SCHOOL OF SOCIAL WORK

Programme Guide

Ph.D in Social Work

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it throughout the duration of the Programme.

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"The policy of reservation for the OBCs/SCs & STs under the CEI Act is applicable to all programmes/courses of study at the undergraduate, graduate, postgraduate, Ph.D levels.

CONTENTS

1. THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) was established in September, 1985 by an Act of Parliament, with a view to democratise education, so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus, it is a university with a difference.

1.1 The major objectives of the university are:

- To promote the educational well-being of the community,

- To democratise higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote and rural areas,

- To disseminate learning and knowledge through an innovative multi-media teaching-learning system, to provide high quality education at all levels,

- To coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

1.2 The salient features of this system of education are:

- Study according to your own pace and convenience,

- Study at your own chosen place,

- Flexibility in choosing courses and combination of courses from a wide range of disciplines/ subjects, and

- Use of modern and appropriate educational and communication technology.

Student support services are provided by the University through a network of study centres scattered all over the country. Study centres are the actual focal points to enable you to receive regular information and learning support. Each study centre provides you with library, audio and video facilities to further help you in the learning process. Senior and experienced academics are engaged in face- to-face counseling at study centres. The study centres are generally located 'in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days. Each study centre is supervised by a

Coordinator. Regional centres have been set up in different parts of the country to coordinate the functioning of study centres.

2. THE SCHOOL OF SOCIAL WORK

The School of Social Work (SOSW) at Indira Gandhi National Open University (IGNOU) was established in 2007. It aims at providing quality education in the areas of Social Work, HIV/AIDS, counselling, tribal studies and family studies by offering programmes from Certificate to Doctoral Degree.

The SOSW at IGNOU is the first School of Social work offering social work programmes in ODL mode. It is the first school of Social Work in India to take social work education to all the States and Union Territories in the country as well as to SAARC and African nations. It has indigenously developed high quality Self Instructional Materials (SIM) and uses multi-media approach for imparting social work teaching and training both in English and Hindi. It offers social work programmes to in-service learners and engages a large number of practitioners for field work supervision.

2.1 Vision

To provide inclusive and quality education in social work across the country and beyond the borders.

2.2 Mission

To provide quality education through open and distance learning using multi-pronged strategies and services to reach the unreached with an emphasis on social work values and ethics whereby improving the services in social welfare sectors.

2.3 Objectives of SOSW

- To promote human resources aiming at improving the quality of life of poorest of the poor.

- To meet the growing demand for professionally trained social workers across the country.

- To provide social work education and training based on indigenous knowledge and uniform curriculum across the country.

- To help the learner acquire professional skills and knowledge to help the clients to deal with their emotional and psychological problems.

- To help the learner acquire professional skills and develop capacity in helping people to solve various social and economic problems.

- To help the learner to develop required attitudes in understanding people's problem solving interventions.

3. SALIENT FEATURES OF PH.D PROGRAMME

The PhD programme at IGNOU was started in 2008 when other programmes of the school were initiated. Till now 21 scholars were successfully awarded doctoral.

a) Unlike other programmes in IGNOU, the Ph.D programme is offered in *Offline/Regular mode* where the scholars get the opportunity to regularly interact with their Ph.D supervisors and receive regular mentoring and guidance.

b) The course work is structured in such a way as to provide an in-depth understanding on the social work theory and practice and a strong foundation on research methods and statistical applications.

c) The scholars are trained in their specific research area and they get an opportunity to do a mini study during the course work.

4. PROGRAMME STRUCTURE

The University follows the credit system for its Ph.D Programme. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 4 credit course involves 120 study hours, a 6 credit course involves 180 study hours and 10 credit course involves 300 study hours. To successfully complete the Ph.D programme you have to earn 18 credits.

The Ph.D Programme in Social Work has 4 courses and all are compulsory.

4.1 Course and Credits

S. No	Course Code	Title	Credits
1.	RSW001	Research Methods and Statistical Applications in Social Work	6
2.	RSW002	Social Work Theory and Practice	6
3.	RSW003	Review of Studies in Social Work	4
4.	RPE001	Research and Publication Ethics (Compulsory course by Research Unit)	2
		Total Credits	**18**

5. PH.D COURSE CURRICULUM

5.1 RSW001: Research Methods and Statistical Applications in Social Work (Credits 6)

Course Objective

- To acquaint learners about the philosophical foundation and approaches of Social Work Research.
- To gain the knowledge on review, formulation of problem and research methodology.
- To develop the knowledge and skills in conducting quantitative, qualitative and mixed methods of research.
- To practice computer based research application and statistical tools for research.

Content[1]

1. Introduction to Social Work Research - Philosophical foundation, Approaches, Process and Methods in social science research
2. Research Review in Social Work
3. Formulation of research problem, objectives, hypothesis and preparing research proposal
4. Research Design - Descriptive, Exploratory, Diagnostic, Evaluation, Action Research and Experimental
5. Sampling and Data collection
6. Research Tools: Questionnaires, Rating Scales, Attitudinal Scales and Tests

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[1] Subject to change as per university requirements

7. Data Processing, Analysis and Reporting of Research

8. Introduction to Basic Computer Functions and Applications for Research

    a. Importance & Use of Various E-Resources and E-Data

    b. Software for Research Purpose

    c. Web Use for Literature Review

    d. Web tools for Educators

9. Qualitative Approaches, Research Methods, Tools, Techniques and Data analysis.

10. Analysis of qualitative data using software.

11. Plagiarism, Publication ethics, Referencing styles, Process of ethical clearance, and Ethics in social work research

12. Application of statistics in research work- Need and importance of statistics, Types of data, Measures of central tendency and variability; Descriptive and Inferential Statistics; Parametric and Non-parametric tests

Teaching Methodologies

    i. Classroom Teaching

    ii. Seminar

    iii. Group and Panel discussion

    iv. Research Colloquium -Critical analysis of methods and methodology

    v. Scholars Forum

Assessment

    i. Assignment

    ii. Presentation

    iii. Continuous Assessment and Term End Exam

Course Outcomes

- Will be able to integrate the philosophies and approaches in Social Work Research.

- Will be able to review, formulate research problem and apply research methodology.

- Have knowledge and skills to conduct quantitative, qualitative and mixed research methods.
- Will be able to apply computer based research application and statistical tools in research.

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5.2 RSW002: Social Work Theory and Practice (Credits 6)

Course Objective

1. To understand the Social Work Practice and its importance in the current scenario
2. To enhance knowledge on the application of various theories and models of Social Work
3. To examine the methods and strategies used in social movements.
4. To provide required skills to practice social work with various section/groups.

Content[2]

1. Social Work Profession in changing contexts: Micro, Meso and Macro level.
2. Social work in Indian and International Context.
3. Theories of Social Work
4. Values, Principles, Ethics in social work and Code of Ethics for social workers
5. Models of Social Work
6. Constitutional provisions and rights, Social development and Social Justice.
7. Contemporary Social Movements: Indian and western Models. Philosophy and Methods.
8. Social Policy and Advocacy
9. Social Work Education and practice, Challenges of professional Social Work
10. Role of professional social work association
11. Advanced/ critical social work practice
12. Social Work practice in various groups/areas
    a. HIV/AIDS and Family Planning
    b. Tribal Studies
    c. Social Work and Criminal Justice system
    d. Social Work and Counselling
    e. Children nutrition and food security
    f. Mental Health
    g. Gender Studies
    h. Ecology and Environment Social Work

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[2] Subject to change as per university requirements

Teaching Methodologies

     i.   Classroom Teaching

     ii.   Seminar

     iii.   Group and Panel discussion

     iv.   Scholars Forum

Assessment

     i.   Presentations

     ii.   Assignment

     iii.   Continuous Assessment and Term End Exam

Course Outcomes

1. Will be able to use the concepts of social work and practice social work in current scenario.

2. Will be able to apply the theories and models of Social Work into practice.

3. Will be aware of methods and strategies used in social movements.

   Learn skills to practice social work with various groups and areas.

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5.3 RSW003: Review of Studies in Social Work (Credits 4)

Course Objective

- To enhance the knowledge base of the research scholars in their chosen area of interest.
- To equip the scholars with skills in review of literature and policies relevant to the research area.
- To enhance their skills in application of qualitative, quantitative and participatory research methods in the area of interest.
- To acquire first hand field exposure on specific area of research.

Content[3]

1) Understanding the Concepts and magnitude of the issue of the area of study
2) Policies and programmes and Social work practice of the area of study. Appraisal of policies related to the area of study.
3) Style of referencing: In Text and Reference List
4) Basics of Review: What, Why, Types and Methods; Academic Writing.
5) Identification of Substantive, Theoretical, Conceptual and Methodological Issues.
6) Types of review, Review management and Review writing
7) Application of Research Methods -Qualitative Methods: Participant Observation/ Interviews/FGDs; Quantitative Methods: Field Survey/ Meta Analysis/Analysis of Secondary Data; Participatory Methods: Time Related, Space Related and Relational Methods in the area of study
8) Draft Research Proposal
9) Field work related to area of the study (Minimum of 15 days). Write a research paper based on field study

Outcomes

- Learners will be able to have in-depth knowledge in their chosen area of research.

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[3] Subject to change as per university requirements

- Gain analytical skill to critically review the literature and policy documents to identify the gap, scope and need in the research area.
- Acquire skill to apply qualitative, quantitative and participatory research methods in the area of interest.
- Will be able to demonstrable knowledge and first hand field exposure on specific area of research.

Teaching Methodologies

i. Seminar
ii. Individual discussion
iii. Group and Panel discussion
iv. Library work

Assessment

i. Submission of review (30-40 articles)
ii. Submission of mini research proposal
iii. Pilot study of 15 days
iv. Submission of mini research report
v. Presentation
vi. Continuous Assessment and Term End Exam

5.4 RPE001: RESEARCH AND PUBLICATION ETHICS (RPE) (Credit 2)

Course Objectives:

1. To understand the philosophy of research and learn research ethics.

2. To familiarise with the scientific conduct in research activity and to understand the publication ethics.

3. To get informed about the open access publishing and to create awareness of publication misconduct.

4. To understand the publishing databases, research metrics and the processes involved in the standard publication.

Content[4]

Unit 1: Philosophy and Ethics (3 hrs)

    1. Introduction to philosophy: definition, nature and scope, concept, branches

    2. Ethics: definition, moral philosophy, nature of moral judgements and reactions.

Unit 2: Scientific Conduct (5 hrs)

    1. Ethics with respect to science and research

    2. Intellectual honest and research integrity

    3. Scientific misconducts: falsification, fabrication, and plagiarism.

    4. Redundant publications: duplicate and overlapping publications, salami slicing

    5. Selective reporting and misrepresentation of data.

Unit3: Publication Ethics (7 hrs)

    1. Publication ethics: definition, introduction and importance

    2. Best practices/standards setting initiatives and guidelines: COPE, WAME, etc.

    3. Conflicts of interest

    4. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice verse, types

    5. Violation of publication ethics, authorship and contributor ship

    6. Identification of publication misconduct, complaints and appeals

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[4] Subject to change as per university requirements

7. Predatory publishers and journals

Unit 4: Open Access Publishing (4 hrs)

1. Open access publications and initiatives

2. SHERPA/RoMEO online resource to check publisher copyright and self-archiving policies.

3. Software tool to identify predatory publications developed by SPPU

4. Journal finder/ journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggested, etc.

Unit 5: Publication Misconduct (4 hrs)

A. Group Discussions (2 hrs)

1. Subject specific ethical issues, FFP, authorship

2. Conflicts of interest

3. Complaints and appeals: examples and fraud from India and abroad

B. Software tools (2 hrs): Use of plagiarism software like Turnitin, Urkund and other open source software tools.

Unit 6: Databases and Research Metrics (7 hrs)

A Databases (4 hrs)

1. Indexing databases

2. Citation databases: Web of Science, Scopus, etc.

B. Research Metrics (3 hrs)

Impact Factor of journal as per journal citation report, SNIP, SJR, IPP, Cite Score.Metrics: h-index, g index, i10 index, altmetrics

Course Outcome:

1. Will be able to use research and publication ethics.
2. Will be able to practice scientific conduct in research.
3. Will be aware of the open access publishing and publication misconduct.
4. Will learn publication database and research metrics.

Teaching Methodologies

    i.   Seminar

    ii.   Class room teaching

    iii.   Individual discussion

    iv.   Group and panel discussion

    v.   Practical sessions

Assessment

    i.   Presentation

    ii.   Continuous Assessment and Term End Exam

6. SCHOLARS FORUM

Ph.D programme is an intensive research activity carried out by the School of Social Work. The programme aims to enhance the research skill and knowledge of the research scholars. The scholars need research aptitude and knowledge from various discipline related to Social Work and the societal problems. Moreover, apart from the theoretical knowledge the scholars also need to interact with the field practitioners to gain knowledge on the implementation aspects and know the gray areas where research is required. This will help the candidates to identify the research gaps and conduct need based study.

To make this possible the scholars need a platform to enhance the research skill and knowledge. Therefore, this Social Work Scholar's Forum was initiated by School of Social Work, IGNOU in the academic year 2023-24 with the support of the Dr. Saumya, Director of SOSW and all faculty members. Dr. Dilip Diwakar G, Research Programme coordinator has taken the responsibility to facilitate the Scholar's Forum activities. This forum provides a platform for the scholars to interact with various practitioners and academicians involved in field research. It also provides an opportunity to our scholars to listen, interact and discuss with academicians and practitioners. We believe this will help them to gain insight and enrich their knowledge.

The scholars will take key role in this forum in identification of the resource person from inside and outside IGNOU, invite them for the discussion on every Wednesday, they initiative will be carried out under the guidance and supervision of the Research Programme Coordinator. The Director of the School and all other faculties have agreed to help and support the scholars for successfully running this forum and they will guide them to identify

the suitable resource person.

This academic forums creates a collaborative environment where ideas will be nurtured, challenges will be discussed to bring out new innovative ideas and practice. It is believed that such interactions are not only enrich the individual academic journeys but also contribute to the collective advancement in respective fields. This forum further helps to create good communication with various experts to learn and to strengthen the social workers 'commitment.

7. GENERAL INFORMATION

a) The process and schedule of registration shall be prepared and announced by IGNOU in accordance with the guidelines given by the Research Council from time to time. Research Unit/ Research Coordination Division (RCD) shall be responsible for the overall coordination of the Research Degree Programme of the University.

b) The Ph D Programme is offered in strict compliance with the UGC (Minimum Standards and Procedures for award of Ph.D Degree) Regulations, 2022 and amendments there to from time to time.

c) Selected candidates will be governed by IGNOU Ordinance/IGNOU regulation/ Guidelines for conduct of Ph.D Degree Programmes.

d) Admission to the Ph.D Degree Programmes is strictly on merit, based on the performance in the Entrance Test and Interview. For the academic session 2023-24 cycle there is no written test, candidates cleared UGC NET/JRF will be called for the interview directly (this is subject to change as per UGC directions/notification).

e) IGNOU offers Ph.D programme under two categories: Part time and Full time. Both categories of students will be required to attend course work with 80% attendance to complete the course successfully.

f) In case a candidate does not meet minimum eligibility criteria and appears in the entrance test/interview, it is at the candidates own risk and cost and if at any stage, it is found that the minimum eligibility criteria requirements are not fulfilled, the admission,

if granted, shall be cancelled ipso facto.

g) The Ph.D programme involves coursework during the first six months of admission, which will be conducted in IGNOU Campus at New Delhi only. A student has to attend the coursework on a regular basis. At least 80 per cent attendance is compulsory.

h) As of now, IGNOU does not have hostel facilities for students. Students have to make their own arrangements for stay in Delhi.

8. GENERAL ELIGIBILITY CRITERIA FOR PH.D.

The eligibility criteria for admission to Ph.D programme are as follows:

a) Master's Degree in Social Work from a University recognized by UGC with at least 55% marks [50%marks in the case of SC, ST and OBC (Non-creamy Layer)/Differently-Abled, EWS and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's Degree prior to 19th September, 1991] excluding grace marks.

9. SELECTION PROCEDURE

9.1 Stage 1: Entrance Test (for the admission cycle 2023- 2024, there is no entrance examination, only candidates having NET/Fellowship will be called for interview- it is *subjected to change as per UGC notification*)

a) In general, the Entrance Test will be conducted by the University across the country. The list of eligible candidates to appear for the Entrance Test will be displayed on IGNOU website.

b) No separate communication shall be sent to candidates in this regard.

c) Hall Tickets enabling the candidates to take the Entrance Test will also be displayed on IGNOU website. Candidates are required to download and print the same to appear in the Entrance Test.

d) Candidates are required to bring with them an original identity proof having photograph, such as Aadhar Card, Voter ID Card, Driving License, Passport and ID Card issued by Govt. Agencies.

e) The syllabus of the Entrance Test is as per the 'University Grants Commission (UGC (Minimum Standards and Procedures for award of Ph.D Degree) Regulations, 2022 comprising 50% on Research methodology and 50% on specific subject.

f) The Entrance Test shall carry a weightage of 70% and 30% weightage shall be given to the interview/viva.

g) Those who secure at least 50% marks in the Entrance Test (45% marks in case of SC/ST/OBC (Non Creamy layers) / Differently abled persons, EWS and other categories of candidates as per the decision of UGC from time to time will be shortlisted for the interview in order of merit subject to the maximum limit of five times of the available seats.

9.2 Stage 2: Interview/ Presentation

a) Short-listed Candidates in the Entrance Test will be called for interview/presentation of Synopsis before the Discipline specific Doctoral Research Committee.

b) The interview will assess the students knowledge on research methodology, subject specific knowledge and research proposal.

c) Offer letters for admission will be sent to the Selected Candidates only.

10. DURATION OF THE STUDY

a) The minimum and maximum duration of Ph.D programme is three years and six years respectively. The Women Candidates and Persons with Disabilities (40% or more / "severe" where percentage is not defined) are given two years extra in the maximum duration.

11. FEES STRUCTURE AND SCHEDULE OF PAYMENT

b) The fee for the year 2024 is Rs. 16,800/- (subjected to change). Fee and other details will be notified in the Ph.D advertisement every year on the university website.

12. COURSE WORK

a) Course work is compulsory for all the candidates registered for the Ph.D programme. It

will be conducted offline in the campus.

b) The course work shall be completed within a maximum period of 2 semesters from the date of the commencement of the academic session the student has been admitted to in accordance with the Guidelines prescribed from time to time by the Research Council and in conformity with the UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2016. If a student fails to complete coursework within prescribed time period, his/her admission/ registration shall be cancelled automatically.

13. MEDIUM OF INSTRUCTION

a) English will be the medium of instruction.

14. EVALUATION

a) The evaluation of the Pre-PhD course work will be done in accordance with the evaluation methodology provided in the IGNOU Guidelines for MPhil/PhD Programmes approved by the Research Council in consonance with UGC Regulations, 2016 and as amended from time to time.

15. PROGRESS OF RESEARCH STUDENT

Commencing from the date of registration, a student shall submit progress report periodically (once in six months until pre-submission seminar) in the prescribed format to the supervisor(s) who shall forward the same along with his or her detailed assessment of the work to the School Board through Doctoral Research Committee.