



MSW Semester-IV SKILL LAB

Thematic Workshop Series-4: Proposal Development Skills

Date: 15/12/2025

S.No.	Date	Hrs	Workshop Theme	Facilitator
1	15.01.2026	6	Proposal Formulation & LFA	Prof. Mohd. Shahid
2	22.01.2026	6	Situational Analysis	Dr. Siddharth Gangale
Thematic Workshop Series-3 Research Competencies (Continuation)				
3	29.01.2026	6	Quantitative Data Analysis & Presentation	Prof. Md. Shahid Raza
4	12.02.2026	6	Qualitative Data Analysis & Presentation	Mr. Md. Israr Alam
5	19.02.2026	6	Citation, Referencing and Report Writing	Dr. Abul Salim Khan

Siddharth
15.12.25
Fieldwork Coordinator

[Signature]
15/12/2025
Head (Dept. Social Work)



HEAD
Department of Social Work
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500032



Department of Social Work

MSW Semester-IV Skill Lab

Thematic Workshop Series-4: Proposal Development Skills

Workshop Theme: Proposal Formulation & Logical Framework Analysis

Learning Objectives	Learners will be able to: <ul style="list-style-type: none"> ◆ Understand the key steps in proposal formulation ◆ Comprehend the people's and donor's perspective in proposal formulation ◆ Develop the ability for proposal writing and logical framework analysis (LFA)
Learning Outcomes	Learners will be able to: <ul style="list-style-type: none"> ✓ Hands on experience in proposal formulation and LFA
Key Skills	Ideation, Creativity, Critical thinking, Technical skills for proposal formulation and Logical Framework Analysis (LFA)
No. of Hours	6 Hours [15 th January 2026]
Material Required	Chart Papers, Markers, White Board, LFA Formats Printouts
Facilitator/Trainer	Prof. Mohd Shahid, Department of Social Work, MANUU

Session Plan

S. No.	Activity	Timings
1	Welcome, Introduction and Workshop Briefing	10.00 – 10.05
2	Ice-breaking	10.05 – 10.15
3	Understanding Projects, Steps in Proposal Formulation and Stakeholders' Perspective	10.15 – 11.00
	Tea Break	11.00 – 11.15
4	Multiple Funding Agencies based Proposal Formulation: Practice Exercise	11.15 – 13.15
	Lunch Break	13.15 – 14.15
5	Reflection on Proposal Formulation	14.15 – 14.30
6	Logical Framework Analysis (LFA): Concept, Need and Usage	14.30 – 15.00
7	Multiple formats based LFA: Practice Exercise	15.00 – 17.00
8	Feedback and Summing Up	17.00 – 17.30

[Handwritten Signature]
13/01/2026

HEAD
Department of Social Work
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500032

[Handwritten Signature]
13/01/2026





Department of Social Work

MSW Semester III Skill Lab

Thematic Workshop Series- 3: Research Competencies-II

Workshop Theme: Quantitative Data Analysis and Presentation

Learning Objectives	Learners will be able to: <ul style="list-style-type: none"> Equipped with the foundational knowledge and practical skills needed for data management and technical proficiency along with statistical analysis and interpretation. Understand the data presentation and reporting in terms of visualization (charts, graphs and tables) and reporting results.
Learning Outcomes	Learners will be able to: <ul style="list-style-type: none"> ✓ Handle the statistical tools such as SPSS, Excel etc. ✓ Learn the essential data processing steps including coding, create code books, and developing master charts for organised entry. ✓ Use descriptive and inferential statistics along with chat, graphs, tables preparations and also Reporting the results.
Key Skills	Use of SPSS, Data preparation and Cleaning, Statistical Analysis and Interpretation, Data presentation and Reporting.
No. of Hours	6Hours [29th January 2026]
Material Required	Projector, Laptop, Blackboard, Marker, Chalk, and Duster
Facilitator/Trainer	Prof. Md. Shahid Raza, Department of Social Work, MANUU

Session Plan

Day-1 [29th January 2026]

S. No.	Activity	Timings
1	Welcome, Introduction, and Workshop Briefing	10.00 – 10.10
2	Ice-breaking: Exercise-1	10.10 – 10.30
3	Quantitative Approach: Data Management and Technical Proficiency	10.30 – 10.45
4	Theoretical Understanding: 1. Software Training, Data Preparation and Cleaning 2. Statistical Analysis and Interpretation	10:45 – 12:00
	Break	12.00 – 12.10
5	Data Presentation and Reporting Results	12.10 – 13.10
	Lunch Break	13.10 – 14.15
6	Ice-breaking: Exercise- 2	14.15 – 14.30
7	Practice Exercises: 1. Software Training, Data Preparation and Cleaning 2. Statistical Analysis and Interpretation	14.30 – 16:00
	Break	16.00 – 16:15
8	Practice Exercises: Data Presentation and Reporting Results	16.15 – 17.45

HEA
Department of Social Work
Maulana Azad National Urdu University
Gachibowli, Hyderabad- 500032



Department of Social Work

MSW Semester-III Skill Lab Thematic Workshop Series-3: Research Competencies-II Workshop Theme: Qualitative Data Analysis

Learning Objectives	<ul style="list-style-type: none"> To develop a conceptual understanding of qualitative data analysis in social science research To strengthen skills in systematically organising, managing, and processing qualitative field data To develop analytical insights into the significance and application of key constructs in qualitative data analysis To enhance competencies in analytical interpretation and thematic presentation of data
Learning Outcomes	<ul style="list-style-type: none"> <i>Ability</i> to engage with the conceptual foundations of qualitative data analysis in social science inquiry <i>Demonstrate</i> methodological competence in processing and organising qualitative field data <i>Apply</i> key analytical constructs in generating meaningful categories and themes from the data <i>Integrate and present</i> findings through coherent thematic analysis and interpretation
Key Skills	Analytical Thinking – Analysis and Interpretation of data with theoretical reflexivity Data management skills (Transcription, field notes, memos, coding, categories/subthemes, themes, interpretation) Ability to integrate research questions, objectives, field data, and findings Presentation of research findings
No. of Hours	6 Hours
Material Required	Overhead Projector, Whiteboard, Markers, Copies/sets of reading material
Facilitator/Trainer	Md. Israr Alam

Session Plan [12th February 2026]

S. No.	Activity	Timings
1	Introducing the workshop and its objectives	10.00 – 10.05
2	Data in Qualitative Research	10.05 – 10.30
3	Capturing the voices/lived experiences/research world – Practice Exercise I	10.30 – 11.15
Break & Recap		11:15 – 11:20
4	Turning the talk into text – Developing Transcription	11:20 – 12:00
5	Assigning meaning to field data/lived experiences/narratives: Quotations, Coding Memos – Meaning and Application	12:00 – 13:00
Lunch Break		13.00 – 14.00
5	Making the mess speak – Practice Exercise (marking quotations, assigning codes, and developing memos)	14.00 – 15.00
6	Students' Presentation	15.00 – 16.00
7	Revisiting objectives & categorising codes into sub-themes	16.00 – 16:30
8	Developing themes for Analysis and Interpretation	16.30 – 17.00
9	Participants' Feedback on the Session	17:00 – 17.10

[Signature]
HEAD
 Department of Social Work
 Maulana Azad National Urdu University
 Alifwili, Hyderabad- 500032

[Signature]
 Md. Israr Alam



Department of Social Work

MSW Semester-III SKILL LAB

Thematic Workshop Series-3: Research Competencies (Continuation)

Workshop Theme: Research Ethics, Citation, Referencing and Report Writing

Learning Objectives	Learners will be able to <ul style="list-style-type: none"> To understand the importance of research ethics in academic writing. To differentiate between citation and referencing and understand their role in avoiding plagiarism To learn the use of Mendeley for Managing references, research documents To develop clarity on academic writing and dissertation structure
Learning Outcomes	<ul style="list-style-type: none"> Apply research ethics in academic writing practices Utilize Mendeley for organizing and retrieving research materials Generate accurate citations and reference lists Produce structured academic writing in line with dissertation standards
Key Skills	<ul style="list-style-type: none"> Academic writing skills Ethical research practice Citation and referencing skills Use of reference management tool (Mendeley) Organization of research and report writing
No. of Hours	6 Hours [One Day, 19 February 2026]
Material Required	PPT, Projector, White Board, Chart Papers, Markers, Hand-outs (APA-7 Manual, Mendeley Reference Manual), Laptops, Sample Dissertation Copies
Facilitator/Trainer	Dr. Abul Salim Khan & Mr.Ibne Hasan Department of Social Work, MANUU

SESSION PLAN

S. No.	Activity	Timings
1	Welcome, Introduction and Workshop Briefing	10.00-10.15
2	Research Ethics in Academic Writing	10.15-11.00
3	Citation and Referencing in Research Writing	11.00-11.30
Break (11.30-11.45)		
4	Introduction to Mendeley for Reference Management: Practical Demonstration Followed by Hands-on Exercise	11.45-1.30
Break (1.30-2.00 PM)		
7	Academic Writing: Meaning, Characteristics, and Distinction from Other Forms of Writing	2.00 -3.00
8	Dissertation Structure and Common Errors in Academic Writing	3.00-4.00
8	Practical Session: APA Referencing and Page Formatting Demonstration	4.00-5.00
9	Participants Feedback	5.00-5.15

Dr. Abul Salim Khan
16/02/26

Mr. Ibne Hasan
HEAD
Department of Social Work
Maulana Azad National Urdu University
Hyderabad- 500032