ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION
MASTER OF SOCIAL WORK
FOURTH SEMESTER
470E2440–GUIDELINES FOR PROJECT WORK

A student can take up the Project Work only after completing the duration of the first year of Master of Social Work Programme.

OBJECTIVES OF PROJECT WORK

1) To give exposure to the students on the methodology of planning a study, data collection, analysis, presentation and decision-making about problems related to society.
2) To enable the students to apply multidisciplinary theoretical concepts and principles in real life.
3) To gain an insight into the field of social work and to know how problems are identified and solved.

PROJECT PROPOSAL SUBMISSION AND APPROVAL

After finalizing the topic and selection of the Research Supervisor, students should send the project proposal proforma along with the synopsis and bio-data of the research supervisor.

PROJECT SYNOPSIS

Synopsis of the project should be prepared in consultation with the project supervisor and the same sent to **the Director, Centre for Distance and Online Education, Annamalai University, Annamalainagar-608 002**, under the following captions.

1) Title of the Project
2) Statement of the Problem
3) Objectives of the Study
4) Research Methodology

ELIGIBILITY OF THE SUPERVISOR

Teaching Faculty holding Master's Degree in Sociology/Social Work with a minimum of Five years of experience in any recognized University or College.

FORMAT OF THE PROJECT WORK

1) The Project Report should contain between 60 and 120 double spaced typed pages.
2) It must conform to the academic standard prescribed in the project manual.
3) Project report should contain a copy of the synopsis.
4) The project report should also contain a certificate of originality from the supervisor.

GENERAL INSTRUCTIONS

1) Two typed copies of the project report should be prepared and one should be submitted to the Centre for Distance and Online Education.
2) It is the responsibility of the student to identify a suitable Research Supervisor in the respective field of research and select the topic.
3) In case the proposed Research Supervisor is not acceptable to the Directorate, the student may be advised to change the Research Supervisor.
4) The Research Supervisor will be paid an honorarium of Rs.200/- for guiding each student.
5) A Research Supervisor may **not supervise more than 5 students of M.S.W. Programme** of the Centre for Distance and Online Education in an academic year.
6) The Report of the Project Work should be bound with laminated wrapper board. Spiral or any other form of binding will not be accepted.
7) The prescribed form for submission (copy enclosed) should be enclosed with the Project Work.
8) Photo copy of the Project Proposal approval letter should be attached to the Project Report. Project Report should contain a certificate duly signed by the Research Supervisor, stating that the project report is original work and not submitted earlier to any University/ Institute.
9) All enquires regarding the project work should be sent to.

The Director
Centre for Distance and Online Education
Annamalai University
Annamalainagar – 608 002

The Last date to submit the Project Proposal is : **30-10-2026**

The **Last date** to submit the Project Report is : **31-12-2026**

Late submission of Project Report will be accepted upto : **15.01.2027**
with a late fee of **Rs.500/-**

DIRECTOR

ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION

MASTER OF SOCIAL WORK (Fourth Semester)

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL

Enrolment Number: ....

1. Name and Address of the Student :
2. Subject Area of the Project :
3. Title of the Project (In capital letters) :
4. Name and Official Address of the Research Supervisor. (*Bio-Data should be enclosed*) :

Signature of the Student :

Date:

Signature of the Research Supervisor :

Name:

Academic Year:

Number of Candidate : ... ...

(*Number of candidates should not exceed **Five** for a Research supervisor in an academic year*)

Encl: 1. Synopsis
2. Bio-Data of the Research Supervisor

(for office use only)

Scrutinised by

May be Approved

HEAD – Sociology Wing

DIRECTOR

ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION

BIO-DATA OF THE RESEARCH SUPERVISOR

Affix Photograph of supervisor

NAME :

EDUCATIONAL QUALIFICATION :

DESIGNATION :

NAME OF THE COLLEGE/UNIVERSITY :

YEARS OF TEACHING EXPERIENCE :

OFFICIAL ADDRESS WITH PHONE NUMBERS (Mobile and Landline) :

RESIDENTIAL ADDRESS WITH PHONE NUMBER :

Signature of Research Supervisor

STRUCTURE OF THE PROJECT WORK

1) Wrapper Page.

2) Title Page (or) First Page.

3) Declaration of the Student.

4) Certificate of the Research Supervisor.

5) Acknowledgement of the Student.

6) List of Contents.

7) List of Tables.

8) List of Figures.

9) Body of the Project Work.

   i) Introduction
   ii) Review of literature
   iii) Methodology
   iv) Analysis
   v) Conclusion

10) Bibliography.

11) Appendices, if any

Specimen format

FORM FOR SUBMISSION OF PROJECT WORK

(To be submitted separately along with the Project Work in Duplicate)

I. Name of the Student (in BLOCK letters) :

Enrolment No. :

Programme with subject :

Title of the Project Work :

Period of study :

Address of the candidate (with phone number) :

II. Name of the Research Supervisor :

Designation with experience :

Address of the Research Supervisor (with phone number) : 1. Office:

2. Residence:

Date of submission of project work :

In case of late submission, the payment particulars of late fee paid to be furnished

Place: Signature of the Student

Date:

Signature of the Research Supervisor

DIRECTOR