**BPHES’**

**CSRD Institute of Social Work and Research
Ahmednagar, Maharashtra**

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***Course Summary***

**Course Number:** G 8

**Course Title:** GCM - Generic Compulsory Method Course: Research Methodology and Statistics

**Semester & Year:** II, 2018 -19

**Instructor:** Jaimon Varghese, MSW, MA (Psy), MA (Phil), Ph D

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**Office Hours:** 9.00 AM to 5.00 PM, Monday to Saturday

**Class Hours:** 11.50 AM to 12.45 PM on Monday to Saturday

**Course Website:** [www.csrd.edu.in](http://www.csrd.edu.in)

**Course Description:** This course on Research Methodology and Statistics helps students gain basic knowledge and skills to undertake social research and social work research

**Course Objectives:**

1. Develop an understanding about the scientific approach to human inquiry
2. Develop an appreciation of the value and approach in social research and social work research in addressing problems in the field of professional practice
3. Develop skills for use of library and documentation in research work
4. Acquire the skills for data analyses and research based writing

# *Expanded Description*

# The course of research methodology and statistics will teach the students the fundamentals of scientific methods and research. They will learn the scientific method, the meaning, goal and characteristics of scientific method, scientific approach, application of scientific method for the study of social phenomena and the steps in the process of scientific research. The students will get knowledge about social research, philosophical doctrines in the social science inquiry, positivism and interpretivism, quantitative and qualitative research approach, meaning of research, goals, objectives and major steps in the process of social research. Further they will study about social work research, meaning, objectives, steps, types and scope of social work research. By the end of the course, the students will get acquainted with the basic concepts in research, such as, concepts, hypothesis, variables, independent & dependent variables, operational definitions, and constructs. Ethics is an important aspect in research. The learners will understand the ethical considerations and guidelines while undertaking social work research.

# Research design is a major issue in conducting social work research. By undergoing this course, the learners will study in detail about the research design and types of research, meaning and importance of research designs, types of research design, such as, exploratory, descriptive, experimental, evaluative, case study, participatory research and action research design. The students will learn in detail the case study design, its meaning, uses and steps. Source of data is another important consideration in research. By studying this course, the learners will learn about various sources and types of data, such as, primary and secondary data, objective and subjective data, and qualitative and quantitative data. Primary data is collected by means of observation, questionnaire, interview schedule and interview guide. Pilot study and pre-testing are important for primary data collection. Secondary data, sources and types of secondary data and problems in the use of secondary data are equally important. Sampling is another essential aspect of primary data collection. Major considerations in sampling procedure are the universe, population, sample, rationale and characteristics of sampling, sample frame and sampling unit, methods of sampling and determination of sample size.

# Data collection and processing are the most important part of social work research. There are primary and secondary tools of data collection. Processing of data includes developing the list of content, editing data, classification, coding, tabulation and interpretation. The analysis of data is supported with diagrammatic and graphical presentation of data. By undergoing this course, the learners will also learn about the need, importance, types and application of various scaling techniques in social research. Application of computers is essential for completing quality research. MS excel and SPSS are commonly used for data processing and analysis and the learners of this course will get to know how to apply these softwares for research work.

# Every researcher has to well verse with statistics for conducting quantitative research. By undertaking this course, the learners will learn various statistical techniques and their application in data analysis. The students will learn the definition and functions of statistics, levels of measurement and the role and importance of statistics in research. The students need to learn in detail both the descriptive and inferential statistics. Descriptive statistics refers to measures of central tendency (mean, median, and mode), measures of dispersion (standard deviation, coefficient of variation) and measures of correlation. Inferential statistics is used for testing of hypothesis. By undergoing this course the students will learn how to use parametric and non-parametric statistical tests used for testing hypothesis.

# Presentation and dissemination of research is the final step in social work research. By the end of this course, the students will learn various aspects of research reporting, such as, contents, style, types and functions of research report. They will learn the major steps in planning report. The course will teach the learners how to write the foot-note, references and the bibliography. Preparation of abstract and publication of the thesis are significant research skills and the learners of this course will get insight into these aspects too.

# This course on research methodology and statistics will help the students to appraise research based practice and develop practice based knowledge. The course includes field based research assignments on the part of the students. The students will develop a suitable research design and proceed with undertaking various steps of social work research as the course progresses. The preparation of the research design shall be the part of students’ assignment and the remaining steps of the research will be supervised by their respective research guides. The progress of the students’ research will be monitored during this course. The students will bring their practical problems in undertaking their own individual research in the classroom and arrive at suitable solutions by group discussions. As a group assignment, the students shall undertake a group research project in small groups, develop the design, collect data, analyse the same in groups and present their research findings before the class. Thus this course has a significant practice component.

***Readings:***

**Required texts:**

Laldas D. K. (2008) *Practice of Social Research* at Research Methodology Workshop, Ahmednagar: CSRD-ISWR, 23-26, July

Laldas, D. K. (2000) *Practice of Social Research*, Jaipur: Rawat

Laldas D. K. (2005) *Designs of Social Research*, Jaipur: Rawat Publications

Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, New Delhi: New Age International (2nd edition reprint)

Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* Nagpur: Shree Sainath Prakashan

Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, New Delhi: Vikas Publishing House Pvt Ltd

Ivan Diamonds and Juliet Jefferies (2001) *Beginning Statistics – An Introduction to Social Scientists*, London: Sage Publications

**Other readings**

Ahuja, Ram (2001) *Research Methods*, Jaipur: Rawat

Chowla Deepak and Sondhi Neena (2011) *Research Methodology Concepts and Cases,* New Delhi: Vikas Publishing House Pvt Ltd

Singh, Jaspal (2001) *Methodology and Techniques of Social Research*, New Delhi: Kanishka

Somekh Bridget & Lewin, Kathy Eds. (2005) *Research Methods in the Social Sciences*, New Delhi: Vistaar

Thanulingom, N. (2000) *Research Methodology*, Mumbai: Himalaya

Thamilarasan T (2015) *Research Methodology for Social Sciences*, New Delhi: New Century Publications

**Teaching Methods**

This course will be taught with a combination of teaching methods such as lecture with audio visual supplements, group discussion, role plays, buzz groups, field based assignment and presentations by students, guest lectures, library assignments and field exposures. Students shall collect all the power point presentations and some e-resources of the course from the course instructor in advance. Students are expected to come prepared in the class by reading the essential course materials. They may also get familiarised with the slides prior to attend the lectures, so that they can participate in the discussions meaningfully.

All students are expected to share responsibility for taking up various assignments and participating in discussions. At least half of every class will be spent in small group assignments, sharing and discussions; therefore, regularity and punctuality for classes are crucial. Assigned and independently selected readings, field based assignments, presentations, structured (written) assignments, screening of documentaries, and the lectures supported with audio-visual aids will provide the material necessary for learning about social research process. Field based research activities, preparation of bibliographies, literature review and presentations, and formulation of research designs by the students are essential part of the course and these practicals will enhance to the research skills of the students.

**Lecture plan**

Each session will have a specific plan. The plan of session will include the introduction of topics, objectives, methods of lectures, conclusion and review questions.

**Attendance and class participation**

Students are graded for the class participation through the assignment presentation and related activities. The lecture hours heavily rely on classroom discussion and students are required to participate wholeheartedly in the discussions without any hesitation. Students are expected to read and refer to the reading materials and references given. Active listening, respect and tolerance for views of others and a stance of curiosity will all contribute to a safe and stimulating learning environment.

Students shall observe the class timings scrupulously. Students shall be regular for classes. At least 80 % attendance in every class is necessary for appearing for semester end examination. As per the institute’s policy, every absence has to be informed and get approved by the class coordinators. If the student is continuously absent for three or more days, he or she shall be allowed to sit in the class only after getting permission from course coordinator or director in writing.

**Class room environment**

The development of supportive learning environment is essential for the success of the teaching and learning. This environment is created taking into consideration the values and principles of social work profession. Every student in the class must learn to listen to others’ views and ideas, respect each other and thereby, create a healthy environment for sharing and learning from each other. Being able to understand and appreciate the views that are different from each other is an important factor of healthy classroom environment. It gives a positive motivation for class participation. Every student shall express their views, linking practice to theory. Field based experiences will be shared through classroom assignments. Each student will be appreciated for fostering a contribution in progressive, optimistic, safe and respectful class learning and growth. Students’ behaviour should be humble and always open to add new learning.

**Course evaluation pattern / grading mechanism**

Assignments 25 %

Internal Exam 25 %

External Exam 50 %

***Total 100 %***

**Assignments and Evaluation**

The criterion for evaluation of the course is as follows:

***Term End University Examination (External): 50 marks***

* Que. 1. Essay type questions: write any one of the two (15 marks)
* Que. 2. Short essay type questions: attempt any two out of four (2 x 10 = 20 marks)
* Que. 3. Short note: attempt any three out of six (3 x 5 = 15 marks)

***Internal assessment: 50 marks***

* Mid term internal test (written): 25 marks
* Group assignment – Case Recording & Case Presentation: 15 marks
* Individual assignment: 10 marks

Mid term internal test will be conducted in the second half of the term which gives the students an experience of undergoing external examination. The date of the examination is already given in the academic calendar and is also available on the institute website. It checks the theoretical understanding of the students on the course and their ability to present their understanding logically. It also gives the students to familiarise with the term end examination format.

**Individual assignment**

***Written Assignment (10 marks):***

The students need to prepare a research proposal (research design / synopsis / research plan) as the written assignment and **submit to the Institute Office by 31 January 2019** preferably approved by their prospective research guide.

*Format of the assignment (research design):*

1. Title of the study
2. Introduction (statement / formulation of the problem)
3. Introduction of the area / Profile of the place of study
4. Literature review
5. Review of past research studies
6. Rationale of study
7. Significance to social work
8. Objectives
9. Research questions
10. Hypothesis (optional)
11. Operational Definitions
12. Methodology (design)
13. Pilot study conducted
14. Source of data
15. Universe and Sampling plan
16. Tools for data collection
17. Pre-test plan
18. Methods and plan of data collection
19. Methods and plan of data analysis
20. Chapter plan
21. Time plan
22. Assumptions & limitations of the study
23. Case study
24. References / bibliography

The students need to submit the research design having at least 5 references in APA format. Students are expected to conduct all academic work honestly. Plagiarism will attract rejection of the entire manuscript of the students and the students may be asked to resubmit the assignments. The written assignments of the students may be checked by plagiarism software. All written assignments should contain a signed declaration of the student stating that, "This assignment is my original writing and I have neither received nor used any unauthorized aid in preparing this written work." If any instance of academic dishonesty occurs disciplinary action may be initiated from the appropriate authority. Please note that **only hand written assignments** are accepted for internal evaluation.

***Field based group assignment (5 marks):***

A field based group assignment is part of internal assignment and it carries 15 marks. The entire class will be divided into 8 groups of 10-15 students and each group will have to undertake a mini research. The students need to develop a research design, carry out the research in group (data may be collected from at least 25 respondents from among the students themselves), analyse the data, present the major findings in the class by means of a ppt or documentary or a poster (followed by a peer evaluation or critical evaluation by other group members in the class), prepare the research report (100-150 pages - hand written or typed) and **submit to the course instructor by 31st March 2019**. There should be at least 10 references in APA format. The group members need to make a self assessment on ***three indicators*** (3 x 5 = 15 marks). The indicators for self assessment are (1) students’ role in **preparation** of the group assignment (preparation of the research design, intervention, data collection and data analysis), (ii) **participation** in group presentation and discussion (preparation of ppt or documentary or role play) and (iii) **presentation** of the report (contribution in writing the research report and finding out appropriate bibliography) and attach the self assessment sheet along with the report.

***Format for the research report:*** The students need to prepare a research based (field based study) scientific paper which includes the following chapters:

(1) Introduction and theoretical understanding of research problem

(2) Research design (plan of the study and analysis)

(3) Data collection, analysis and findings

(3) Discussion and reflection of the findings and observations of the study

(5) Suggestions and conclusions of the study

(6) Bibliography (at least 10 in APA format)

(7) Tools for data collection

***Groups for group assignment:***

Group 1: Roll Nos. 1-15

Group 2: Roll Nos. 16-30

Group 3: Roll Nos. 31-45

Group 4: Roll Nos. 46-60

Group 5: Roll Nos. 61-75

Group 6: Roll Nos. 76-90

Group 7: Roll Nos. 91-109

**Policy on incomplete and late assignments**

No late submission of assignment is accepted. If assignment is late or not submitted without prior approval student will lose the grade. All the incomplete assignments shall be governed by the policy of evaluation set by the examination department. If the assignments are found unsatisfactory, the students shall be required to submit the assignment again and again, until a satisfactory one is submitted. If any student fails to attend the internal examination on valid reason, he or she shall be given chance to appear for it again.

**Policy on academic dishonesty**

Students shall write the assignments honestly. They should refrain from plagiarism. Inappropriate use of assistance in preparing assignment or in the case of plagiarism the students will be asked to rewrite individually within the stipulated time.

The person shall be liable for the following if found in the case of plagiarism under the policy of plagiarism of Savitribai Phule Pune University dated 14/05/2012:

1. Fine or warning,

2. Rustication for limited period or permanent,

3. Withdrawal of degree.

In the case of mischievous behaviour during the lecture hours the student will have to leave the lecture hall and will be allowed to sit only on providing a written explanation and permission from the course coordinator or director to attend for further lectures.

**Policy on accommodating the differently abled**

Differently abled students who face difficulties in effective participation in class may inform the office and request for special assistance or instructors for special guidance.

**Class Schedule and Readings**

**Week One: 07 – 12 January 2019 – Introduction to the course**

* Screening of documentary on participatory research
* Brainstorming and buzz group on the concept of social research
* Explain the learners’ objectives
* Explain the course structure and teaching plan
* Explain the internal and external evaluation plan
* Explain the assignment plan
* Discuss the scope of social work research in field work setting
* Introduce the essential reading lists and e-books

**Week Two: 14 – 19 January 2019: Fundamentals of scientific methods and research**

## Scientific Method: Meaning, goal and characteristics of scientific method,

## Scientific approach,

## Application of scientific method for the study of social phenomena

## Steps in the process of scientific research

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, New Delhi: Vikas Publishing House Pvt Ltd p.1-18
* Thamilarasan T (2015) *Research Methodology for Social Sciences*, New Delhi: New Century Publications, p. 1-9
* Laldas, D. K. (2008) *Practice of Social Research*, p.3-8
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.1-30
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* Nagpur: Shree Sainath Prakashan, p.1-14; 116-151

**Week Three: 21 – 25 January 2019: Social Work Research:**

## Social Research: Philosophical doctrines in the social science inquiry,

## Positivism and interpretivism,

## Quantitative & qualitative research approach,

## Meaning of research,

## Goals, objectives and major steps in the process of social research

## Reading required:

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, New Delhi: Vikas Publishing House Pvt Ltd p.1-18
* Thamilarasan T (2015) *Research Methodology for Social Sciences*, p. 10-40; 111-120
* Laldas, D. K. (2008) *Practice of Social Research,* p.4
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.1-30
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* Nagpur: Shree Sainath Prakashan, p.1-14; 116-151

**Week Four: 28 Jan. – 2 Feb. 2019: Social Work Research**

## Social Work Research: Meaning, objectives, steps, types and scope of social work research

***Reading required:***

* Laldas, D. K. (2008) *Practice of Social Research,* p.4-13

**Week Five: 18 – 23 Feb. 2019: Basic Concepts in research**

## Concepts,

## Hypothesis,

## Variables, Independent & dependent variables,

## Operational definitions,

## Constructs

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.28-39
* Thamilarasan T (2015) *Research Methodology for Social Sciences*, p. 64-70; 79-83
* Laldas, D. K. (2008) *Practice of Social Research*, p.3-8
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.1-30
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* Nagpur: Shree Sainath Prakashan, p.1-14; 116-151

**Week Six: 25 February – 2 March 2019: Ethics in research**

## Ethical considerations and guidelines

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.653-657
* NASW, Code of Ethics

**Week Seven: 4 – 12 March 2019: Research design, Sources of data:**

1. Design and types of research:
2. Meaning and importance;
3. Types of research design; exploratory, descriptive, experimental, evaluative, case study, participatory research and action research;
4. Case study: Meaning, uses, steps.

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.46-76
* Laldas, D. K. (2008) *Practice of Social Research,* p.8-13; 88-110; 133-141
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.31-54
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE*, p.152-178

**Week Eight: 4 – 12 March 2019: Sources and Types of Data**

## Sources and Types of Data: Primary and secondary, objective and subjective, qualitative and quantitative.

## Primary data: Observation, Questionnaire, Interview schedule and interview guide.

## Pilot study and Pre-testing

## Secondary data: Sources, types of secondary data and

## Problems in the use of secondary data.

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.86-202
* Thamilarasan T (2015) *Research Methodology for Social Sciences*, p. 71-78; 121-132
* Laldas, D. K. (2008) *Practice of Social Research,* p.15-19
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.69-94
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* p.327-338

**Week Nine: 1 - 6 April 2019: Sampling**

## Sampling: Universe, population, sample,

## Rationale and characteristics of sampling;

## Sample frame and sampling unit,

## Methods of sampling,

## General considerations in the determination of sample size

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.219-236
* Thamilarasan T (2015) *Research Methodology for Social Sciences*, p. 71-78
* Laldas, D. K. (2008) *Practice of Social Research,* p.15-19
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.55-68; 152-183
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* p.179-205

**Week Ten: 8 - 13 April 2019: Data collection and processing:**

## Tools of data collection: Primary and secondary tools

## Processing of data: Content,

## Editing data,

## Classification, coding, tabulation;

## Interpretation and analysis of data,

## Diagrammatic and graphical presentation of data

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.46-76
* Thamilarasan T (2015) *Research Methodology for Social Sciences*, p. 121-132
* Laldas, D. K. (2008) *Practice of Social Research*, p.8-13
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.31-54; 69-94
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE*, p.152-178; 327-338

**Scales & application of computers**

1. Scales: Need, importance, types and application of scales
2. Application of computers: Data processing, analysis, Excel and SPSS

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.144-165; 271-314
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.69-94
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* p.327-338; 575-583
* SPSS 16 software
* Laldas, D. K. (2008) *Practice of Social Research,* p.25-36
* Ivan Diamonds and Juliet Jefferies (2001) *Beginning Statistics – An Introduction to Social Scientists*, London: Sage Publications
* **Week Ten: 8 - 13 April 2019: Statistics**
1. Statistics: Definition, functions,
2. levels of measurements,
3. Role and importance of statistics in research;
4. Descriptive statistics: Measures of central tendency (mean, median, mode)

***Reading / Practice required:***

* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.69-94
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* p.327-338

**Statistics for research, techniques and its application**

## Measures of dispersion (standard deviation, coefficient of variation),

## Measures of correlation

***Reading / Practice required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.271-314
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.138-150; 233-255
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* p.474-486;
* Ivan Diamonds and Juliet Jefferies (2001) *Beginning Statistics – An Introduction to Social Scientists*, London: Sage Publications

**Statistics - Testing of hypothesis**

1. Inferential Statistics: Parametric and Non-Parametric statistical tests

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.323-430
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.138-150; 233-255
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* p.474-486;
* Ivan Diamonds and Juliet Jefferies (2001) *Beginning Statistics – An Introduction to Social Scientists*, London: Sage Publications

**Week Eleven: 15 - 17 April 2019: Presentation and Dissemination of research**

1. Research reporting: Contents, style and types of research report
2. Functions of research report
3. Major steps in planning report
4. Foot-note, references, bibliography, preparation of abstract and publication.
5. Revision; Discussion on previous question papers and orientation for term end examination

***Reading required:***

* Deepak Chowla and Neena Sondhi (2011) *Research Methodology Concepts and Cases*, p.607-627
* Thamilarasan T (2015) *Research Methodology for Social Sciences*, p. 142-162
* Kothari, C. R. (2004) *Research Methodology: Methods & Techniques*, p.344-360
* Aglave Pradip (2009) *SAMAJIK SAMSHODHAN – PADHADHISHASHTRU VA THANTHRE,* p.487-496

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