



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
Krishna Kanta Handiqui State Open University

GUWAHATI-781006

Housefed Complex
Last gate, Dispur,

Ref: PROJ_UGPG/2015/09A

Date: 01/11/2015

NOTIFICATION FOR DISSERTATION GUIDELINES

It is hereby informed to all the learners of MSW 4th Semester to follow the guide lines in preparing their dissertation/report, which is attached herewith.

sd/-

Deputy Registrar (Examinations)



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Guidelines for Preparation of Dissertation in Master of Social Work

The learner has to prepare and submit a dissertation under the guidance of a professionally qualified supervisor. She or he may take up a problem related to the subject and should develop instruments for data collection and collect data, analyse and interpret data and prepare a research report. The length of the report may be between 60 - 70 pages and should not exceed 70 pages.

Dissertation Guide

A faculty in the department of Social Work or Sociology in colleges affiliated to any Indian University

(OR)

A faculty of the department of Social Work from KKHSOU.

The bio-data along with phone number of the dissertation guide is to be attached along with the dissertation report.

Time Period

Dissertation work has to start from third (3rd) semester and the final report has to be submitted within three months of the fourth (4th) semester.

The topic of study, review of literature, research questions, objectives of study and method of data collection has to be decided and finalized by the learner in consultation with the project guide during the first part of the third (3rd) semester. Data collection should immediately follow.



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Further, during fourth (4th) semester data has to be interpreted and analysed: report has to be written and submitted within three months.

Total Marks

The report carries 100 marks, out of which 80 marks are allotted for report writing (the University will evaluate the report) and 20 marks for viva-voce.

Submission of Project Report

Learners should prepare 3 copies of the project report, one for the University, one for the study centre and one for himself/herself. He/ she is required to submit two copies of the report on or before the date of viva-voce to the respective study centre. If he/she fails to submit it to the study centre prior to the viva, then he must submit it to the exam centre on the date of the viva. In any case he/she must carry the candidate copy along while coming for the viva. No candidate will be allowed to appear for the viva if he or she fails to produce the dissertation report to the external examiner. The learner must get his/her copy sealed and signed by the external examiner during the viva. In case a candidate submits the reports to the study centre prior to the date of the Viva than the study centre must send it to the exam centre before the date of the Viva.

The respective exam centres must send the University Copy of the dissertation reports along with the soft copy (CD) and the mark foil of the viva to the University not later than a week from the date of viva. The University will then centrally evaluate the dissertation reports. Finally the marks of the report (evaluated by the University) and the marks of the viva (given by the external examiner) will be added up to obtain the final score of the candidate for the dissertation.



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The copy for the university along with soft copy (CD) of the report and the marks foil should be submitted to the Controller of Examination, Krishna Kanta Handiqui State Open University, Housefed Complex, Dispur, Guwahati – 781 006, through respective study centres.

At the top of the right corner of the first page of the report 'Copy for the University' should be clearly typed. University logo should never be used.

A Challan of Rs 1000/- as dissertation fees should be enclosed with the copy of the dissertation (which will be sent to the university), if not paid the fee during the admission time.

External Supervisor

The External Supervisor will be appointed by the University either from the department of Political Science or Sociology for the Viva. He/ She is required to put his seal and signature in all the three copies of the dissertation report. The report will not be considered valid until it bears the seal and signature of the external examiner. He or she must take the viva based on the dissertation report and provide the marks of viva in the mark foil.

Typing Instruction

The cover page and certificate page should not have any numbering. Numbering of the pages may start from the next page of the content page.

The Type Font should be Arial. For general continuous texts, Font Size: 11. The major Section should be typed with BOLD letters with font size 14. The Sub-Sections should be typed with Title Case Bold letters with Font Size 12.

The project report should be typed in double line space. It should be printed on one side only and should be spiral bound.



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Overall Structure of the Report

First page

Dissertation on.....

Submitted in partial fulfillment of the requirement for the 4th Semester of Master of Social Work
of Krishna Kanta Handiqui State Open University

Submitted by

.....

Enrollment No:.....

Year

Second page

Certificate from the Supervisor

This is to certify that the project report entitled.....submitted to Krishna Kanta Handiqui State Open University in partial fulfillment for the award of Master of Social Work, is an original work carried out by..... Enrollment no..... under my supervision.

The matter embodied in this project is a genuine work done by the learner and has not been submitted either to this university or to any other university/institute for the fulfillment of the requirement of any course of study.



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Signature of the Supervisor

(Name of the Supervisor)

Designation:

Address:

Seal of the study centre with Centre Code

Third Page

It will include the certificate from the concerned institution/ organization where the learner will conduct the study with date and seal of the institution (in case of study carried out in institution/ organization).
