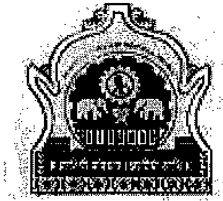




**DR. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Syllabus of  
MASTER OF SOCIAL WORK  
[ M.S.W. ]**

**Semester-I & II**

**[ Effective from 2015-16 & onwards ]**

*Pandey*  
*Dr. Nitima Pandey*  
Submitted for necessary action  
Please, chairman Ad hoc Board  
in social work

## **CHOICE BASED CREDIT AND GRADING SYSTEM OF M.S.W. CURRICULUM**

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### **1. Introduction :**

Master of social work is a post graduate degree programme conducted by Dr. Babasaheb Ambedkar Marathwada University. This course is recognized by dept. of Social Justice, Maharashtra State as a professional course and UGC as a Master of Social Work Curriculum consists of four semester spread over two academic years. The curriculum of this course is redesigned so as to implement Choice Based Credit and Grading System with effect from academic year June 2015-16.

### **Admission :**

Admission to the course will be finalized on the basis of performance in College Entrance Test (CET) score, as per University norms. The eligibility for the admission to MSW Course is mentioned as below :

### **Eligibility:**

The candidates who have passed the Bachelors Degree Examination in any faculty from the recognized University with at least 40% marks, shall be considered eligible for admission to first year of master of social work course.

### **Admission Committee:**

There shall be admission committee constituted by concerned college headed by Principal/ Hod. The Committee shall look after the entire selection and admission process right from registration to final admissions, by strictly following the government and university guidelines in this regards.

- \* 70% of the sanctioned seats shall be reserved for the candidates of home university.
- \* Out of remaining 30% seats, 28% seats shall be reserved for qualifying candidates from other universities in Maharashtra state and 2% seats shall be reserved for candidates from Indian universities.
- \* Among qualified candidates in entrance test, B.S.W. candidates shall be given first preference within the frame prescribed by academic council.

\* Reservation rules of Govt. of India shall be followed while selection of the candidates.

**College Entrance Test (CET) :**

Test shall be conducted in two parts i.e. written test of – 80 marks and personal Interview – 20 marks, Total 100 marks. Written test shall consists of 60% objective type / multiple choice questions and 40% descriptive questions.

\* **Promotion:** As per Circular No. Acad/SU/CBCGS/College P.G. level/14/2015 dated on 20-06-2015.

**Courses: M.S.W. Courses Comprises of Core Course, Foundation & Elective Course:-**

Each student shall have to select the elective courses from the list of electives I to IV immediate after the completion of admission process, so as to commence the curriculum of elective courses from I to IV semester. Minimum intake of each elective course should be ten.

**M.S.W. Course Structure :**

| Sem - I  | Sem - II  | Sem - III<br>Compulsory Paper  | Sem - IV<br>Compulsory Paper   |                                   |              |
|--|---|--|--|-----------------------------------|--------------|
| *CC: Development of Social Profession  | CC: Working with Community  | CC: Integrated Social Work Practice  | CC: Social Policy and Social Development   |                                   |              |
| CC: Working with Individuals   | CC: Administration of Welfare and Developmental Services                            | CC: Counselling Theory and Practice  | CC: Social Work Personnel: Training and Development  |                                   |              |
| CC: Working with Group   | CC: Social Work Research  | FC: Law and Social work  | EC: Select any two from list of Elective IV  |                                   |              |
| *FC: Human Development and Behaviour   | EC: Select any two from list of Elective II   | EC: Select any two from list of Elective III   | ECSW - 16) Rural Community Development   |                                   |              |
| FC: Basic Social Sciences  | ECSW - 05) Prblms of Differently Challenged and Intervention                        | ECSW - 10) Social Work Practice in the field of Health   | ECSW - 17) Urban Society and Urban Governance  |                                   |              |
| *EC : Select any one from list of Elective I                                 | ECSW - 06) Women And Development  | ECSW - 11) Social Work Practice in the field of Mental Health  | ECSW - 18) Social Work in Industry   |                                   |              |
| ECSW- 01) Family and Child Welfare   | ECSW - 07) Welfare And Development of Weaker Section                                | ECSW - 12) Population and Environment  | ECSW - 19) Tribal Anthropology and Social Work   |                                   |              |
| ECSW-02) Youth Development   | ECSW - 08) Crime And Correctional Administration.                                   | ECSW - 13) Human Resource Development  | ECSW - 20) Social Work with Special Groups   |                                   |              |
| ECSW-03) Social work with Aged   | ECSW - 09) Communication for Social Work Practice                                   | ECSW - 14) Disaster Managment  | ECSW - 21) Political Economy and Development   |                                   |              |
| ECSW-04) Contemporary Ideologies of Social Work                              |   | ECSW - 15) Personal and Professional Growth  |  |                                   |              |
| CC - 03, - 02, EC -01 = 06 Theory Courses                                    | CC - 03, EC -02 = 05 Theory Courses   | CC - 02, - 01, EC -02 = 05 Theory Courses  | CC - 02, EC -02 = 04 Theory Courses  |                                   |              |
| Social Work Practicum – I<br>LSA I - Case Presentation / Book review/Seminar | Social Work Practicum – II<br>LSA II - Base Line Survey / PRA/ Practical Assignment | Social Work Practicum – III<br>Research Project<br>LSA III - Outreach Activity on Electives/ Seminar/ Case Study | Social Work Practicum – IV<br>Research Project<br>LSA IV - Research outline Presentation/ Issue Base Seminar/ Surprise Test<br>Block Placement (vocational training) |                                   |              |
| <b>Sem I Credits – 25</b>  | <b>Sem II Credits – 23</b>  | <b>Sem III Credits – 26</b>  | <b>Sem IV Credits - 30</b>   |                                   |              |
| <b>Total Credits</b>   | <b>I</b>  | <b>II</b>  | <b>III</b>   | <b>IV</b>                         | <b>Total</b> |
|  | 25  | 23   | 26   | 30                                | 104          |
| *CC : Core Course,   |   | *FC : Foundation Course,   | *EC : Elective Course ECSW- 01 to ECSW -21   | *LSA-Learning Supportive Activity |              |

**Semester – I**

| Course Code | Course Title                                | No. of Credits | No. of Hours / Week | Total Marks – 100 |            |
|-------------|---|----------------|---------------------|-------------------|------------|
|             |   |                |                     | External          | Internal   |
| DSWP – 01   | Development of Social Work Profession       | 03             | 3 Hrs. Per week     | 80                | 20         |
| WWI – 02    | Working with Individuals                    | 03             | 3 Hrs. Per week     | 80                | 20         |
| WWG – 03    | Working with Group                          | 03             | 3 Hrs. Per week     | 80                | 20         |
| HDB – 04    | Human Development and Behaviour             | 03             | 3 Hrs. Per week     | 80                | 20         |
| BSS – 05    | Basic Social Sciences                       | 03             | 3 Hrs. Per week     | 80                | 20         |
| ECSW        | *EC: Select any one from list of Elective I | 03             | 3 Hrs. Per week     | 80                | 20         |
| SWP – I     | Social Work Practicum – I                   | 06             | 180 Hrs.            | 50                | 75         |
| LSA – I     | Case Presentation / Book Review / Seminar   | 01             | 15 Hrs.             | --                | 10         |
|             | <b>Total No. of Credit In Sem I</b>         | <b>25</b>      |                     | <b>530</b>        | <b>205</b> |

**Semester – II**

| Course Code | Course Title   | No. of Credits | No. of Hours / Week | Total Marks – 100 |            |
|-------------|--|----------------|---------------------|-------------------|------------|
|             |  |                |                     | External          | Internal   |
| WWC – 07    | Working with Community                               | 03             | 3 Hrs. Per week     | 80                | 20         |
| AWDS – 08   | Administration of Welfare and Developmental Services | 03             | 3 Hrs. Per week     | 80                | 20         |
| SWR – 09    | Social Work Research                                 | 03             | 3 Hrs. Per week     | 80                | 20         |
| ECSW        | EC: Select any two from list of Elective II          | 03 + 03        | 3 + 3 Hrs. Per week | 80 + 80           | 20 + 20    |
| SWP – II    | Social Work Practicum – II                           | 07             | 210 Hrs.            | 50                | 100        |
| LSA – II    | Base Line survey /PRA/ Practical Assignment          | 01             | 15 Hrs.             | --                | 10         |
|             | <b>Total No. of Credit In Sem II</b>                 | <b>23</b>      |                     | <b>450</b>        | <b>210</b> |

**Semester – III**

| Course Code | Course Title  | No. of Credits | No. of Hours / Week | Total Marks – 100 |            |
|-------------|---|----------------|---------------------|-------------------|------------|
|             |   |                |                     | External          | Internal   |
| ISWP – 12   | Integrated Social Work Practice                           | 03             | 3 Hrs. Per week     | 80                | 20         |
| CTP – 13    | Counselling Theory and Practice                           | 03             | 3 Hrs. Per week     | 80                | 20         |
| LSW – 14    | Law and Social Work                                       | 03             | 3 Hrs. Per week     | 80                | 20         |
| ECSW        | EC: Select any two from list of Elective III              | 03 + 03        | 3 + 3 Hrs. Per week | 80 + 80           | 20 + 20    |
|             | Social Work Practicum – III                               | 06             | 180 Hrs.            | 50                | 75         |
|             | Research Project  | 03             | 90 Hrs.             | -                 | -          |
| LSA – III   | Out Reach Activity Based on Elective/ Seminar/ Case Study | 02             | 30 Hrs.             | --                | 20         |
|             | <b>Total No. of Credit In Sem III</b>                     | <b>26</b>      |                     | <b>450</b>        | <b>195</b> |

**Semester – IV**

| Course Code | Course Title   | No. of Credits | No. of Hours / Week | Total Marks – 100 |            |
|-------------|--|----------------|---------------------|-------------------|------------|
|             |  |                |                     | External          | Internal   |
| SPSD – 17   | Social Policy and Social Development                             | 03             | 3 Hrs. Per week     | 80                | 20         |
| SWPTD – 18  | Social Work Personnel: Training and Development                  | 03             | 3 Hrs. Per week     | 80                | 20         |
|             | EC: Select any two from list of Elective IV                      | 03 + 03        | 3 + 3 Hrs.          | 80 + 80           | 20 + 20    |
| SWP – IV    | Social Work Practicum – IV                                       | 07             | 210 Hrs.            | 50                | 100        |
| RD – V      | Research Project   | 04             | 120 Hrs.            | 50                | 100        |
| LSA – IV    | Research Outline Presentation/ Issue Base Seminar/ Surprise Test | 01             | 15 Hrs.             | --                | 10         |
|             | Block Placement (Vocational Training )                           | 06             | 180 Hrs.            | --                | --         |
|             | <b>Total No. of Credit In Sem IV</b>                             | <b>30</b>      |                     | <b>340</b>        | <b>290</b> |

**\* Components of Social Work Practicum :**

**I<sup>st</sup> Semester**

- 1) **Orientation Visits** (Orientation session, Reflection session)
- 2) **Concurrent Field work practice –I** (Orientation session, Reflection session)
- 3) **Individual & Group conference**

**II<sup>nd</sup> Semester**

- 1) **Concurrent Field work practise-II** (Orientatin session, Reflection session)
- 2) **Individual & Group conference**
- 3) **Communication Skill Exercise**
- 4) **Rural Camp / Extension Work**

**III<sup>rd</sup> Semester**

- 1) **Orientation Visits** (Orientation session, Reflection session)
- 2) **Concurrent Field work practice -III** (Orientatin session, Reflection session)
- 3) **Individual & Group conference**

**IV<sup>th</sup> Semester**

- 1) **Research Based Field Work - Practice - IV** (Orientatin session, Reflection session)
- 2) **Individual & Group conference**
- 3) **Study Tour / Extension Work**

**\* Conduct and Assessment of Social Work Practicum :**

Social Work Practicum shall be a subject of internal and external assessment. The prescribed components of social work practicum shall be conducted in sequence over the span of academic year. Social work practicum shall be a subject of continuous evaluation.

There shall be a social work practicum co-ordinator from amongst the social work teachers on rotation basis from senior teachers preferably. She/he may be assisted by one or two teachers.

Social Work Practicum coordinator shall look after the tasks of smooth conduct of Social Work Practicum. The Tasks are -

- Prepare time schedule of various components of Social Work Practicum, in each semester.
- Communications with the students, Agency and Faculty,
- Intervention in order to sort out problems confronted by the students in the field work setting to facilitate the fieldwork activities by effective way of coordination, recording, organizing meetings etc.
- Arranging for timely assessment and compilation.

\* For the purpose of decentralization of internal marks of social work practicum each student shall be assigned to different teachers for different components of social work practicum to be conducted over the period of two years of course (Four Semesters).

\* Grouping of the students shall also be changed while placing them for concurrent Field Work over four semesters

\* Students shall be placed in appropriate agency for concurrent field work and she / he shall have to put in 15 hours of field work per week including individual conference, Group conference and Report writing etc. Minimum 5 hours exposure of concurrent field work on each field work day shall be arranged for.

\* The students should be given an exposure of various types of agencies and field areas. Updated independent lists of such agencies for first and second year orientation visits as well as for concurrent field work shall be prepared by the field work coordinator. In the beginning of the academic year this list should be revised on the basis of reflection by the students and faculty members.

**\* Orientation Visits :**

Orientation visits to selected welfare and developmental service organizations shall be conducted to provide an exposure and understanding of the services provided in response to people's needs.

**\* Learning objectives of orientation visits :**

- a) Acquire skills of systematic observation and develop a spirit of inquiry about the institutional work.
- b) Understand society's response to social problems through various institutional services.

- c) Understand, appreciate and develop ability to critically evaluate the initiative of voluntary and govt. programmes.
- d) Understand the structure, functions, policies and programmes of the institution / agency and intervention utilized by the agency / institution.

**\* Conduct of Orientation Visits :**

- a) In the beginning of I<sup>st</sup> and III<sup>rd</sup> semester, under the supervision of faculty member / members, the orientation visits are organized and the students shall be informed.
- b) There shall be minimum seven orientation visits in I<sup>st</sup> semester and minimum five orientation visits based on the elective courses in III<sup>rd</sup> semester.
- c) An orientation session shall be organized by field work co-ordinator, to guide the students about components of orientation visits and report writing.

**\* Assessment of orientation visits :**

- 1) The faculty visiting to agency along with students shall be the authority to assess the performance of the students on following criteria -

|   |           |
|---|-----------|
| A) Attendance and general discipline –                    | 05        |
| Report Writing (Timely submission, content, compliance) – | <u>20</u> |
| <b>Total -</b>  | <b>25</b> |

- 2) The assessment sheets of the allotted students shall be handover to the fieldwork coordinator by concerned faculty within week after the orientation visit.
- 3) Performance of the students in seven visits shall be compiled together and average marks scored by each student out of 25, shall be considered and informed to the students.

The Proportion of range of marks and range of grades shall be as follows :

|                  |   |                |   |
|------------------|---|----------------|---|
| 21 & above Marks | A | 12 – 14 Marks  | D |
| 18 – 20 Marks    | B | 9 – 11 Marks   | E |
| 15 – 17 Marks    | C | Below 11 Marks | F |

**\* Concurrent Field Work :**

Concurrent fieldwork is an ongoing central learning opportunity, to develop understanding and intervention skills among students in reality situations.

**\* Learning Objectives :**

- a) Understand client and agency both as client system.
- b) Develop knowledge of administrative procedures, programme management and utilizing these skills in practice.
- c) Develop knowledge and skills of problem solving processes.
- d) Acquire skills in communication, writing client's records, documentation of agency records.
- e) Achieve professional development in terms of knowledge, attitude and skills.

**\* Conduct of Concurrent Fieldwork :**

- a) Concurrent fieldwork shall be conducted by placing the students in social work agency under the supervision of teaching faculty.
- b) An orientation session to concurrent fieldwork shall be arranged before the commencement of concurrent fieldwork.
- c) The students shall be given an opportunity to perform concurrent field work and research based field work in different types of institutional settings under the supervision of different teachers.
- d) Fieldwork shall be conducted on two days during every week.
- e) The department / college shall arrange 40 visits for each student during first year, 15 visits in first semester and 25 visits in second semester.
- f) The total number of visits in concurrent field work of second year students shall be 50, 20 visits in third semester and 30 visits in fourth semester
- g) Concurrent field work plan is designed in consultation with the agency supervisor taking into consideration the curriculum of that field of social work and the tasks assigned to students, during scheduled visits.
- h) A weekly individual conference shall be conducted by fieldwork supervisor to counsel the student to facilitate professional roles and to bridge the gaps in learning process. Period for individual conference shall be two hours per week.
- i) A group conference shall also be conducted regularly by fieldwork supervisor, to guide the students for understanding the problem solving process and to relate theory into

practice. Performance of the student in individual and group conference is assessed out of 10 marks.

- j) Proper record of fieldwork attendance and individual and group conference of the allotted students shall be maintained by fieldwork supervisor.
- k) Every student shall put in at least 90% attendance in social work practicum. The fieldwork supervisor shall issue necessary instructions to the defaulting students from time to time.
- l) In case any laps on part of the student, the supervising teacher shall report the matter to the principal through field work coordinator and action against him/her shall be finalised by departmental / college committee.

**\* Assessment of Concurrent Field Work :**

- a) Assessment of concurrent field work shall be on the basis of knowledge, skills, acquired by the students.
- b) For the assessment of the concurrent fieldwork, the performance of the student is assessed through his/her presentation on the fieldwork tasks achieved, in presence of concerned personnel of fieldwork agency, preferably.
- c) The performance of the student in concurrent fieldwork shall be assessed twice and informed the grades obtained by the students so as to improve the performance in the semester.
- d) The criteria of assessment shall be as follows. It shall be informed to students in advance.
  - A) Understanding the agency – 10 Marks
  - B) Understanding the client – 10 Marks
  - C) Understanding the problem solving process – 10 Marks
  - D) Recording – 10 Marks

**\* Communication skill exercises:**

In this exercise a group of students shall select a theme with social work approach and compose a script and present it to communicate selected messages aimed at to bring about desired changes in mindsets of targeted section of community.

**\* Learning Objectives:**

- a) develop an understanding about the situations, where in social workers role is vital.
- b) Develop an insight for identifying the various social work options.
- c) Develop writing, presentation and articulations skills.

**\* Conduct of communication skill exercises :**

- a) The student shall present the exercises before students and teachers.
- b) The communication skill may comprised the variety of exercises such as role plays, street plays, story telling, demonstration of exhibits etc.

**\* Assessment of Communication skill exercises:** The criteria for the assessment of communication skill exercises shall be –

- a). understanding about social work situations – 10 Marks
- b). understanding about social work options – 10 Marks
- c). presentation skill – 05 Marks

**\* Rural Camp :**

A rural camp shall be organized to experience rural life, analyze rural dynamics and observe the role of local self government and voluntary organizations, in rural development.

**\* Learning objectives:**

- a) Understand rural social system, problems and mindset of the rural people.
- b) Understand the approaches and strategies of intervention used by organization working at the local level.
- c) Acquire skills in planning, organizing, communication, implementing the programmes in the camp, team spirit, handling relationships and conflicts with peer groups.

**\* Conduct of Rural Camp :**

- a) A camp in rural community of M.S.W. I semester students shall be organized for 5 days, during second semester. It is compulsory activity.
- b) A rural camp incharge shall design the activities, to be conducted, in accordance with the theme selected, in consultation with principal and faculties.

- c) The students shall submit a report of various activity conducted and rural participation in it. A sort of self assessment by each student shall be reflected in reports.
- d) In unusual situations, extension activity shall be organized, in place of rural camp.
- e) If a student fails to attend this activity on genuine ground with due permission of the principal she/he shall be given the assignments in the form of field based research, extension activity etc.

**\* Assessment Criteria of Rural Camp :**

- a) Understanding the rural society – 08
- b) Understanding of social work intervention – 07
- c) Skills acquired – 10

**\* Study Tour :**

A study tour either urban or rural shall be organized to provide an opportunity, to study and appreciate innovative efforts by individuals and groups towards meeting peoples core needs and initiate development.

**\* Learning Objectives :**

- a) Understand the nature and scope of developmental services in emerging social realities.
- b) Understand the role of social work and other desciplines in relation to service/ development programmes.
- c) Develop responsibility sense towards self and profession, through group living and inter personal relationships.
- d) Acquire skills in planning, organization and evaluation of the study tour and coping skills in unusual situations, with cooperation and coordination.

**\* Conduct of Study Tour :**

- a) Study Tour of M.S.W. IVth semester students shall be organized for 5 days during IV<sup>th</sup> semester to the innovative social work projects, to meet the above learning objectives.
- b) The agency visits shall be based on elective courses chosen by the students
- c) The students shall prepare the reports, on the agency visits and submit it to the incharge.
- d) In unusual situation, extension activity shall be organized in place of study tour.

**\* Assessment Criteria of Study Tour:**

- a) Understanding about the project – 10 Marks.  
(aims programmes, target groups funding pattern, intervention strategy)
- b) Professional Development – 8 Marks (Punctuality, time management, responsible behavior discipline)
- c) Skills Achieved – 7 Marks  
(Coping skills, co-operation, co-ordination)

**\* Viva :**

- At the end of Ist and IIIrd semester the viva-voce on orientation visits and concurrent fieldwork shall be conducted by internal and external examiner, to assess the performance on knowledge and skill basis.
- Out of the total 50 marks of viva-voce, 15 marks shall be for O.V. Viva and 35 marks for concurrent fieldwork viva.
- At the end of II<sup>nd</sup> and IV<sup>th</sup> semester a comprehensive viva-voce examination shall be conducted by external examiner appointed by the University along with internal examiner, based on social work practicum of I<sup>st</sup> and II<sup>nd</sup> sem and III<sup>rd</sup> and IV<sup>th</sup> semester respectively.

**\* Research Project :**

Every student shall complete a research project, commencing at the III<sup>rd</sup> semester and ending at the IV<sup>th</sup> semester.

**\* Learning objectives :**

- a) Provide an learning exposure for the systematic study of social phenamenon / social work issues.
- b) Develop knowledge of research methodology.
- c) Acquire data analysis and research report writing skill.

**\* Conduct of Research Project. :**

- Every student is required to select a topic for research related to the social problems and areas of social work at the beginning of IIIrd semester and follow the scientific process and methods of social work research or social research.

- For this activity students shall be as far as possible equally allotted amongst all teachers. While making these allotments care should be taken to avoid repetition of allotments in respect of major activities of social work practicum.
- The research project shall consist of –
  - i) Introduction to the topic. ii) Review of Literature iii) Research Methodology
  - iv) Presentation and analysis of data v) Findings and conclusions, suggestions vi) Bibliography

At the end of IVth semester, the research project shall be submitted in 2 copies, one copy of project signed by the principal shall be returned to the students before the schedule of external assessment & viva-voce.

The Research project shall carry in all 150 marks having internal assessment for 100 marks. For internal assessment of this activity performance of the student during the stages of research process i.e. selection of the topic, design of interview schedule, data collection, coding, tabulation, drawing conclusions and report writing shall be considered.

A viva-voce of 50 marks shall be conducted by external examiner panel of university.

In case the student does not perform for research project in regular time schedule, she/ he shall be allowed to complete the research project within forth coming academic year.

In case a student fails to fulfill the academic requirements to pass in research project, such students shall have to seek fresh admission by depositing the fees for admission, research project and identity card.

**\* Block Placement (Vocational Training) :**

- Candidate shall be required to complete one month's Block Placement within 40 days after examinations of IVth semester and produce a report of work done certified by the concerned organization. It carries 6 credits.
- This shall be non graded activity. Necessary guidance will be provided to the students for the purpose.
- Results of M.S.W. IV<sup>th</sup> semester shall not be declared unless the Certified report of Block Placement is produced by the student.

**\* Registration for Examinations :**

To be eligible to appear for M.S.W. examination, the candidate must have fulfilled 75% classroom attendance in each core and elective course and 90% attendance in social work practicum. However student having 65% class attendance and 80% Social Work Practicum attendance with medical certificate may apply to the HOD/Principol for condonation of attendance.

**\* Evaluation Method:**

The evaluation of each of the components of M.S.W. Course i.e. Theory Course (TC), Social Work Practicum (SWP), Learning Supportive Activities (LSA) and Research Project (RP) shall be done internally and externally. The details of each of the component shall be as follows :

**\* Theory Course :** As per Circular No. Acad/SU/CBCGS/College P.G. level/14/2015 dated on 20-06-2015.

**\* Evaluation of Social Work Practicum :**

**I<sup>st</sup> Semester**

| Components  | Marks  |
|---|--|
| 1) Orientation Visits<br>(Orientation session, Reflection session)  | 25 Marks   |
| Concurrent Field work practice -I (CFW) - 40 Marks<br>(Orientation session)<br>Individual & Group conference - 10 marks | 50 Marks   |
| 2) Viva by Internal and External Examiner (OV&CFW)  | 50 Marks   |
| <b>Total</b>  | <b>75 Marks Internal<br/>50 Marks External &amp; int<br/>Total 125 Marks</b> |

**II<sup>nd</sup> Semester**

| Components   | Marks   |
|--|---|
| 1) Concurrent Field work practice-II 40 Marks<br>(Orientation session)<br>Individual & Group conference - 10 marks | 50 Marks  |
| 2) Communication Skill Exercise  | 25 Marks  |
| 3) Rural Camp / Extension Work   | 25 Marks  |
| 4) Comprehensive Viva (Internal & External)  | 50 Marks  |
| <b>Total</b>   | <b>100 Marks Internal<br/>50 Marks External &amp; int<br/>Total 150 Marks</b> |

**III<sup>rd</sup> Semester**

| <b>Components</b>  | <b>Marks</b>   |
|--|--|
| 1) Orientation Visits<br>(Orientation session, Reflection session)   | 25 Marks   |
| 2) Concurrent Field work practice -III (CFW) - 40 Marks<br>(Orientation session)<br>Individual & Group conference - 10 marks | 50 Marks   |
| 3) External & Internal Viva (OV&CFW)   | 50 Marks   |
| <b>Total</b>   | <b>75 Marks Internal<br/>50 Marks External &amp; int<br/>Total 125 Marks</b> |

**IV<sup>th</sup> Semester**

| <b>Components</b>  | <b>Marks</b>       |
|--|--------------------|
| 1) Research based Field Work - Practice - IV - 40 Marks<br>(Orientation session)<br>Individual & Group conference - 10 marks | 50 Marks           |
| 2) Study Tour / Extension Work   | 25 Marks           |
| 3) Field Work Presentation   | 25 Marks           |
| 4) External & internal Viva  | 50 Marks           |
| <b>Total</b>   | <b>150 Marks</b>   |
| <b>Grand Total of Marks of Social Work I – II – III &amp; IV</b>   | <b>(550 Marks)</b> |

**\* Learning Supportive Activity (LSA) :**

It comprises of seminars, outreach activities, presentations, fieldwork assignments, case study, research outline, issue base seminar, surprise test. The LSA incharge shall design the activities of Ist to IVth semester condising the course content of the semesters. The students are allotted among the teaching faculties for the conduct and assessment of such activities. The record of LSA activity of such allotted students is mandetary. The concerned teacher shall decide the LSA activity and maintain the record. The total marks of LSA from Ist to IVth semester = 50.

(I<sup>st</sup> Sem. – 10 Marks, II<sup>nd</sup> Sem. – 10 Marks, III<sup>rd</sup> Sem – 20 Marks, IV<sup>th</sup> Sem – 10Marks = 50 Marks.)

- Field Based Research Project (PR) : 100 Marks (Internal) The research project shall be field based.

- Viva on Research Project : 50 Marks External and Internal.
- In order to have 100 percent impartial and transparent evaluation at different levels of MSW Course the given formats for evaluation of each components of social work practicum, are to be used.

**\* Rules of Passing :**

- To Pass in Social Work Practicum, Research Project, Research Project Viva and Social Work Practicum Viva, the student must obtain B fair grade in each head.
- For passing in social work practicum a candidate must obtain minimum 50% marks.
- Students failing in Social Work Practicum, short of five, shall be considered eligible for the benefit of maximum five grace marks internally, by the H.O.D. / principal.
- If the student has not scored 50 percent marks, to pass in social work practicum he/she shall be given the last opportunity to compensate for the loss upto 10 marks by fulfilling the work assignment before end of the term.
- The students to pass in Social Work Practicum must attend and perform all components of social work practicum and have scored 50 percent marks. In case a student does not happen to perform the minor activity such as orientation visit, rural camp, study tour and communication skill, exercise due to inevitable and bonafied grounds, such students shall be given an opportunity to perform the activity or assign the work in the same semester. The fieldwork coordinator in consultation with principal shall decide the assignment of that student.
- A Candidate failing in social work practicum at any semester of M.S.W. course i.e. I<sup>st</sup> to IV<sup>th</sup>, shall not be eligible to appear for examination.

## **Theory Course Content**

### **Semester I**

**Course Title : DEVELOPMENT OF SOCIAL WORK PROFESSION**

**Course Code : DSWP- 01 (Core Course)**

**Level : PG I Semester I<sup>st</sup>**

#### **Learning Objectives:-**

- a) Develop and understand about the Concepts of Social Work Related Terms.
- b) Develop the understanding of History and Philosophy of Professional Social Work.
- c) Understand the Approaches for Social Work Practice.
- d) Develop and understand about the Contribution of Social Movements in Social Work Practice in India.
- e) Understand the Values and Code of Ethics in Social Work Practice.

#### **Unit – I Social Work:-**

- Meaning and Definition of Social Work.
- Scope and Functions of Social Work.
- Objectives, Goals and Process of Social Work and KVPS of Social Work.
- Approaches in Social Work.
- Role of Social Worker.

#### **Unit – II Concepts in Social Work Practice:-**

- Social Work and its various forms e.g. Charity to sustainable development.
- Social Services.
- Social Welfare.
- Social Security.
- Social Development.
- Voluntary Social Work.
- Social Defense.
- Social Movement
- Social Reform.
- Empowerment.
- Sustainable Development

**Unit – III Social Movements and Development Perspective:-**

- Dalit Movement.
- Tribal Movements.
- Peasant Movements.
- Working Class Movements.
- Women's Liberalization.
- Environment and Ecological Movements.

**Unit – IV Social Work as a Profession :-**

- Definition and Characteristics of Professional Social Work.
- Principles and Philosophy of Professional Social Work.
- Skills and techniques of professional social work.
- Present Status of Professional Social Work and Challenges Ahead.

**Unit – V Indian History of Social Work Profession:-**

- History of Social Work in India.
- Beginning of Social Work Education in India.
- **Approaches to Professional Social Work-** Welfare approach, Remedial and therapeutic approach, Social development approach and Conflict oriented approach

**Unit – VI Values and Ethics of Professional Social Work:-**

- Code of Professional Ethics and Values.
- Ethical Responsibilities.
- Spirituality and Social Work.

**Learning Outcomes:-**

1. The learner will be able to understand the concept of Professional Social Work.
2. The learner will understand the evolution of Professional Social Work through various stages.
3. The learner will be able to practice Professional Ethics of Social Work.
4. The knowledge base of Professional Social Work will be developed among learners.

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**Course Title : WORKING WITH INDIVIDUALS**

**Course Code : WWI- 02 (Core Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives:-**

- a) Understand case work method and its contribution to social work practice.
- b) Understand the Values and principles of working with individuals.
- c) Understand the developmental and preventive goals in working with individuals.
- d) Develop ability of establishing and sustaining a working relationship with client system.
- e) Develop appropriate skills and attitudes to practise working with individuals.

**Unit – I Social Case Work:-**

- Concept and Definitions of Social Case Work.
- Introduction of Case Work as Methods of Social Work.
- History of Case Work:- India, UK and USA.
- Components of Case Work (Perlman Models).
- Person – Client, Significant other and Collaterals.
- Problem- Need, Impaired Social Functioning.
- Place- Agency Objectives, Functions, Policies and Resources.
- Process- Case Work Intervention.
- Professional Social Worker as a Mediator of Intervention.

**Unit – II Values and Principles of Social Case Work:-**

- Values of Social Case Work.
- Principles of Social Case Work.

**Unit – III Theories and Approaches:-**

- Psycho-Social Approach, Functional Approach, Problem Solving Approach, Crisis Theory.
- Family Intervention, Behavioral Modification, Transaction Analysis and Holistic Approach.

**Unit – IV Tools and Techniques of Case Work:-**

- Case Work Tools - Interview, Home Visit, and Rapport Building.
- Recording Tool - Nature, types, purpose and Principles of Recording.
- Techniques- Supportive, Resource Enhancement and Counselling.

**Unit – V The Process of Intervention with Client:-**

- Client
- Study – Case study and Mapping Relations Ecomap of Genogram
- Continuous Assessment and Analysis.
- Psycho-Social Diagnosis.
- Intervention Plan.
- Terminator
- Follow-up.

**Unit – VI Role of Social Worker:-**

- Skill Qualities Required for casework practice.
- Role of Social Worker- Enabler, Facilitator, Mediator, Therapist, Resource Mobilizer and Guide.

**Learning Outcomes:-**

1. The learner will be able to handle the cases.
2. The analytical ability among the learner will be developed.
3. The learner will understand the problem solving process for individuals.
4. The foundation for developing client worker relationship is build up through this method.
5. It helps to develop professional attitude among learners.

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**Course Title : WORKING WITH GROUP**

**Course Code : WWG 03 (Core Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives:-**

- a) Understand place of group work in social work intervention.
- b) Understand the group process and group dynamics in group work practice.
- c) Develop Skills to work with different stages and record the process.
- d) Understand applicability of group work and group processes in different settings.
- e) Understand the recording and evaluation process in social group work method.

**Unit – I Understanding Group Work:-**

- Definition and Objectives of Group Work.
- Characteristics of Group Work.
- Principles of Group Work.
- Historical Development of Group Work.
- Group Work as a Method.

**Unit – II Theories and Models of Group Work:-**

- Goals and Values of Group Work.
- Theories Applicable to Group Work Practice.
- Models in Group Work Practice.

**Unit – III Group Process and Group Dynamics :-**

- Basic Group Processes - meaning and its role in intervention.
- Tuckman's group formation process
- Group Dynamics- meaning and significance of dynamics, group dynamics- an interdisciplinary field.
- Leadership- concepts and qualities.
- Group decision making and problems solving approach.

**Unit – IV Types of Groups :-**

- Types of groups
- Types of membership.
- Time duration.
- Analysis of Group Process.

**Unit – V Group Development :-**

- Stages of Group Development.
- Techniques and Skills in Group Work.
- Communication- Concepts, Definition, Process and Barriers.
- Recording in Group Work- Importance, Types and Principles.
- Evaluation of Social Group Work.

**Unit – VI Role of Group Worker in Different Setting:-**

- Group Worker- Role and Functions.
- Group Work practice in Different agencies.
- a) Community Setting, b) Medical Psychiatric Setting, c) De-Addiction Centers, d) Correctional Institutions, e) Schools, f) Industries, g) institutions working for special groups and h) Aged Homes.

**Learning Outcomes:-**

1. The learner acquires the ability to handle the groups.
2. The learner will understand to practise group work in different settings.
3. The learner will understand the group as a tool for individual development.

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**Course Title : HUMAN DEVELOPMENT AND BEHAVIOUR**

**Course Code : HDB – 04 (Foundation Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives :**

- a) Understand the process of human development and factors affecting on it.
- b) Understand factors influencing human behaviour.
- c) Acquire the knowledge of psychological processes in development of behaviour.

**Unit – I Development life span approach:-**

- Concept of human growth and development
- Principles of human development
- Stages of human development - conception to old age.

**Unit – II Deferminants of Human Development:-**

- Heredity - concept and its role in human development
- Environment - concept and influence of social, physical and family environment on human development.
- Self

**Unit – III Theories of Human Development:-**

- Freud's Psychosocial Theory
- Erikson's Psychosocial Theory
- Piaget's Theory of Cognitive Development

**Unit – IV Psychological Bases and Processes in Behavior:-**

- Needs, Motives, Emotions
- Perceptions
- Learning and Intelligence
- Motivation

**Unit – V Adjustment and Maladjustment:-**

- Concept and factors
- Stress and frustration
- Conflicts and coping mechanism
- Ego defence mechanism

**Unit – VI Social bases of Behaviour:-**

- Social perception - attitude, prejudices, biases, stereotyping
- Individuals in groups - group norms, group conformity Vs deviation, development of leadership.
- Propoganda, public opinion, collective behavior

**Learning Outcomes:-**

1. The learner will understand the significance of stages of human development in human life cycle.
2. The learner will acquire the knowledge about the influencing factors of human behavior.
3. The learner will understand the psychological bases for development.
4. The learner will be able to adopt the ways to resolve the conflicts.

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**Course Title : BASIC SOCIAL SCIENCES**

**Course Code : BSS- 05 (Foundation Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objective:-**

- a) Understand about the concepts of social sciences and related terms.
- b) Understanding the Indian society in social work practice.
- c) Develop the understanding of economic and development model of social sciences.
- d) Develop understanding of political science, population and environment.
- e) Understand the significance of anthropology in social work practice.

**Unit – I The Meaning and Scope of Sociology:-**

- Meaning , Scope and Significance of Sociology.
- Society and Culture:- Society as a System of Relationship.
- Social Structure:- Meaning, Status and Roles.
- Indian Society:- The Concept of Unity and Diversity.
- Social Stratification in India:- Meaning Caste, Class, Division.
- Socialization Meaning, Process of Socialization, Agencies of Socialization, Social Mobility.

**Unit – II Basic Concepts in Economics and Developmental Model:-**

- Characteristics of Development, Under Development Countries.
- Natural Resources and Poverty.
- Globalization.
- Welfare State.
- Role of International Financial Institution.
- Human Development Index.
- Models of Development- Capitalistic, Socialistic, Mixed Economy and Welfare State.
- Types of Sectors- Public Sector, Private Sector.

**Unit – III Meaning of Political Science and Politics:-**

- Liberty, Equality and Social Justice.
- Social Ideas of Indian Constitution.
- Fundamental Rights.
- Human Rights.
- Political Factors for Social Development.

- Political Socialization.

**Unit – IV Population and Environment:-**

- Population, Determinants of Growth, Global Concerns.
- Concept of Environment, Dimensions of Environment.
- Natural Environmental Problem and Causes- Imbalance Pollution (Air, Water, Land, and Noises), Population Growth, Forest Cutting, Wild Life
- Role of Central and State Government to Solve Environmental Problems.

**Unit – V Anthropology:-**

- Historical Development of Anthropology.
- Objective and Scope of Anthropology.
- Anthropology and Social Work.

**Learning Outcomes:-**

1. The learner will understand the relationship of Social Work with other Social Sciences.
2. The learner will understand the importance of interdisciplinary approach to understand the social situations.
3. Learner will be able to understand the linkages of emerging concepts in social sciences to social work practice.

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**Course Title : FAMILY AND CHILD WELFARE**

**Course Code : ECSW- 01 (Elective Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives :-**

- a) Understand family as an institution.
- b) Understand alternate family and marriage patterns and structure.
- c) Understand interventions required for families in difficult situations.
- d) Understand the situation of children in India.
- e) Gain the information about programmes and services for child welfare.

**Unit I – Family as a social institution:-**

- Concept of family
- Types of family
- Functions of family
- Family dynamics power, myth, role and patriarchy of family
- Concept of marriage
- Review of changing situations in marriages and marital relationships

**Unit II – Alternate family and marriage patterns and structure:-**

- Changing nature of family
- Dual earner / career families
- Single parent families
- Re-constituted families
- Childless families
- Live-in-relationship

**Unit III – Family Issues and Intervention:-**

- Family violence and abuse
- Desertion, separation and divorce
- Family centered social work
- Family programmes
- Family life education

**Unit IV – Situations of children in India:-**

- Demographic characteristics
- Needs and problem of children in India
- Special need children
- Characteristics and Problems

**Unit V – Categories of children and their problems:-**

- Children in need of care and protection
- Children in conflict with law
- Child labour
- Street Children
- HIV-AIDS affected children
- Trafficking and abused children

**Unit VI – Child welfare programme and services:-**

- Institutional services for children. Juvenile homes, Special home
- Adoption foster care non institutional services and sponsorship
- Family strengthening programmes –
- ICDS, Child guidance clinic, Creches
- Child Line
- Rehabilitation Programmes for special need children.

**Learning Outcomes:-**

1. The learner will be able to understand the family dynamics, so as to analyse the family conflicts.
2. The learner will be able to identify the areas of family intervention.
3. The learner will understand the various programmes for family intervention and their role in handling the problems of alternate families.
4. The learner will understand the various issues of children and special need children to be addressed.
5. The learner will develop the base for the practice of child welfare, by way of understanding the various programmes and services for child welfare.

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**Course Title : YOUTH AND DEVELOPMENT**

**Course Code : ECSW- 02 (Elective Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives :-**

- a) Understand the needs and problems of youth.
- b) Understand the challenges before youth.
- c) Understand the policies & Programmes for youth development.

**Unit I – Situational Analysis of Youth :-**

- Concept, Definition and characteristics of youth
- Demographic profile of youth in India.
- Youth in various category - gender, student, non-student, (characteristics, situational analysis)
- Youth in various groups - caste, class, religion, (characteristics, situational analysis)

**Unit II – Needs of Youth:-**

- Psycho - social
- Health
- Education
- Employment

**Unit III – Problems Among Youth:-**

- Competition
- Unemployment
- Maladjustment
- Addiction
- Violence
- Sexuality
- High risk behavior

**Unit IV – Issues And Challenges:-**

- Employability
- Identity crises
- Value crises

- Unrest
- Challenges before urban & rural youth.

**Unit V – Youth in Various Sector:-**

- Youth and Agriculture.
- Youth and Service sector.
- Youth and Industry.
- Youth and Entrepreneurship.

**Unit VI – National Policy and Programmes:-**

- Govt. schemes & programmes for youth welfare
- Youth counselling - currier counselling, pre-marriage counselling, marriage counselling.

**Learning Outcomes:-**

1. The learner will be able to understand the problems of youth & ways to handle it.
2. The learner will be able to face the challenges of youth.
3. The learner will develop an perspective for prevention of risk factors.

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**Course Title : SOCIAL WORK WITH AGED**

**Course Code : ECSW- 03 (Elective Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives :-**

- a) Develop an understanding about physical mental socio- economic aspects of the aged and emerging needs.
- b) Develop an perspective about the psychology of aged.
- c) Understand & analyse the policies, laws, programmes, affecting older persons.
- d) Study the intervention programmes for welfare of aged.

**Unit I – Ageing :-**

- Concept of Ageing
- Process of Ageing
- Demography of Ageing
- Concept of gerontology

**Unit II – Aged and Family:-**

- Roles power and status of older persons in family.
- Emerging issues and trends among aged.
- Adjustmetn and maladjustment with new generation.
- Issues of division of property, housing & social security.

**Unit III – Needs of Older Persons :-**

- Physical needs.
- Psychological needs.
- Economic needs.
- Need with regard to health.
- Engagement in leisure time activity.

**Unit IV – Problems of Aged :-**

- Major & minor commen health problems.
- Disabilities.
- Mental health
- Emotional problem.

- Depression
- Anxiety.
- Neglect Abuse and Violence of Aged.

**Unit V – Psychology of Ageing:-**

- Impact of ageing on psychological functions.
- a) Memory
- b) Intelligence
- c) Coping ability
- d) Personality

**Unit VI – Policy, Legislation, Programmes and Schemes :-**

- National policy for older persons.
- Maintenance and welfare of parents and senior citizen act 2007.
- Institutional care and non- institutional services.
- Raising family and community awareness about ageing and death.

**Learning Outcomes:-**

1. Learner will be able to relate the problems of aged in the family.
2. Learner will develop the empathy towards aged.
3. Learner will be able to apply intervention strategies for wellbeing of aged.

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  - Research and Development Journal
  - Ageing and Society
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  - Journal of Elder Abuse and Neglect
  - Journal of Gerontological Social Work.

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**Course Title : CONTEMPORARY IDEOLOGIES OF SOCIAL WORK**

**Course Code : ECSW- 04 (Elective Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives :-**

- a) Gain information about contemporary ideologies of social work and social change.
- b) Understand values of social work and apply it in practice.

**Unit I – Introduction**

- Public private partnership for development.
- Neoliberalism and globalisation.
- Post modernism.
- Feminism.
- Resurgence of civil society.
- Multiculturalism.

**Unit II – Ideologies for social change**

- Ideology of sustainable and people centred development
- Ideology of action group and social movements.
- Ideology of non-govt.organisations.

**Unit III – Social change concept and theories**

- Meaning of social change
- Areas of social change
- Social change, social transformation and social development.
- Theories of social change.

**Unit IV – Contemporary ideologies of social work profession**

- Marginalisation of vulnerable groups and limitations of professional social work
- Emerging ideologies of professional social work.
- Social work values.

**Unit V - Social work in different countries**

- Contemporary social work ideologies in different countries.
- Goals, values, functions,roles and process of social work

- Personal attributes of a social worker

#### **Unit VI - Social work ethics**

- Concept and philosophy of ethics.
- Ethical responsibilities in social work.
- Ethical decision making and dilemmas in macro and micro social work practice.

#### **Learning Outcomes:-**

1. Learner will be able to develop the relevance of social work in changing society.
2. Learner will be able to understand the emerging ideologies of professional social work.

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- **Journals** Economic and political Weekly, Humanscape, The Indian Journal of Social Work, Lokayan Bulletin and Vikalp

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## **Semester – II**

**Course Title : WORKING WITH COMMUNITY**  
(Community Organization and Social Action)  
**Course Code : WWC– 07 (Core Course)**

**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives:-**

- a) Understand the critical elements of community organization practice.
- b) Enhance critical understanding of the model and strategies for community organization practice.
- c) Make the micro-macro connection between the range of complex issues in practice.
- d) Develop attitudes conducive to participatory activity for civil society.

**Unit – I Community Organisation:-**

- Concept of Community.
- Structure and Functions of Community.
- Development of Community Organisation as a Method.
- Principles of Community Organisation

**Unit – II Process and Approaches in Community Organisation :-**

- Process and Steps in Community Organisation.
- Approaches - Directive Versus Non-Directive, External Agent and Internal Resources.
- Issues in Community Organization.
- Gender Sensitive Community Organisation Practice.

**Unit – III Models and Strategies of Community Organization :-**

- Locality Development Model.
- Social Planning Model.
- Social Action Model.
- Public Interest Litigation, Protests and Demonstrations, Dealing with Authorities, Public Relation, Planning, Monitoring and Evaluation.

**Unit – IV Techniques in Community Organization :-**

- Participatory Rural Appraisal (PRA) and Related Techniques.

- Capacity Building of Community Level Institution.
- Capacity Building of Marginalized Group.
- Skills Required in Community Organisation Practice.- Problem Analysis, Meetings and Assimilation Skills, Analytical Skills, Recording Skills, Resources Mobilisation, Networking and Training.

**Unit – V Social Action :-**

- Meaning and Definitions, Weberian concept of Social Action
- Social Action: Objectives of Social Action, Goals, Philosophy.
- Emergence of Social Action as a method.

**Unit – VI Social Action and Social Change :-**

- Meaning and nature of social change.
- Social change and Social action.
- Social Action and Protection Of Human Rights
- Social Action and Atrocities on Women
- Unionisation, Advocacy, Pressure groups as Strategies.
- Concept of power, power structure.

**Learning Outcomes:-**

- a) The learner will be able to understand the various issues and their linkages in the society.
- b) The learner will be able to gain knowledge of intervention skills, strategies to be adopted to handle the social issues.
- c) The learner will be able to organize the community to address the community issues.

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- Community development journal an international forum UK Oxford University presses
- Development and Change Hague Blackwell publishers
- Social action A quarterly review of social trends and social action trust Delhi
- Seminar New Delhi
- Maintenance perspective publication New Delhi
- Lokayan bulletin New Delhi

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**Course Title : ADMINISTRATION OF WELFARE & DEVELOPMENTAL SERVICES**

**Course Code : AWDS- 08 (Core Course)**

**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives:-**

- a) Understand the overall social environment and its impact on the nature, structure and development of organizations in corporate, public and voluntary, sectors in context of social work profession.
- b) Understand social welfare administration at state and below state level.
- c) Understand the importance of personnel administration in social work practice.
- d) Develop ability to analyze the work practices adopted in different settings.

**Unit – I Administration:-**

- Meaning, Definition, Importance, Goals and Types of Administration.
- Definition, Scope, Function of Social Welfare Administration.
- Principles of Social Welfare Administration.
- Philosophy of Social Welfare Administration.
- History of Social Welfare Administration.

**Unit – II Social Welfare Administration in India :-**

- Structure and Functions of Central Social Welfare Department.
- Structure and Functions of Department of Social Justice and Empowerment. (State to District Level).

**Unit – III Personnel Administration :-**

- Staff Selection, Induction, Training, Placement, Service Conditions, Discipline, Staff Morale, Types of Leave.

**Unit – IV Organization :-**

- Team Work
- Decision Making Process
- Communication in Administration
- Supervision.

**Unit – V Functions of an Administrator :-**

- Technical Skills, Human Skills required to cater the functions of an administrator
- Programme planning, designing Proposals, Resource Mobilization, Time Management, Conducting Meetings.

**Unit – VI Administrative Records:-**

- Maintenance and Utilization of Administrative Records.

- Budget. – Importance of Budget, Planned & Unplanned Budget.
- Reporting – Importance and Steps Involved in Reporting.
- Evaluation- Importance and Methods of Evaluation
- Audit.

**Learning Outcomes:-**

1. The learner will be able to understand the various functions of administration of services.
2. The learner will be able to acquire the knowledge about the programme development and impact analysis.
3. The learner will gain the knowledge about the functioning of social welfare department at state and district level.

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**Course Title : SOCIAL WORK RESEARCH**

**Course Code : SWR-09 (core course)**

**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives :-**

- a) Develop an understanding of scientific approach to human enquiry.
- b) Understand the research process.
- c) Develop the attitude, skills for social work research.
- d) Acquire skills in data analysis and research reporting.

**Unit – I Scientific Research:-**

- Scientific method of characteristics
- Social research & Social work research
- Purposes of Social Work Research:
- Types of Social Research: Pure, applied, action, policy etc.

**Unit – II Research process: Part I:-**

- Formulation of Research Problem.
- Concepts in social research
- Review of Literature
- Formulation of Hypotheses.
- Working out the Research Design.

**Unit – III Research process: Part II:-**

- Defining the Universe of Study, Sampling methods
- Determining Sample Design.
- Administering the Tools of Data Collection-Interview Schedule, Questionnaire, observation, Narrative interview, Documentation
- Classification and Tabulation

**Unit – IV Research process: Part III:-**

- Measurement of social data , various scales & techniques
- Statistics in social research: Scope and limitations
- need of quantitative analysis
- Central Tendencies, Deviation, correlation and regression
- Graphical representation of data

- Proportion, Percentage, ratio
- SPSS

**Unit – V Data analysis:-**

- Quantitative Methods and Analysis of Data-Social survey
- Qualitative Methods and Analysis of Data-Case study
- Testing of Hypotheses.
- Generalization and Interpretation.
- Reporting the Research: *Structure of a Research Report*, Essentials of a Good report  
Research proposal - a)The *research problem* b)The *research plan*.

**Learning Outcomes :-**

1. The learner will gain the basic knowledge of research methodology.
2. The learner will be able to understand the requirement of conducting research.
3. The learner will be able to conduct the survey

**References**

- Coolidge, Frederick L., *Statistics : A Gentle Introduction*, New Delhi, Sang Publications, 2000.
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**Course Title : PROBLEMS OF DIFFERENTLY CHALLENGED AND INTERVENTION**

**Course Code : ECSW 05- (Elective Course)**

**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives :-**

- a) Develop the understanding about the conceptual clarity about disability, impairment and handicap
- b) Understand the types of disability, their problems and rehabilitation
- c) Understand the place of intervention and role of social worker in dealing the various problems of disabilities

**Unit – I Disability and related issues:-**

- Definition of disability, impairment, handicap
- PWD in Rehabilitation context
- Social Construction of Disability-
- Attitudes, Stigma, Discrimination
- Disabling and Enabling Environment

**Unit – II Approaches of intervention:-**

- Different approaches to disability- medical, system, legal, socio-political, human right, psychological, social model

**Unit – III Overview of disability problem:-**

- Magnitude, Causes, Consequences of Disability
- Types of disability
- Visual Impairment, Multiple Sclerosis- Locomotor Disability ,Hearing Impairment, Learning disability, Autism magnitude, causes, types, assessment, impact of visual impairment on child's development and adults

**Unit – IV Needs and Services:-**

- Needs and problems of Person with Disability,

- education - Special and inclusive
- Health including physical, mental, reproductive and sexuality
- Psychology of disability, adjusting to one's own disability, self esteem

**Unit – V Rehabilitation:-**

- Rehabilitation- Introduction, types,
- Level of rehabilitation- Prevention, promotion, tertiary • different areas- medical education, psychological adjustment, vocation, employment
- rehabilitation programmes such as art therapy, dance, drama therapy, music
- Social work in Different setting such as School, hospital. Community, clinic
- CBR. Enabling environment

**Unit – VI Legislations related to disability:-**

- Legislations- Law & Disability ,PWD Act1995,RCA1992,NTA2000,
- UN Convention Rights of persons with disability,
- Right to representation in governance

**Learning Outcomes :-**

1. The learner will be able to understand the types of disabilities and their magnitude
2. The learner will acquire the knowledge of various approaches of intervention
3. The learner will understand the scope of professional social worker to tackle the emerging needs of persons with disabilities.
4. The learner will gain the knowledge about the legislations related to disability.

**Course Title : WOMEN AND DEVELOPMENT**  
**Course Code : ECSW - 06 (Elective Course)**  
**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives :-**

- a) Understand the status of women in different Indian communities.
- b) Understand the nature & types of violence on women
- c) Gain the information about the legislation for the protection of women

**Unit I – Concept & Significance of Women Studies:-**

- Concept of womenhood, significance of women studies in understanding women issues.
- Approaches to study of women: feminist trends, psycho - analytical approach and functional approach.

**Unit II – Status of Women:-**

- Status of women in Rural, Tribal and Urban community.
- Status of women before independence and after independence.
- Social reform improvements and upliftment of women.
- Gender equity, Economical, Social and religious practices.

**Unit III – Women and Work :-**

- Problems of women in different set up - organised, unorganised and household.
- Issues of women in Health, Media, Education, Politics, Family and Society.

**Unit IV – Violence on Women :-**

- Concept, nature and types of violence, legal measures relative to violence.
- Legal protection for violence against women.

**Unit V – Women Legislation:-**

- legislations: As preventive measure for women
  - A) Constitutional measures
  - B) Scilent features of legal protection.

**Unit VI – Women Empowerment and Development:-**

- Role of Government and NGO in women development.
- National commission for women
- Prominent schemes for women empowerment
- Role of social worker in enhancing social consciousness and women development

**Learning outcomes :-**

1. Learner Shall understand the status of women.
2. Learner will be able to look into the problems faced by women.
3. Learner shall understand the constitutional support developed for women.

**References**

- Anjana Matra - Sinha: Women in a Changing Society Ashish, Publishing house, New Delhi.
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**Course Title : WELFARE AND DEVELOPMENT OF WEAKER SECTION.**

**Course Code : ECSW - 07 (Elective Course)**

**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives :-**

- a) Understand the various categories of weaker sections.
- b) Acquire the knowledge about prevailing social inequality.
- c) Understand the state initiative for the welfare and development of weaker section.

**Unit I – Meaning & Classification:-**

- Meaning, Criteria and classification of weaker section.
- scheduled caste, scheduled Tribes
- Backward classes, Agricultural and unorganised labour.

**Unit II – Social Inequality:-**

- Nature and consequences of social inequality in different cultures i.e Urban, Rural , Tribal.
- Concept of disadvantaged, Types of disadvantaged.
- Impact of social inequality on socially disadvantaged.

**Unit III – Issues of Disadvantage Women:-**

- Destitute women
- Deserted women
- Divorced women
- Widows women
- Women in Sex work.

**Unit IV – Constitutional Provisions:-**

- Constitution provisions and safe guard for weaker section.
- Legislation to abolish untouchability and caste disability.
- Reservation policy.

**Unit V – Developmental Programmes:-**

- Special Component plan for SC.
- Tribal sub-plan for ST.
- Economics programmes for scheduled castes and scheduled tribes

**Unit VI – Developmental Programmes for Women, Children and Challenged Persons:-**

- Central government sponsored schemes.

- State government sponsored schemes.
- Institutional and non-institutional services.

**Learning outcomes :-**

1. Learner will be able to understand the nature and consequences of social inequality in society.
2. The learner will be able to understand the issues of disadvantaged women.
3. The learner will understand the developmental programmes for scheduled castes and tribes.

**References**

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- Ghurye G.S.: The Scheduled Tribes, The Popular Prakashan, Bombay.
- Government of India : Report on the Backward class Commi.
- Government of India : Annual Reports of the Commissioner for SC & ST New Delhi - 1987-89.
- Indian Social Institute : 7<sup>th</sup> Plan & Development of Weaker Section.
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**Course Title : CRIME AND CORRECTIONAL ADMINISTRATION.**  
**Course Code : ECSW - 08 (Elective Course)**  
**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives :-**

- a) Acquire the information about the various types of crime and correctional services.
- b) Develop an understanding of the criminal system in India.
- c) Understand correctional laws for social work practice.
- d) Develop an understanding about punishment theories and correctional methods.

**Unit I – Concept, Casuse and Classification of crime:-**

- The concept and definition of crime
- Causes of crime
- Classification of crime
- Crime, criminal and criminology
- Types of crime.

**Unit II – Theories of crime:-**

- Sociological theory of crime.
- Bonger's Economic theory of crime.

**Unit III – Criminal Justice System in India :-**

- Police – structure, power and functions and their role in maintaining peace and order in the society.
- Prosecution – screening, structure, its role in justice to criminals.
- Judiciary – power and function of supreme court and high court, sub ordinate court, District session court, magistrate court and other sub ordinate court

**Unit IV – Crime and Correctional law:-**

- Corrective measures as per criminal procedure code.
- Probation of offenders act.
- Juvenile justice act 2000.
- Legislation related to cyber crime.

**Unit V – Punishment and correctional methods:-**

- Theories of Punishment – Retributive, Deterrent and Preventive
- Reformatory Theory

- Correctional Methods – Prison based, Community based, Probation, parole, Open prison- welfare measurement for prisoner's rights, minimum standard rules of prisoners

**Unit VI – Correctional Techniques and role of social worker:-**

- Preventive and curative measures
- Role of Social Worker in correctional social work.

**Learning outcomes :-**

1. The learner will be able to understand the various types of crime and correctional services.
2. Will have the information about the justice systems in India.
3. The learner will develop the understanding about the role of social worker in correctional field.

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- Martin R. Haskell and Lewis Yabolonsky- Criminology: Crime of Criminality, R and Mc Nally College Publication Co. Chicago.
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**Course Title : COMMUNICATION FOR SOCIAL WORK PRACTICE.**

**Course Code : ECSW - 09 (Elective Course)**

**Level : PG I Semester II<sup>nd</sup>**

**Learning Objectives :-**

- a) Acquire the knowledge about the communication process and its functions.
- b) Understand the use of - communication means for community work practice.
- c) Develop an understanding about the media and its use for social work intervention.

**Unit I – Concept and Functions :-**

- Definition and scope of communication
- Objectives and importance of communication in development.
- Functions of communication.
- Communication for effective social work practice.

**Unit II – Communication Process :-**

- Meaning and components of communication process.
- Communicator - Communicate relations.
- Selection of communication channels.
- Barriers in communication.

**Unit III – Rethinking Communication :-**

- Communication as transmission.
- Communication as representation.
- Communication as cultural representation.

**Unit IV – Communication for Group/Community Work :-**

- Planning for communication.
- Types & characteristics of group/community.
- Selection of means of communication. (Exhibition, Role play, Street play, Story selling, Simulation games, mono act.
- Impact assessment.

**Unit V – Media in Communication**

**Visual media:-**

- Types - Tables, Charts, Graphs, Posters, Still photographs, Flip charts, OHP, Transparencies slides, Bulletin Board/Flannel graph.

- Audio visual media.
- Audio visual film, clips/ Video films.
- Folk media, Electronic media.

**Unit VI – Communication Skills :-**

- Writing skills : News release feature, reports, case studies, stories, letters.
- Verbal skills : Presentation skills and public speaking
- Planning campaigns for development issues
- Interfacing with mass media (Film, T.V., Press, Radio, Video-conference, Interviews)

**Learning outcomes :-**

1. The learner will be able to understand the role of communication in effective social work practice.
2. The learner will be able to acquire the knowledge about necessary skills for effective communication.

**References**

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## APPENDIX

### Proforma for Assessment of Orientation Visits

#### P-I

**Name of the College**

| Internal Assessment of Orientation Visits. Class : I/II <sup>nd</sup> year. Sem: I <sup>st</sup> /III <sup>rd</sup> |                  |                                   |  |       |
|---|------------------|-----------------------------------|--|-------|
| Name of the Agency.....   |                  |                                   |  |       |
| Day, .....Date & Time.....  |                  |                                   |  |       |
| Name of the Supervisor.....   |                  |                                   |  |       |
| Sr.No.  | Name of Students | Attendance & General discipline   | Report writing (Timely submission content, compliance) | Total |
| 1.  |                  | 05                                | 20   | 25    |
|   |                  |                                   |  |       |
|   |                  |                                   |  |       |
|   |                  |                                   |  |       |
|   |                  |                                   |  |       |
| Marks obtained in words.....  |                  |                                   |  |       |
| Grade: .....  |                  | Name & Signature of Examiner..... |  |       |
| Date: / /20   |                  |                                   |  |       |



## Proforma for Assessment of Concurrent Fieldwork Practice I P-III

**Name of the College**

| Internal Assessment of Concurrent Fieldwork Class - I <sup>st</sup> year Sem - I <sup>st</sup> |   |   |                                   |              |                   |                                |
|--|---|---|-----------------------------------|--------------|-------------------|--------------------------------|
| Period: From.....to.....   |   |   |                                   |              |                   |                                |
| Name of the Student.....   |   |   |                                   |              |                   |                                |
| Name of the Agency.....  |   |   |                                   |              |                   |                                |
| Number of Visits Attended out of Fifteen.....  |   |   |                                   |              |                   |                                |
| Total number of absent visits.....   |   |   |                                   |              |                   |                                |
| Marks obtained in 15 visits  |   |   |                                   |              |                   |                                |
| Sr.No  | Criterion/Heads                               | Marks to be given out of - Tick ( )<br>Mark on appropriate column |                                   |              |                   | Marks<br>obtained out<br>of 40 |
|  |   | 13 - 15 visits  | 10 - 12 visits                    | 7 - 9 visits | Below 7<br>visits |                                |
|  |   | A   | B                                 | C            | D                 |                                |
| 1  | Understanding the Agency                      | 10  | 09                                | 08           | 06                |                                |
| 2  | Understanding the Client                      | 10  | 09                                | 08           | 06                |                                |
| 3  | Understanding the Problem<br>Solving Process  | 10  | 09                                | 08           | 06                |                                |
| 4  | Recording (Timely<br>Submission & Compliance) | 10  | 09                                | 08           | 06                |                                |
|  | <b>Total</b>                                  | 40  | 36                                | 32           | 24                |                                |
| (Please use only vertical column i.e. either A or B or C or D as the case may be)              |   |   |                                   |              |                   |                                |
| Marks obtained in words.....   |   |   |                                   |              |                   |                                |
| Grade: .....   |   |   | Name & Signature of Examiner..... |              |                   |                                |
| Date: / /20  |   |   |                                   |              |                   |                                |

## Proforma for Assessment of Concurrent Fieldwork Practice II P-IV

### Name of the College

| Internal Assessment of Concurrent Fieldwork (Phase One)    Class - 1 <sup>st</sup> year    Sem - II <sup>nd</sup> |   |   |                                   |              |                   |                                |
|---|---|---|-----------------------------------|--------------|-------------------|--------------------------------|
| Period: From.....to.....  |   |   |                                   |              |                   |                                |
| Name of the Student.....  |   |   |                                   |              |                   |                                |
| Name of the Agency.....   |   |   |                                   |              |                   |                                |
| Number of visits attended out of Fifteen.....   |   |   |                                   |              |                   |                                |
| Total number of absent visits.....  |   |   |                                   |              |                   |                                |
| Marks obtained in 15 visits   |   |   |                                   |              |                   |                                |
| Sr.No   | Criterion/Heads                               | Marks to be given out of - Tick ( )<br>Mark on appropriate column |                                   |              |                   | Marks<br>obtained out<br>of 40 |
|   |   | 13 - 15 visits  | 10 - 12 visits                    | 7 - 9 visits | Below 7<br>visits |                                |
|   |   | A   | B                                 | C            | D                 |                                |
| 1   | Understanding the Agency                      | 10  | 09                                | 08           | 06                |                                |
| 2   | Understanding the Client                      | 10  | 09                                | 08           | 06                |                                |
| 3   | Understanding the Problem<br>Solving Process  | 10  | 09                                | 08           | 06                |                                |
| 4   | Recording (Timely<br>Submission & Compliance) | 10  | 09                                | 08           | 06                |                                |
|   | Total   | 40  | 36                                | 32           | 24                |                                |
| (Please use only vertical column i.e. either A or B or C or D as the case may be)                                 |   |   |                                   |              |                   |                                |
| Marks obtained in words.....  |   |   |                                   |              |                   |                                |
| Grade: .....  |   |   | Name & Signature of Examiner..... |              |                   |                                |
| Date:    /    /20   |   |   |                                   |              |                   |                                |

## Proforma for Assessment of Concurrent Fieldwork Practice II P-V

### Name of the College

| Internal Assessment of Concurrent Fieldwork (Phase Two)    Class - I <sup>st</sup> year    Sem - II <sup>nd</sup> |   |   |                                   |                   |                   |                                |
|---|---|---|-----------------------------------|-------------------|-------------------|--------------------------------|
| Period: From.....to.....  |   |   |                                   |                   |                   |                                |
| Name of the Student.....  |   |   |                                   |                   |                   |                                |
| Name of the Agency.....   |   |   |                                   |                   |                   |                                |
| Number of visits attended out of Ten.....   |   |   |                                   |                   |                   |                                |
| Total number of absent visits.....  |   |   |                                   |                   |                   |                                |
| Marks obtained in 10 visits   |   |   |                                   |                   |                   |                                |
| Sr.No   | Criterion/Heads                               | Marks to be given out of - Tick ( )<br>Mark on appropriate column |                                   |                   |                   | Marks<br>obtained out<br>of 40 |
|   |   | 08 - 10 visits  | 06 - 08 visits                    | 04 - 06<br>visits | Below 4<br>visits |                                |
|   |   | A   | B                                 | C                 | D                 |                                |
| 1   | Understanding the Agency                      | 10  | 09                                | 08                | 06                |                                |
| 2   | Understanding the Client                      | 10  | 09                                | 08                | 06                |                                |
| 3   | Understanding the Problem<br>Solving Process  | 10  | 09                                | 08                | 06                |                                |
| 4   | Recording (Timely<br>Submission & Compliance) | 10  | 09                                | 08                | 06                |                                |
|   | Total   | 40  | 36                                | 32                | 24                |                                |
| (Please use only vertical column i.e. either A or B or C or D as the case may be)                                 |   |   |                                   |                   |                   |                                |
| Marks obtained in words.....  |   |   |                                   |                   |                   |                                |
| Grade: .....  |   |   | Name & Signature of Examiner..... |                   |                   |                                |
| Date:    /    /20   |   |   |                                   |                   |                   |                                |

## Proforma for Assessment of Concurrent fieldwork Practice III P-VI

**Name of the College**

| Internal Assessment of Concurrent Fieldwork (Phase One)                           |  | Class - II <sup>nd</sup> year                                    |                                   | Sem - III <sup>rd</sup> |                |                          |
|---|--|--|-----------------------------------|-------------------------|----------------|--------------------------|
| Period: From.....to.....  |  |  |                                   |                         |                |                          |
| Name of the Student.....  |  |  |                                   |                         |                |                          |
| Name of the Agency.....   |  |  |                                   |                         |                |                          |
| Number of visits attended out of Ten.....   |  |  |                                   |                         |                |                          |
| Total number of absent visits.....  |  |  |                                   |                         |                |                          |
| Marks obtained in 10 visits   |  |  |                                   |                         |                |                          |
| Sr.No   | Criterion/Heads                            | Marks to be given out of - Tick ()<br>Mark on appropriate column |                                   |                         |                | Marks obtained out of 40 |
|   |  | 08 - 10 visits   | 06 - 08 visits                    | 04 - 06 visits          | Below 4 visits |                          |
|   |  | A  | B                                 | C                       | D              |                          |
| 1   | Understanding the Agency                   | 10   | 09                                | 08                      | 06             |                          |
| 2   | Understanding the Client                   | 10   | 09                                | 08                      | 06             |                          |
| 3   | Understanding the Problem Solving Process  | 10   | 09                                | 08                      | 06             |                          |
| 4   | Recording (Timely Submission & Compliance) | 10   | 09                                | 08                      | 06             |                          |
|   | Total                                      | 40   | 36                                | 32                      | 24             |                          |
| (Please use only vertical column i.e. either A or B or C or D as the case may be) |  |  |                                   |                         |                |                          |
| Marks obtained in words.....  |  |  |                                   |                         |                |                          |
| Grade: .....  |  |  | Name & Signature of Examiner..... |                         |                |                          |
| Date: / /20   |  |  |                                   |                         |                |                          |

## Proforma for Assessment of Concurrent fieldwork Practice III P-VII

### Name of the College

| Internal Assessment of Concurrent Fieldwork (Phase Two) Class - II <sup>nd</sup> year Sem - IV <sup>th</sup> |   |  |                                   |                   |                   |                                |
|--|---|--|-----------------------------------|-------------------|-------------------|--------------------------------|
| Period: From.....to.....   |   |  |                                   |                   |                   |                                |
| Name of the Student.....   |   |  |                                   |                   |                   |                                |
| Name of the Agency.....  |   |  |                                   |                   |                   |                                |
| Number of visits attended out of Ten.....  |   |  |                                   |                   |                   |                                |
| Total number of absent visits.....   |   |  |                                   |                   |                   |                                |
| <b>Marks obtained in 10 visits</b>   |   |  |                                   |                   |                   |                                |
| Sr.No  | Criterion/Heads                               | Marks to be given out of - Tick ()<br>Mark on appropriate column |                                   |                   |                   | Marks<br>obtained out<br>of 40 |
|  |   | 08 - 10 visits   | 06 - 08 visits                    | 04 - 06<br>visits | Below 4<br>visits |                                |
|  |   | A  | B                                 | C                 | D                 |                                |
| 1  | Understanding the Agency                      | 10   | 09                                | 08                | 06                |                                |
| 2  | Understanding the Client                      | 10   | 09                                | 08                | 06                |                                |
| 3  | Understanding the Problem<br>Solving Process  | 10   | 09                                | 08                | 06                |                                |
| 4  | Recording (Timely<br>Submission & Compliance) | 10   | 09                                | 08                | 06                |                                |
|  | Total   | 40   | 36                                | 32                | 24                |                                |
| (Please use only vertical column i.e. either A or B or C or D as the case may be)                            |   |  |                                   |                   |                   |                                |
| Marks obtained in words.....   |   |  |                                   |                   |                   |                                |
| Grade: .....   |   |  | Name & Signature of Examiner..... |                   |                   |                                |
| Date: / /20  |   |  |                                   |                   |                   |                                |

## Proforma for Assessment of Concurrent Fieldwork Practice IV P-VIII

**Name of the College**

| Internal Assessment of Concurrent Fieldwork (Phase One)    Class - II <sup>nd</sup> year    Sem - IV <sup>th</sup> |   |  |                                   |              |                   |                                |
|--|---|--|-----------------------------------|--------------|-------------------|--------------------------------|
| Period: From.....to.....   |   |  |                                   |              |                   |                                |
| Name of the Student.....   |   |  |                                   |              |                   |                                |
| Name of the Agency.....  |   |  |                                   |              |                   |                                |
| Number of visits attended out of Fifteen.....  |   |  |                                   |              |                   |                                |
| Total number of absent visits.....   |   |  |                                   |              |                   |                                |
| Marks obtained in 15 visits  |   |  |                                   |              |                   |                                |
| Sr.No  | Criterion/Heads                               | Marks to be given out of - Tick ()<br>Mark on appropriate column |                                   |              |                   | Marks<br>obtained out<br>of 40 |
|  |   | 13 - 15 visits   | 10 - 12 visits                    | 7 - 9 visits | Below 7<br>visits |                                |
|  |   | A  | B                                 | C            | D                 |                                |
| 1  | Understanding the Agency                      | 10   | 09                                | 08           | 06                |                                |
| 2  | Understanding the Client                      | 10   | 09                                | 08           | 06                |                                |
| 3  | Understanding the Problem<br>Solving Process  | 10   | 09                                | 08           | 06                |                                |
| 4  | Recording (Timely<br>Submission & Compliance) | 10   | 09                                | 08           | 06                |                                |
|  | Total   | 40   | 36                                | 32           | 24                |                                |
| (Please use only vertical cloumn i.e. either A or B or C or D as the case may be)                                  |   |  |                                   |              |                   |                                |
| Marks obtained in words.....   |   |  |                                   |              |                   |                                |
| Grade: .....   |   |  | Name & Signature of Examiner..... |              |                   |                                |
| Date: / /20  |   |  |                                   |              |                   |                                |

## Proforma for Assessment of Concurrent Fieldwork Practice IV P-IX

**Name of the College**

| Internal Assessment of Concurrent Fieldwork (Phase Two)    Class - II <sup>nd</sup> year    Sem - IV <sup>th</sup> |   |   |                                   |              |                   |                                |
|--|---|---|-----------------------------------|--------------|-------------------|--------------------------------|
| Period: From.....to.....   |   |   |                                   |              |                   |                                |
| Name of the Student.....   |   |   |                                   |              |                   |                                |
| Name of the Agency.....  |   |   |                                   |              |                   |                                |
| Number of visits attended out of Fifteen.....  |   |   |                                   |              |                   |                                |
| Total number of absent visits.....   |   |   |                                   |              |                   |                                |
| Marks obtained in 15 visits  |   |   |                                   |              |                   |                                |
| Sr.No  | Criterion/Heads                               | Marks to be given out of - Tick ( )<br>Mark on appropriate column |                                   |              |                   | Marks<br>obtained out<br>of 40 |
|  |   | 13 - 15 visits  | 10 - 12 visits                    | 7 - 9 visits | Below 7<br>visits |                                |
|  |   | A   | B                                 | C            | D                 |                                |
| 1  | Understanding the Agency                      | 10  | 09                                | 08           | 06                |                                |
| 2  | Understanding the Client                      | 10  | 09                                | 08           | 06                |                                |
| 3  | Understanding the Problem<br>Solving Process  | 10  | 09                                | 08           | 06                |                                |
| 4  | Recording (Timely<br>Submission & Compliance) | 10  | 09                                | 08           | 06                |                                |
|  | Total   | 40  | 36                                | 32           | 24                |                                |
| (Please use only vertical column i.e. either A or B or C or D as the case may be)                                  |   |   |                                   |              |                   |                                |
| Marks obtained in words.....   |   |   |                                   |              |                   |                                |
| Grade: .....   |   |   | Name & Signature of Examiner..... |              |                   |                                |
| Date: / /20  |   |   |                                   |              |                   |                                |

## Proforma for Assessment of Performance in Individual and Group Conference

### P-X

| Internal Assessment of Individual Conference  |                      |                                      |  |                   |
|---|----------------------|--------------------------------------|--|-------------------|
| Sr.No.  | Name of the Students | Regularity & Punctuality<br>05 Marks | Participation in discussions<br>05 Marks | Total<br>10 Marks |
|   |                      |                                      |  |                   |
|   |                      |                                      |  |                   |
| Grade: .....                                  |                      |                                      |  |                   |
| Name & Signature of Fieldwork Supervisor..... |                      |                                      |  |                   |
| Date: / /20                                   |                      |                                      |  |                   |

## Proforma for Assessment of Performance in Communication Skill Exercise

### P-XI

| Internal Assessment of Communication Skill    |                      |  |   |                                 |                   |
|---|----------------------|--|---|---------------------------------|-------------------|
| Theme of Communication skill.....             |                      |  |   |                                 |                   |
| Mode of Presentation.....                     |                      |  |   |                                 |                   |
| Sr.No.  | Name of the Students | Understanding about the social situation<br>10 Marks | Understanding about the social work options<br>10 Marks | Presentation Skills<br>05 Marks | Total<br>25 Marks |
|   |                      |  |   |                                 |                   |
|   |                      |  |   |                                 |                   |
| Grade: .....                                  |                      |  |   |                                 |                   |
| Name & Signature of Concerned Supervisor..... |                      |  |   |                                 |                   |
| Date: / /20                                   |                      |  |   |                                 |                   |

**Proforma for Assessment of Performance in Rural Camp  
P-XII**

| Internal Assessment of Rural Camp |                      |   |  |                             |                   |
|-----------------------------------|----------------------|---|--|-----------------------------|-------------------|
| Sr.No.                            | Name of the Students | Understanding the Rural Society<br>08 Marks | Understanding Social work intervention<br>07 Marks | Skills Acquired<br>10 Marks | Total<br>25 Marks |
|                                   |                      |   |  |                             |                   |
|                                   |                      |   |  |                             |                   |

Grade: .....

Name & Signature of Rural Camp Incharge .....

Date: / /20

**Proforma for Assessment of Performance in Study Tour  
P-XIII**

| Internal Assessment of Study Tour |                      |   |                                     |                             |                   |
|-----------------------------------|----------------------|---|-------------------------------------|-----------------------------|-------------------|
| Sr.No.                            | Name of the Students | Understanding about the Project<br>10 Marks | Profetional Development<br>08 Marks | Skills Acquired<br>07 Marks | Total<br>25 Marks |
|                                   |                      |   |                                     |                             |                   |
|                                   |                      |   |                                     |                             |                   |

Grade: .....

Name & Signature of Study Tour Incharge .....

Date: / /20