

## Guidelines for M.A. Sociology Field work & Dissertation

**I: Field work & Dissertation :** During Second Semester, all candidates of MA Sociology shall undergo practical training in any organisation / community for a minimum period of **six weeks** and submit a report thereon along with a practical training certificate obtained from the organisation / community.

Students of **M.A. (Sociology)** must undergo practical training in reputed community / Non-Government organisations / communities of rural and urban. It should be approved by the CDE – ICT Division, Acharya Nagarjuna University, Nagarjuna Nagar.

The Field work & Dissertation carries a maximum of 100 marks. The Field work & Dissertation shall be guided and certified by a recognised guide approved by CDE – ICT Division, ANU. The completed Field work & Dissertation should be sent to the email ID [anuonline8@gmail.com](mailto:anuonline8@gmail.com), at least 15 days before the scheduled time for Comprehensive Viva-voce examination or before the due date as communicated by the Office. It is compulsory to submit hard copy of the Field work & Dissertation to Director, CDE – ICT Division, Acharya Nagarjuna University.

### Field work Work

Students of **MA (Sociology)** Programme will have to take up Field work in the Second Semester.

1. The purpose of the Field work is primarily to demonstrate the application of knowledge and skills acquired during the Programme, by studying and analysing the selected programme in the work situation in a systematic manner while suggesting solutions to the policy makers and Governments to implement in proper manner.
2. The topics for Field work may be taken from any one of the following sources:
  - I. Problems related to Health
  - II. Problems related to Youth
  - III. Problems related to Alcoholic addiction
  - IV. Problems related to Dalit issues
  - V. Problems related to Women issues
  - VI. Problems related to Physically challenged persons
  - VII. Problems related to aged persons
  - VIII. Problems related to labour
  - IX. Problems related to related to children
  - X. Problems related to crime

### Field work & Dissertation Proposal

1. The proposal for Field work (synopsis) should be prepared in consultation with the guide and uploaded to the Director, CDE-ICT Division, ANU. The proposal should clearly state the significance, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.
2. Eligible Field work guide may be taken from any one of the following:
  - i) Faculty of department of Sociology and Social work or any qualified teacher in social sciences of Acharya Nagarjuna University campus.
  - ii) Academic counsellors of M.A. Sociology / Social work of CDE Acharya Nagarjuna University and Ph.D holders working in PG departments of Sociology / Social work of affiliated colleges.
  - iii) Teaching faculties of departments of Sociology / Social work of any other university recognised by Acharya Nagarjuna University.

- iv) Senior executives holding master's degree in Sociology or MSW or allied disciplines with a minimum of 10 years of experience.

Students are advised to send their Field work & Dissertation synopsis and bio data of guide (in case of ii, iii, & iv above), which must be duly signed by the guide, to the email id [anuonline8@gmail.com](mailto:anuonline8@gmail.com). If the proposed guide is not acceptable, the student shall be advised accordingly and in all such cases, the student should change the guide before the proposal is considered for approval. Similarly, if a student wants to change his / her guide after some time, he / she would be required to submit the Field work proposal along with the signature of the new guide on a new Field work proposal proforma.

3. The Field work proposal shall be sent in the proforma (format is given at the end of this note) along with one copy of synopsis and bio-data of the guide to the mailed "anuonline8@gmail.com" for approval. Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis.
4. **The Certificate issued by the Institute / Communities where the candidate worked for his Field work must also be included in the report.**
5. Communication of approval / non-approval of the Field work proposal will be sent to the candidate within one month of the receipt of the proposal.
6. Communication of non-approval of the proposal will be accompanied by comments / suggestions for reformulating the Field work . The revised Field work proposal should be uploaded in the new proforma. A copy of rejected synopsis and Field work proposal proforma wherein the comments or suggestions of the evaluator are given should also be submitted.

**Note:-** Without the approval letter, the Field work & Dissertation will not be evaluated. Students are advised to select their guides who are either teachers or active professionals in the relevant area or from any Non-Government Organisation who holds the Ph.D. in Sociology / Social work of the selected topic.

#### **Preparation of Field work & Dissertation:**

- (i) The report should consist of (a) significance of the study, (b) objectives, (c) Review of Literature (d) sampling and methodology, (e) statistical techniques used, (f) limitations, if any, and (g) guidelines for future research.
- (ii) The length of the report shall be in between 60 and 80 double spaced typed A4 size pages (excluding appendix and exhibits). The report is to be submitted in a bound volume.
- (iii) The Field work & Dissertation should also contain:
  - (a) Field work approval by the University
  - (b) **The Certificate issued by the Institute / Communities** where the candidate worked for his Field work must also be included in the report.
  - (c) Certificate from the agency of competitive authority as to the originality of work.
  - (d) A statement from the candidate mentioning that the work is a original one and has not been submitted earlier, either to this university or to any other institution for fulfillment of the requirement of a course of study.

The candidate has to prepare TWO hard copies of the project report. Soft copy of the project report is to be sent to email id "anuonline8@gmail.com" and one hard copy of the project report should be submitted to the Director, CDE – ICT Division, ANU by post at least 15 days before the scheduled time for comprehensive Viva-Voce examination or before the due date as communicated by the office. One hard copy of the project report is to be retained with the student. The copy sent to the Director, CDE – ICT Division, ANU will not be returned.

**II: Online Comprehensive Viva-Voce Examination:** CDE – ICT Division, ANU will communicate the date and time for Viva-Voce examination, to be conducted online using Skype / Webcam / Virtual platform, which will be held after the completion of theory examination.

**ACHARYA NAGARJUNA UNIVERSITY  
Centre for Distance Education – ICT Division  
M.A. Sociology  
PROFORMA FOR FIELD WORK PROPOSAL**

Regn.No.....

Name and Address of Student .....

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Title of the Project .....

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Subject Area:.....

Name, Designation and Official Address of the Project Guide.....

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Signature of the student

Signature of the Guide

Date:

Date:

**Note:** Enclose the synopsis of the project and bio-data of the guide.

**(For Office use only)**

**Synopsis**

**Supervisor**

Approved

Approved

Not Approved

Not Approved

Comments / Suggestions for reformulation of the project.

Date:

**Signature of the Evaluator**