Field Work Agencies. The Agencies selected for Field Work Programme should have a well defined practice training programme, willingness to give facilities for the training of students and policy of maintaining high standards of service through application of the Methods of Social Work.

### **FIRST YEAR FIELD WORK OBJECTIVES**

#### **First Semester:**

1. To provide an exposure to human deprivations at micro level situations. .
2. To develop analytical and assessment skills of Social Problems at the level of Individual, Group and Community. .
3. To develop documentation skills to ensure continuity of Service and growth of Professional Components in the practice of the Methods of Social Work.



## **Second Semester:**

1. To familiarise with Vision, Mission, System, Processes and Objectives of the Welfare Organisations.
2. To analyse critical role of Professional Social Worker in the Organisation.
3. To evolve appropriate interventions at Community level/ Civil Society/ State/ National Level in the view of influencing policies and programmes relevant to the field of Welfare.

## **Field Work Requirements for I & II Semesters**

**Case Studies:** Each student should conduct a minimum of three Case Studies for each Semester and submit the case records with their Field Work reports.

**Social Group Work:** Students should conduct 20 Social Group Work sessions in the First Semester and 20 sessions in the Second Semester.

**Training Programme:** each student shall organize a Training Programme / Orientation Programme, in their Field Work Agency in a Semester.

**Mini Research:** Each student should conduct a small scientific study of a problem or a socio- economic survey of the people he/ she is serving through his/her field work agency and submit the Research Report before the end of II Semester Field Work.

## **SECOND YEAR FIELD WORK OBJECTIVES: III & IV Semesters**

The Objectives of the Third and Fourth Semester Field Work are related to the fields of Specialization. Students are expected to acquire knowledge and skills for rendering efficient service to people in the fields of their specialization. They are expected to develop an understanding of individual, group and institutional needs and problems, apply appropriate knowledge and the Methods of Social Work to meet specific needs and solve problems. Students are expected to acquire the knowledge and skills of Professional Social Workers who are employed in the respective Fields of their specialization.

## **FIELD WORK OBJECTIVES-COMMUNITY DEVELOPMENT**

### **SPECIALISATION**

#### **Rural Community Development.**

### **III SEMESTER**

1. To study the rural and semi rural life in all its ramification including Group dynamics and Power Structure in a rural community.

2. To develop an understanding of the process of programme formulation and programme management of the Rural Local Bodies, Government and Non-Governmental agencies.
3. To develop a positive attitude to work in a Rural Community Setting and to acquire the skills such as public relations, fact findings, Leadership, net working, fund raising, budgeting, report writing, lobbying and advocacy required for a Development Worker.

## **Urban Community Development**

### **IV SEMESTER**

1. To understand Urban Community life pattern – its social, economical, political and cultural aspects with specific focus to informal settlements, their needs and problems.
2. To develop skills in identifying and utilizing Urban community resources both Governmental and Non-Governmental agencies.
3. To sharpen the Urban community development skills such as Influencing leaders, Rapport building, organising, Resource mobilisation, Recording, Advocacy and Lobbying.

## **FIELD WORK OBJECTIVES FOR HUMAN RESOURCE MANAGEMENT**

### **SPECIALISATION**

#### **III SEMESTER**

1. To familiarise with the Manufacturing process in view of understanding its implications on personnel policies and programmes.
2. To assess the relevance of Structure and Functions of Human Resource Department from the Employee and Labour perspective.
3. To develop necessary Human Resource competencies to collaborate with other departments specific to the Industry.

#### **IV SEMESTER**

1. to gain Knowledge about business process underlying service industries
2. to develop insight into the value add by Human Resource department to further the business goals of the company
3. To cultivate relevant Human Resource skills to contribute as a strategic function in the industry.

## **FIELD WORK OBJECTIVES FOR -MEDICAL AND PSYCHIATRIC SOCIAL WORK SPECIALISATION**

### **III SEMESTER**

#### **Medical Social Work**

1. To equip the students with the necessary assessment skills to understand the Psychosocial problems of the patient and family with respect to the consequences of the Illness.
2. To enable the students to practice the methods of Social Work, particularly, Social Case Work and Social Group Work.

#### **Objectives of Psychiatric Social Work**

3. To equip the students with the necessary skills for the Psychosocial assessment, both Cross-sectional and Longitudinal and the Clinical Diagnosis of the patient.
4. To apply the methods of Social Work, in particular, the Social Case Work and Social Group Work and involve the family to accept the patient and enable the patient to function at an Optimal Level in spite of the Mental Disability.

### **IV SEMESTER**

#### **Medical Social Work**

1. To enable the students to function as a member of the Multidisciplinary Team with respect to the Medical, Physical, Psychological treatments.
2. To enable the students to develop a Rehabilitation Plan with respect to Long-term Illness and Disability, i.e., Family and Community-based.

#### **Psychiatric Social Work**

3. To enable the students to develop the various skills in practicing the Psychosocial treatment methods.
4. To enable the students to develop and implement a programme of Community Mental Health Services at Primary, Secondary, and Tertiary levels.

## **FIELD WORK OBJECTIVES FOR WELFARE OF THE DISADVANTAGED SECTIONS OF SOCIETY SPECIALISATION**

### **III SEMESTER**

1. To enable the students to understand the socio-cultural and economic dynamics with specific reference to the Marginalised sections of society.
2. To help the students to identify specific issues that require immediate attention and intervention with reference to marginalised groups in the field setting.
3. To provide opportunities to the trainees to practice the principles, methods and skills of Professional Social Work relevant to the field of specialisation.

### **IV SEMESTER**

1. To enable the students to develop skills and strategies for taking up Advocacy and Rights based issues covering Disadvantaged Sections of Society as encountered in their field setting.
2. To facilitate greater understanding of specific programmes and schemes provided by various Government Departments and NGO sector for the Marginalised Section by arranging field visits.
3. To create opportunities for field level understanding on the issue of Displacement.

## **FIELD WORK OBJECTIVES FOR HUMAN RIGHTS SPECIALISATION**

### **III SEMESTER**

1. To introduce the students to Human Rights interventions at various levels with a Social Work perspective
2. To enable students to understand the application of various available Human Rights Mechanisms
3. To develop skills in Lobbying and Advocacy

### **IV SEMESTER**

1. To enable the students to understand Social Work interventions in the community
2. To collaborate with other human rights professionals and innovate creative methods of issue based advocacy and lobby.

3. To Actively network with State and other Stake Holders to intervene effectively in Human Rights issues

**Block Field Work:**

The Block Field Work Training is a mandatory requirement of M.A. degree in Social Work. After the Fourth Semester Examinations, the students shall undergo a minimum of one month On the Job Training in an Agency with respect to the Field of Specialization of the Students, with the Approval of the Department. The Professional Social Work Trainee should strictly adhere to the following rules and regulations during the Block Field Work Training.

1. The Block Field Work Training should be under the guidance of a qualified Professional Social Worker.
2. Students should not choose Agencies/ Organizations managed/ owned by persons who are related to them.
3. The Professional Social Work Trainee must get a Letter of Acceptance from the Block Placement Agency beforehand.
4. As per UGC norms, 100 per cent attendance is a compulsory requirement of Block Field Work Training. Therefore, the Trainee should report to the Agency/ Organization on all the working days just like a Full Time Employee and follow the Rules and Regulations of the Agency. The trainee must sign in the Attendance Register maintained by them.
5. The Trainee should follow the Dress Code prescribed for Field Work in the Agency. The Trainee must also keep the College Identity Card with him/ her.
6. The Trainee should apply the Knowledge, Skills and Values in the Practice of the Profession, along with the expected standards of behaviour with regard to the Agency and the Client System.
7. The day to day activities (Main Activities Only) of the Trainee must be written in the Field Work Diary and it should be signed by the Trainee and the Agency Supervisor.
8. The Trainee has to send photocopies of detailed Report of the day-to-day activities of his/her work to the Head, Department of Social Work once in ten days. These Reports need to be Certified by the Agency Supervisor.
9. The Trainee has to bring a Comprehensive Report of the Block Field Work Training together with the Completion Certificate signed by the Head/ Director/ Chief Executive and the Professional Social Worker indicating the period and details of work done by him/her. This should be submitted on the day stipulated by the Department.

All expenses incurred by the Trainee as part of travelling during Block Field Work Training may be kindly met by the Organization, as far as possible. In case the Trainee is paid any stipend or any other payment during the Internship, the same may kindly be notified to the Head, Department of Social Work, Loyola College.

## **Project Report**

Every candidate shall be required to complete a Research Project on a topic related to his/her field of Specialisation. Candidates shall select the topic of the research in consultation with the Faculty Supervisor. Each Candidate shall submit one copy of his/her Project Report in the prescribed format by the First week of March during the Fourth Semester.

## **ASSOCIATION OF SOCIAL WORKERS**

The Staff and Students of the Department of Social Work, shall constitute the Association of Social Workers otherwise called as General Body of the Association (GB). The GB formulates a Plan of Action for each year and empowers the Executive Committee to execute the Plan.

### **The Aims of the Association:**

1. To provide opportunities for students to promote Social Work as a profession especially in matters relating to professional values, standards, ethics and Human Rights.
2. To collaborate with Academic Institutions and Organisations in promoting the participation of Social Workers in the enhancement of Social Work Knowledge, Training, Skills, Values and Professional standards of Social Work.
3. To provide opportunities for discussion and exchange of ideas and experience through meetings, study visits, research projects, publications and other methods of communication.
4. To establish, maintain relationships and promote the views of Social Work Organisations and their members relevant to Social Development and Welfare.

## **CONSTITUTION OF THE ASSOCIATION**

Rector, Secretary & Principal -	Patrons of the Association
Head of Department -	Chairperson of the Association
President -	Faculty Member nominated by the Department

## **EXECUTIVE COMMITTEE**

The Executive Committee comprises of the President of the Association, Teaching Staff members of the Department and Elected Student Office Bearers. The Association shall have the following Student Office Bearers – Vice-President, Secretary, Treasurer, Joint-Secretary elected by the General Body of the Association and respective class representative of I & II year students. In case, no girl student is elected as an office bearer, the Department has the discretionary powers to nominate a girl representative.

The Vice-President shall maintain close contact with all Members and elicit their co-operation for the smooth functioning of the Association and active participation in all the programmes of the Association.

The Secretary is assisted by the Joint Secretary to organize and execute the activities of the Association and maintain Records of the Association.

The Treasurer is responsible for maintaining Accounts and preparation of all financial documents necessary for the Audit.

### **Activities of the Association:**

(a) The association will provide opportunities to study important aspects of Social Work by conducting seminars and symposia involving experts in the field. A Study Conference on Social Work shall be held each year in which students from other colleges and institutions where Social Work is taught will be invited to take part.

(b) Emphasis is laid on the principles and techniques and to enable the members to apply them to the real problems in the field. For this purpose the Association shall undertake minor Welfare Activities through Social Casework practice for the needy and the maladjusted, social surveys of the backward areas through the welfare centers visited by the students, leadership training programmes and cultural entertainment programmes.

Activities of the Association and the involvement of each member should be recorded and submitted along with the Field Work report.

## **RIGHTS AND OBLIGATIONS OF MEMBERSHIP**

All Members shall:

1. Endorse and promote the Document "The Ethics of Social Work, Principles and Standards" adopted by International Association of Social Workers (IFSW).
2. Apply the ethical principles of the Association.
3. Contribute to and promote Association activities.
4. Participate in the work of Committees.
5. Be entitled to full participation in Association Elections.
6. Attendance is compulsory for all members at Association Meetings and Programme.
7. Membership subscription is annual.

## M.Phil. Social Work

### Eligibility

The University of Madras granted recognition to the Department of Social Work for Master of Philosophy of Social Work, in July 1989. The M.Phil. (S.W.) is Methods based, Practice oriented Course comprising three levels sequentially- Theory Classes, Field Work Practicum and Dissertation, in an Academic Year. Candidates are systematically trained to integrate knowledge, skill and values utilizing Theory and Methods of Social Work Practice to understand the complexity of human problems and provide interventions for persons affected especially the weaker and vulnerable sections of society. The Agency context provides the framework for the candidate to achieve Professional Competence as a Practitioner, Researcher and Teacher without compromising the Ethical dimension of the Social Work Profession.

I Semester: 90 days

Credits:18

Course Code		Title of the paper	Marks			Credits
			Internal	External	Total	
SW 1115	Paper I	Advanced Social Work Research and Social Statistics	50	50	100	5
SW 1116	Paper II	Social Work and Social Development	50	50	100	5
SW 1117	Paper III	Field Work Practicum	100	----	100	8

### Note: for SW 1117 Field Work Practicum

The Candidate in consultation with his/her Supervisor will develop a model of Professional Social Work Practice which he/she will apply in a Social Welfare Agency where he/she will work for 30 days (200 hours). At the end of the period the Candidate will submit a Monograph on his/her work. The Monograph will contain a syllabus that the candidate will formulate as a result of his/her work in the Social Welfare Agency. The Practicum will be a preparation for the Dissertation in the II Semester of the Course.

The marks for Paper III (SW 1117) will be awarded as follows:

1. Continuous Assessment by the Supervisor	:	40
2. Typed Report (Monograph)	:	40
3. Seminar	:	20
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<b>Total</b>		<b>100</b>
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A Candidate has to ensure a minimum of 50 marks in the 1<sup>st</sup> Semester Theory for each Paper to pass. If a candidate fails in First Semester Theory he/she is allowed to continue in Semester II for his/ her Dissertation. A Candidate is allowed 3 attempts and has to pass the First Semester within 3 years.

II Semester: 90 days

18 credits

### **SW 1215 Dissertation**

The M.Phil. Candidate shall write a Dissertation on the topic approved by his/her Supervisor. The Dissertation will be based on Original Empirical Research and should fall within the purview of Social Work Research.

There will be a Viva Voce for the Candidate in relation to the Dissertation. The Viva Voce will be conducted by a Committee consisting of one External Examiner connected with the evaluation of the Dissertation, Head of the Institution, Head of M.Phil. Department and the Supervisor of the respective Candidate.

The marks for the Dissertation will be as follows:

S.No	Descriptions	Dissertation	Viva	Total
1.	Supervisor	75	25	100
2.	External Examiner	75	25	100

### **For Part-Time Candidates.**

Part- Time candidates will take the Theory Examination at the end of the First Semester and submit the Dissertation at the end of the Second Academic Year.

### **Ph.D (SOCIAL WORK)**

**Eligibility: M.A Degree in Social Work, Full time/ Part Time of a Recognised University**

### **Pre- Ph.D Requirements**

The candidates registered for the Ph.D Degree are required to successfully complete the following pre Ph.D requirements to be eligible to proceed with the course for the Research Degree.

- Paper I (Written Examination): Research Methodology which would include Social Work Research Methods, Advanced statistics and Computer Applications.
- Paper II (Written and Oral Examination): Three Assignments based on Field Practicum of 200 hours in the Research area chosen by the Candidate.

M.Phil Degree holders in Social Work are exempted from the above Pre-Ph.D requirements subject to the satisfaction of the Doctoral Committee.

### **Ph.D THESIS:**

A Doctoral Committee will be formed by the Supervisor for each Candidate. This Committee will comprise of the Research Supervisor and Two External Members.

The following requirements are to be fulfilled by every Candidate, prior to the submission of the Thesis.

- 1). Each Candidate has to publish a minimum of 2 papers related to his/ her study in a scientific Journal / as part of a Book / as part of an Edited volume, prior to submission of the Thesis.
- 2). Each Candidate has to present a Paper in a Seminar related to his/ her study or organise a Seminar in the area of his/her research prior to the submission of the Thesis.

#### **Note:**

- Ph.D Candidate with M.Phil Social Work Degree shall work for 2 Academic Years as Full-Time Candidates and 3 Academic Years as Part-Time Candidates.
- Ph.D Candidates with M.A. Degree in Social Work shall work for 3 Academic Years as Full-time Candidates and 4 Academic years as Part-time Candidates.
- Also Refer Rules and Regulations for Ph.D Candidates of the University of Madras.

Qualifying candidates can register as Professional Social Workers as per the requirement of Professional Social Work Councils in India and Abroad.

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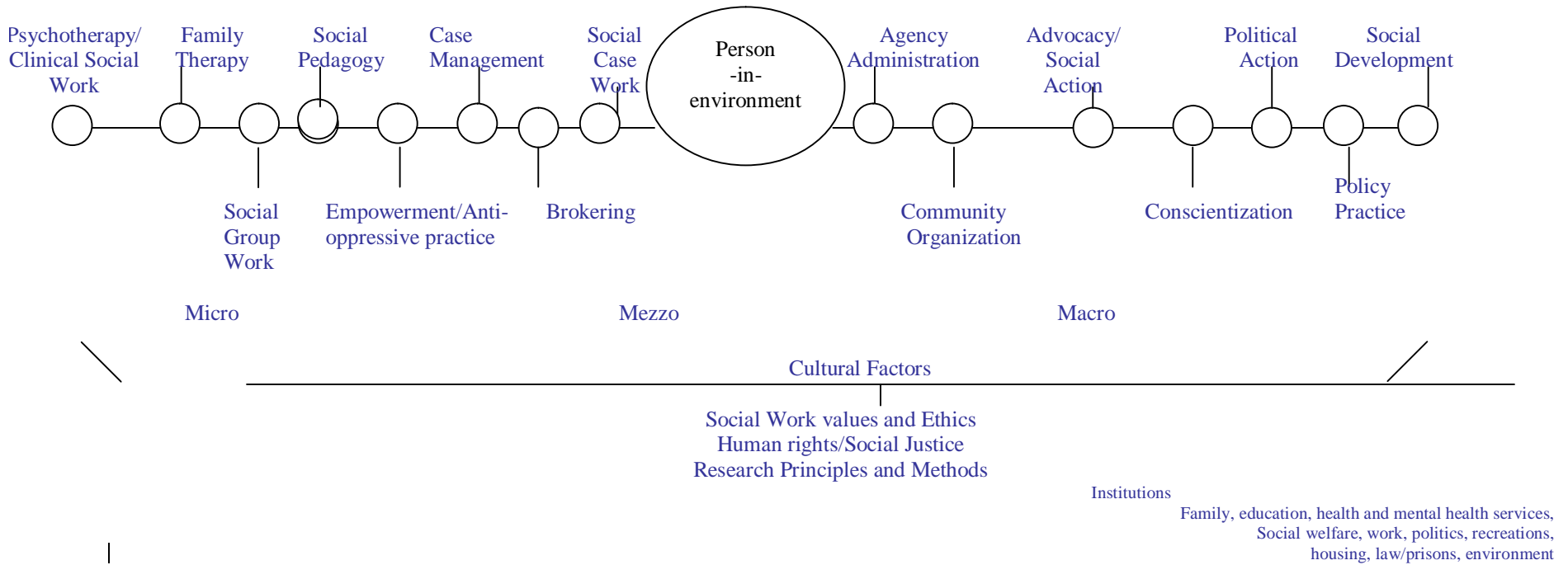
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- e. Human Rights

The curriculum has three important components; Theory, Field Work and Research. It enables the students to acquire necessary knowledge of Sociology, Psychology, Philosophy and Methods of Social Work and practical experience in Social Work Research. To facilitate the above complex learning process, the Components of the course include independent study, lectures, seminars, research, Concurrent and Block Field Work Training, Rural camp and Educational tour.

Professional Social Workers are employed in a variety of settings such as in Social Welfare Agencies as Supervisors, Coordinators and Directors, in Urban Community Development Projects as Welfare Officers; in companies and industries as Human Resource Managers, Labour Welfare Officers, C.S.R, in Hospitals as Medical and Psychiatric Social Workers and Counsellors Colleges and Universities as Student Counsellors and coordinators of N.S.S & Y.R.C.S., Extension Services ; as Social Development Professional; Schools as School Social Workers and as Human Rights Defenders or Educators. Since they are trained in research methodology and project work, they get employed as research officers and investigators. They can also enter the Central and State Government services by writing competitive examinations. Many Professional Social Workers function as Independent Consultants with regard to Human Resource Training and Development, Project Evaluation of NGO's, Psychotherapist and Family Therapists.

### **Conditions of Admission**

No candidate shall be admitted to pursue the course of Study for M.A. Social Work unless:

- a. He/She has attained the age of 20 years on the 1<sup>st</sup> of August of the year of admission to the Course;
- b. He/She has previously qualified for a 3 year degree in Arts & Science or Commerce or Rural Development Science of the University of Madras (10+2+3) or of any other University approved by the University of Madras.

### **Conditions for Eligibility for the Degree**

A Candidate shall be eligible for the M.A Degree in Social Work provided he / she undergoes the course of study extending over Four Semesters in Loyola College and passes the Examinations and meet the credit requirements prescribed by the Course in relation to Field Work, Research Project, Block Field Work, Educational Tour, Rural Camp and Co-curricular requirements of the Department.

### **Course of Study**

#### **I YEAR**

- 1 Social Work Profession: History, Philosophy and Methods.
- 2 Sociology and Indian Society
- 3 Human Growth and Development
- 4 Introduction to Social Case Work and Social Group Work
- 5 Community Organization and Social Action
- 6 Social Work Research and Social Statistics
- 7 Social Work Administration and Social Legislation
- 8 Advanced Social Case Work & Social Group Work

#### **II YEAR**

Papers are from any one of the following fields of Specialization

- Community Development
- Human Resource Management
- Medical and Psychiatric Social Work
- Welfare of the Disadvantaged Sections
- Human Rights

Concurrent and Block Field Work  
Research Project  
Rural Camp  
Educational Tour

### **Duration of the Course**

As an Autonomous College, Loyola College has adopted the Semester-cum-Credit System. At the Post-Graduate level the curriculum of M.A. Social Work is for two

Academic Years. Each Year is divided into Two semesters. The duration of each Semester is 90 contact days.

### **Scheme of Evaluation**

The performance of students in each Subject will be evaluated on the basis of Continuous Assessment and Semester Examination. Equal weightage (50%) will be given to Continuous Assessment and Semester Examination.

A candidate who secures a minimum of 50% of marks in the aggregate (Continuous Assessment and Semester examination marks taken together) and a minimum of 45% in the Semester examination will be declared to have passed in that Subject.

For conducting the Semester Examination, the question papers will be set and the papers will be valued by those who teach the various subjects and by External Examiners. The Chairperson and the External Examiners shall approve the Question Papers and the Valuation of the answer paper.

### **Scheme of Examination SEMESTER – I**

<b>Course Code</b>	<b>Course Title</b>	<b>Continuous Assessment</b>	<b>Semester Examination</b>	<b>Total Marks</b>	<b>Credits</b>
SW1800	Social Work Profession: History, Philosophy & Methods	50	50	100	3
SW1801	Sociology & Indian Society	50	50	100	3
SW1802	Human Growth and Development	50	50	100	3
SW1803	Introduction to Social Case Work & Social Group Work	50	50	100	3
SW1804	Field Work-I	50	50	100	3

### **SEMESTER – II**

<b>Course Code</b>	<b>Course Title</b>	<b>Continuous Assessment</b>	<b>Semester Examination</b>	<b>Total Marks</b>	<b>Credits</b>
SW2800	Community Organisation & Social Action	50	50	100	3
SW2801	Social Work Research & Statistics	50	50	100	3
SW2802	Social Work Administration & Social Legislation	50	50	100	3
SW2803	Advanced Social Case Work & Social Group Work	50	50	100	3
SW2804	Field Work-II	50	50	100	3

**SEMESTER – III**

<b>Course Code</b>	<b>Course Title</b>	<b>Continuous Assessment</b>	<b>Semester Examination</b>	<b>Total Marks</b>	<b>Credits</b>
SW3800	Field Work-III	50	50	100	4
SW4803	Counselling	50	50	100	4
<i>Specialization: Community Development</i>					
SW3953	Rural Economy & Cooperation	50	50	100	4
SW3954	Rural Community Development	50	50	100	4
SW3955	Welfare of Weaker Section	50	50	100	4
<i>Specialization: Human Resource Management</i>					
SW3964	Industrial Relations & Trade Union	50	50	100	4
SW3965	Labour Legislation & Case Laws	50	50	100	4
SW 3966	Human Resource Management	50	50	100	4
<i>Specialization: Medical and Psychiatric Social Work</i>					
SW3973	Medical Social Work in India	50	50	100	4
SW 3974	Psychiatric Disorders	50	50	100	4
SW 3975	Health Situation in India	50	50	100	4
<i>Specialization: Welfare of the Disadvantaged</i>					
SW 3983	Children in India	50	50	100	4
SW 3984	Welfare of Weaker Sections	50	50	100	4
SW 3985	Women and Development	50	50	100	4
<i>Specialization: Human Rights</i>					
SW 3993	Human Rights : International Perspective	50	50	100	4
SW3994	Human Rights in India: The Constitution & Legal Framework	50	50	100	4
SW 3995	Contemporary Issues in Human Rights	50	50	100	4



### SEMESTER – IV

Course Code	Course Title	Continuous Assessment	Semester Examination	Total Marks	Credits
SW	Computer Application for Social Work	50	50	100	4
SW4804	Field Work-IV	50	50	100	4
SW 4805	Research Project	50	50	100	4
<i>Specialization: Community Development</i>					
SW4952	Urban Community Development	50	50	100	4
SW4953	Management of N.G.O	50	50	100	4
<i>Specialization: Human Resource Management</i>					
SW4962	Labour Welfare	50	50	100	4
SW4963	Organizational Behaviour	50	50	100	4
<i>Specialization: Medical and Psychiatric Social Work</i>					
SW	Management of N.G.O	50	50	100	4
SW4973	Psychiatric Social Work	50	50	100	4
<i>Specialization: Welfare of the Disadvantaged Section</i>					
SW 4982	Displacement & Rehabilitation	50	50	100	4
SW 4983	Management of N.G.O	50	50	100	4
<i>Specialization: Human Rights</i>					
SW 4992	Human Rights and Social Work Practice	50	50	100	4
SW4993	Management of N.G.O	50	50	100	4

#### **Concurrent Field Work**

Supervised concurrent Field Work in an Approved Field Work Agency is an integral part of the Training Programme for M.A. in Social Work course. A minimum of 15 Hours of Supervised Field Work per week (two days per week / 7.5 hours per day) throughout the

course is mandatory for each Student. Out of the 15 hours, a minimum of eight hours should be spent in the agency itself. The remaining hours could be utilized for collateral contacts, special programmes, writing Field Work reports, Field Work Conference in the Agency and preparing assignments connected with the Field Work.

*A student who does not fulfill the field work requirement during the given semester will not be eligible to continue with the course, until he/she repeats the Field Work training programme for that semester to the satisfaction of the Department. Field Work requirements include:*

- 1. 100 % Field Work Attendance*
- 2. Appropriate Code of Conduct*
- 3. Fulfilling the Workload Norms as prescribed by the Department*
- 4. Regular and Timely submission of Field Work Reports*
- 5. Regular Attendance of the Field Work Conference*

*The decision of the Department regarding the satisfactory completion of the Field Work and Block Placement Training will be final and binding on the student.*

**Field Work Records:** The Shift I Students shall submit the Field Work record on the day stipulated by the Department before 8.15 A.M. and the Shift II Students, before 1.45 PM. However, if the date of submission of report is a holiday, the Field Work Report should be submitted on the subsequent working day.

Theory classes and Field Work are arranged on a concurrent basis. On concurrent Field Work days there will be no class room lectures and on such days students will report to the Field Work Agencies.

Field Work may commence with Orientation Visits to selected Welfare Agencies followed by placement of students in Field Work Agencies. The Agencies selected for Field Work Programme should have a well defined practice training programme, willingness to give facilities for the training of students and policy of maintaining high standards of service through application of the Methods of Social Work.

### **FIRST YEAR FIELD WORK OBJECTIVES**

#### **First Semester:**

1. To provide an exposure to human deprivations at micro level situations. .
2. To develop analytical and assessment skills of Social Problems at the level of Individual, Group and Community. .
3. To develop documentation skills to ensure continuity of Service and growth of Professional Components in the practice of the Methods of Social Work.

## **Second Semester:**

1. To familiarise with Vision, Mission, System, Processes and Objectives of the Welfare Organisations.
2. To analyse critical role of Professional Social Worker in the Organisation.
3. To evolve appropriate interventions at Community level/ Civil Society/ State/ National Level in the view of influencing policies and programmes relevant to the field of Welfare.

## **Field Work Requirements for I & II Semesters**

**Case Studies:** Each student should conduct a minimum of three Case Studies for each Semester and submit the case records with their Field Work reports.

**Social Group Work:** Students should conduct 20 Social Group Work sessions in the First Semester and 20 sessions in the Second Semester.

**Training Programme:** each student shall organize a Training Programme / Orientation Programme, in their Field Work Agency in a Semester.

**Mini Research:** Each student should conduct a small scientific study of a problem or a socio- economic survey of the people he/ she is serving through his/her field work agency and submit the Research Report before the end of II Semester Field Work.

## **SECOND YEAR FIELD WORK OBJECTIVES: III & IV Semesters**

The Objectives of the Third and Fourth Semester Field Work are related to the fields of Specialization. Students are expected to acquire knowledge and skills for rendering efficient service to people in the fields of their specialization. They are expected to develop an understanding of individual, group and institutional needs and problems, apply appropriate knowledge and the Methods of Social Work to meet specific needs and solve problems. Students are expected to acquire the knowledge and skills of Professional Social Workers who are employed in the respective Fields of their specialization.

## **FIELD WORK OBJECTIVES-COMMUNITY DEVELOPMENT**

### **SPECIALISATION**

#### **Rural Community Development.**

### **III SEMESTER**

1. To study the rural and semi rural life in all its ramification including Group dynamics and Power Structure in a rural community.

2. To develop an understanding of the process of programme formulation and programme management of the Rural Local Bodies, Government and Non-Governmental agencies.
3. To develop a positive attitude to work in a Rural Community Setting and to acquire the skills such as public relations, fact findings, Leadership, net working, fund raising, budgeting, report writing, lobbying and advocacy required for a Development Worker.

## **Urban Community Development**

### **IV SEMESTER**

1. To understand Urban Community life pattern – its social, economical, political and cultural aspects with specific focus to informal settlements, their needs and problems.
2. To develop skills in identifying and utilizing Urban community resources both Governmental and Non-Governmental agencies.
3. To sharpen the Urban community development skills such as Influencing leaders, Rapport building, organising, Resource mobilisation, Recording, Advocacy and Lobbying.

## **FIELD WORK OBJECTIVES FOR HUMAN RESOURCE MANAGEMENT**

### **SPECIALISATION**

#### **III SEMESTER**

1. To familiarise with the Manufacturing process in view of understanding its implications on personnel policies and programmes.
2. To assess the relevance of Structure and Functions of Human Resource Department from the Employee and Labour perspective.
3. To develop necessary Human Resource competencies to collaborate with other departments specific to the Industry.

#### **IV SEMESTER**

1. to gain Knowledge about business process underlying service industries
2. to develop insight into the value add by Human Resource department to further the business goals of the company
3. To cultivate relevant Human Resource skills to contribute as a strategic function in the industry.

## **FIELD WORK OBJECTIVES FOR -MEDICAL AND PSYCHIATRIC SOCIAL WORK SPECIALISATION**

### **III SEMESTER**

#### **Medical Social Work**

1. To equip the students with the necessary assessment skills to understand the Psychosocial problems of the patient and family with respect to the consequences of the Illness.
2. To enable the students to practice the methods of Social Work, particularly, Social Case Work and Social Group Work.

#### **Objectives of Psychiatric Social Work**

3. To equip the students with the necessary skills for the Psychosocial assessment, both Cross-sectional and Longitudinal and the Clinical Diagnosis of the patient.
4. To apply the methods of Social Work, in particular, the Social Case Work and Social Group Work and involve the family to accept the patient and enable the patient to function at an Optimal Level in spite of the Mental Disability.

### **IV SEMESTER**

#### **Medical Social Work**

1. To enable the students to function as a member of the Multidisciplinary Team with respect to the Medical, Physical, Psychological treatments.
2. To enable the students to develop a Rehabilitation Plan with respect to Long-term Illness and Disability, i.e., Family and Community-based.

#### **Psychiatric Social Work**

3. To enable the students to develop the various skills in practicing the Psychosocial treatment methods.
4. To enable the students to develop and implement a programme of Community Mental Health Services at Primary, Secondary, and Tertiary levels.

## **FIELD WORK OBJECTIVES FOR WELFARE OF THE DISADVANTAGED SECTIONS OF SOCIETY SPECIALISATION**

### **III SEMESTER**

1. To enable the students to understand the socio-cultural and economic dynamics with specific reference to the Marginalised sections of society.
2. To help the students to identify specific issues that require immediate attention and intervention with reference to marginalised groups in the field setting.
3. To provide opportunities to the trainees to practice the principles, methods and skills of Professional Social Work relevant to the field of specialisation.

### **IV SEMESTER**

1. To enable the students to develop skills and strategies for taking up Advocacy and Rights based issues covering Disadvantaged Sections of Society as encountered in their field setting.
2. To facilitate greater understanding of specific programmes and schemes provided by various Government Departments and NGO sector for the Marginalised Section by arranging field visits.
3. To create opportunities for field level understanding on the issue of Displacement.

## **FIELD WORK OBJECTIVES FOR HUMAN RIGHTS SPECIALISAION**

### **III SEMESTER**

1. To introduce the students to Human Rights interventions at various levels with a Social Work perspective
2. To enable students to understand the application of various available Human Rights Mechanisms
3. To develop skills in Lobbying and Advocacy

### **IV SEMESTER**

1. To enable the students to understand Social Work interventions in the community
2. To collaborate with other human rights professionals and innovate creative methods of issue based advocacy and lobby.

3. To Actively network with State and other Stake Holders to intervene effectively in Human Rights issues

**Block Field Work:**

The Block Field Work Training is a mandatory requirement of M.A. degree in Social Work. After the Fourth Semester Examinations, the students shall undergo a minimum of one month On the Job Training in an Agency with respect to the Field of Specialization of the Students, with the Approval of the Department. The Professional Social Work Trainee should strictly adhere to the following rules and regulations during the Block Field Work Training.

1. The Block Field Work Training should be under the guidance of a qualified Professional Social Worker.
2. Students should not choose Agencies/ Organizations managed/ owned by persons who are related to them.
3. The Professional Social Work Trainee must get a Letter of Acceptance from the Block Placement Agency beforehand.
4. As per UGC norms, 100 per cent attendance is a compulsory requirement of Block Field Work Training. Therefore, the Trainee should report to the Agency/ Organization on all the working days just like a Full Time Employee and follow the Rules and Regulations of the Agency. The trainee must sign in the Attendance Register maintained by them.
5. The Trainee should follow the Dress Code prescribed for Field Work in the Agency. The Trainee must also keep the College Identity Card with him/ her.
6. The Trainee should apply the Knowledge, Skills and Values in the Practice of the Profession, along with the expected standards of behaviour with regard to the Agency and the Client System.
7. The day to day activities (Main Activities Only) of the Trainee must be written in the Field Work Diary and it should be signed by the Trainee and the Agency Supervisor.
8. The Trainee has to send photocopies of detailed Report of the day-to-day activities of his/her work to the Head, Department of Social Work once in ten days. These Reports need to be Certified by the Agency Supervisor.
9. The Trainee has to bring a Comprehensive Report of the Block Field Work Training together with the Completion Certificate signed by the Head/ Director/ Chief Executive and the Professional Social Worker indicating the period and details of work done by him/her. This should be submitted on the day stipulated by the Department.

All expenses incurred by the Trainee as part of travelling during Block Field Work Training may be kindly met by the Organization, as far as possible. In case the Trainee is paid any stipend or any other payment during the Internship, the same may kindly be notified to the Head, Department of Social Work, Loyola College.

## **Project Report**

Every candidate shall be required to complete a Research Project on a topic related to his/her field of Specialisation. Candidates shall select the topic of the research in consultation with the Faculty Supervisor. Each Candidate shall submit one copy of his/her Project Report in the prescribed format by the First week of March during the Fourth Semester.

## **ASSOCIATION OF SOCIAL WORKERS**

The Staff and Students of the Department of Social Work, shall constitute the Association of Social Workers otherwise called as General Body of the Association (GB). The GB formulates a Plan of Action for each year and empowers the Executive Committee to execute the Plan.

### **The Aims of the Association:**

1. To provide opportunities for students to promote Social Work as a profession especially in matters relating to professional values, standards, ethics and Human Rights.
2. To collaborate with Academic Institutions and Organisations in promoting the participation of Social Workers in the enhancement of Social Work Knowledge, Training, Skills, Values and Professional standards of Social Work.
3. To provide opportunities for discussion and exchange of ideas and experience through meetings, study visits, research projects, publications and other methods of communication.
4. To establish, maintain relationships and promote the views of Social Work Organisations and their members relevant to Social Development and Welfare.

## **CONSTITUTION OF THE ASSOCIATION**

Rector, Secretary & Principal -	Patrons of the Association
Head of Department -	Chairperson of the Association
President -	Faculty Member nominated by the Department

## **EXECUTIVE COMMITTEE**

The Executive Committee comprises of the President of the Association, Teaching Staff members of the Department and Elected Student Office Bearers. The Association shall have the following Student Office Bearers – Vice-President, Secretary, Treasurer, Joint-Secretary elected by the General Body of the Association and respective class representative of I & II year students. In case, no girl student is elected as an office bearer, the Department has the discretionary powers to nominate a girl representative.



The Vice-President shall maintain close contact with all Members and elicit their co-operation for the smooth functioning of the Association and active participation in all the programmes of the Association.

The Secretary is assisted by the Joint Secretary to organize and execute the activities of the Association and maintain Records of the Association.

The Treasurer is responsible for maintaining Accounts and preparation of all financial documents necessary for the Audit.

### **Activities of the Association:**

(a) The association will provide opportunities to study important aspects of Social Work by conducting seminars and symposia involving experts in the field. A Study Conference on Social Work shall be held each year in which students from other colleges and institutions where Social Work is taught will be invited to take part.

(b) Emphasis is laid on the principles and techniques and to enable the members to apply them to the real problems in the field. For this purpose the Association shall undertake minor Welfare Activities through Social Casework practice for the needy and the maladjusted, social surveys of the backward areas through the welfare centers visited by the students, leadership training programmes and cultural entertainment programmes.

Activities of the Association and the involvement of each member should be recorded and submitted along with the Field Work report.

### **RIGHTS AND OBLIGATIONS OF MEMBERSHIP**

All Members shall:

1. Endorse and promote the Document "The Ethics of Social Work, Principles and Standards" adopted by International Association of Social Workers (IFSW).
2. Apply the ethical principles of the Association.
3. Contribute to and promote Association activities.
4. Participate in the work of Committees.
5. Be entitled to full participation in Association Elections.
6. Attendance is compulsory for all members at Association Meetings and Programme.
7. Membership subscription is annual.

## M.Phil. Social Work

### Eligibility

The University of Madras granted recognition to the Department of Social Work for Master of Philosophy of Social Work, in July 1989. The M.Phil. (S.W.) is Methods based, Practice oriented Course comprising three levels sequentially- Theory Classes, Field Work Practicum and Dissertation, in an Academic Year. Candidates are systematically trained to integrate knowledge, skill and values utilizing Theory and Methods of Social Work Practice to understand the complexity of human problems and provide interventions for persons affected especially the weaker and vulnerable sections of society. The Agency context provides the framework for the candidate to achieve Professional Competence as a Practitioner, Researcher and Teacher without compromising the Ethical dimension of the Social Work Profession.

I Semester: 90 days

Credits:18

Course Code		Title of the paper	Marks			Credits
			Internal	External	Total	
SW 1115	Paper I	Advanced Social Work Research and Social Statistics	50	50	100	5
SW 1116	Paper II	Social Work and Social Development	50	50	100	5
SW 1117	Paper III	Field Work Practicum	100	----	100	8

### Note: for SW 1117 Field Work Practicum

The Candidate in consultation with his/her Supervisor will develop a model of Professional Social Work Practice which he/she will apply in a Social Welfare Agency where he/she will work for 30 days (200 hours). At the end of the period the Candidate will submit a Monograph on his/her work. The Monograph will contain a syllabus that the candidate will formulate as a result of his/her work in the Social Welfare Agency. The Practicum will be a preparation for the Dissertation in the II Semester of the Course.

The marks for Paper III (SW 1117) will be awarded as follows:

1. Continuous Assessment by the Supervisor	:	40
2. Typed Report (Monograph)	:	40
3. Seminar	:	20
		-----
<b>Total</b>		<b>100</b>
		-----

A Candidate has to ensure a minimum of 50 marks in the 1<sup>st</sup> Semester Theory for each Paper to pass. If a candidate fails in First Semester Theory he/she is allowed to continue in Semester II for his/ her Dissertation. A Candidate is allowed 3 attempts and has to pass the First Semester within 3 years.

II Semester: 90 days

18 credits

### **SW 1215 Dissertation**

The M.Phil. Candidate shall write a Dissertation on the topic approved by his/her Supervisor. The Dissertation will be based on Original Empirical Research and should fall within the purview of Social Work Research.

There will be a Viva Voce for the Candidate in relation to the Dissertation. The Viva Voce will be conducted by a Committee consisting of one External Examiner connected with the evaluation of the Dissertation, Head of the Institution, Head of M.Phil. Department and the Supervisor of the respective Candidate.

The marks for the Dissertation will be as follows:

S.No	Descriptions	Dissertation	Viva	Total
1.	Supervisor	75	25	100
2.	External Examiner	75	25	100

### **For Part-Time Candidates.**

Part- Time candidates will take the Theory Examination at the end of the First Semester and submit the Dissertation at the end of the Second Academic Year.

### **Ph.D (SOCIAL WORK)**

**Eligibility: M.A Degree in Social Work, Full time/ Part Time of a Recognised University**

### **Pre- Ph.D Requirements**

The candidates registered for the Ph.D Degree are required to successfully complete the following pre Ph.D requirements to be eligible to proceed with the course for the Research Degree.

- Paper I (Written Examination): Research Methodology which would include Social Work Research Methods, Advanced statistics and Computer Applications.
- Paper II (Written and Oral Examination): Three Assignments based on Field Practicum of 200 hours in the Research area chosen by the Candidate.

M.Phil Degree holders in Social Work are exempted from the above Pre-Ph.D requirements subject to the satisfaction of the Doctoral Committee.

### **Ph.D THESIS:**

A Doctoral Committee will be formed by the Supervisor for each Candidate. This Committee will comprise of the Research Supervisor and Two External Members.

The following requirements are to be fulfilled by every Candidate, prior to the submission of the Thesis.

- 1). Each Candidate has to publish a minimum of 2 papers related to his/ her study in a scientific Journal / as part of a Book / as part of an Edited volume, prior to submission of the Thesis.
- 2). Each Candidate has to present a Paper in a Seminar related to his/ her study or organise a Seminar in the area of his/her research prior to the submission of the Thesis.

#### **Note:**

- Ph.D Candidate with M.Phil Social Work Degree shall work for 2 Academic Years as Full-Time Candidates and 3 Academic Years as Part-Time Candidates.
- Ph.D Candidates with M.A. Degree in Social Work shall work for 3 Academic Years as Full-time Candidates and 4 Academic years as Part-time Candidates.
- Also Refer Rules and Regulations for Ph.D Candidates of the University of Madras.

Qualifying candidates can register as Professional Social Workers as per the requirement of Professional Social Work Councils in India and Abroad.