Guideline

Master of Social Work

(Effective from June-2016)

University School of Social Sciences,
Gujarat University
Ahmedabad

Master of Social Work

Title   The title of the course shall be 'Master of Social Work'

Objective: The aim of the course is to impart knowledge, develop skills and create suitable
Attitudes and behavior patterns required for effective provision of social and welfare services in Different Field of Social Work. To prepare competent professionals for development and welfare services

Duration: The total duration of the course shall be of two years, spread over in four semesters.

Seats:
- The total number of students to be admitted to the Course shall be 80
- With the approval of Higher authority of University the seats /additional class may be increased if need arises
- The course will be conduct on regular basis.
- State reservation policy will be applicable in admission

Admission Criteria:

The eligibility criteria for admission in Master Social Work (MSW) under the Department of Social Work, Gujarat University is given below:

- Candidate should have a Bachelor's degree or its equivalent (under the 10+2+3 year) in any discipline with minimum 50% marks from a recognized University.
- Admission process will be based on Merit.
- Reservation policy will be applied as per the Gujarat University Norms.
- Students appeared at Graduate level Exam of Semester six may also apply for the admission but their candidatures would be considered after the declaration of semester sixth result, on merit and if seats available

Documents Required:

- School Leaving Certificate
- Mark sheet of HSC Board Examination
- Final Mark sheet of Bachelor Examination (Candidates who are appearing for the final year examination of the Bachelor's degree has to submit 5th Semester Mark sheet.)
- 2 Passport Size Photographs
- Caste Certificate(If Applicable)

Medium of Interaction: The Medium of Interaction will be English/ Gujarati/Hindi

Theory

Theoretical perspectives provided in the programmes hope to achieve the following objectives:

1. Acquire knowledge of the functioning of individuals and groups in social systems, the interrelationships between them and the manner in which they promote or impede a healthy social functioning,

   Obtain knowledge from other disciplines which contribute to the understanding of persons in the bio psycho-social matrix,

2. Develop professional capacity for identification of issues and problems violating the human rights of groups and communities and design effective responses for affecting a meaningful change in their

situation,

3. Attain the capacity to select and order priorities, to plan, to make realistic goals, and select appropriate strategies to fulfill the goals,

4. Develop skills in the utilization of social work intervention methods and adopt ethical practices using the principles of the profession while working with individuals and families, groups and communities.

Field_Work

Field Work is an integral part of the training in social work. It comprises learning professional social work practice under the guidance of trained field instructors in selected Government and Non- Government organizations. It enables the student to see the applicability of theoretical knowledge taught in the classroom to actual situations requiring social work intervention. It is both goal-oriented to solve a particular problem to which the student addresses her/his activities and learner-centered in relation to her/his particular interest areas and aptitudes. Field work has the dual purpose of promoting the student's own learning while contributing to the development of the people with whom she / he works, especially, the disadvantaged sections of our society.

Practical experience in fieldwork aims at the following objectives:

1. provide opportunity for the integration of classroom learning and field practice and vice versa (feedback mechanism for both class and field),

2. Develop skills through learning how to utilize the knowledge learnt in the classroom for analysis of problems affecting the target groups and selection of the appropriate means for problem-solving,

3. Cultivate attitudes, values and commitments of the profession relevant to working with the most disadvantaged sections of society,

4. Develop awareness of self and the way in which student's behavior is affected by past experiences and cultural factors, and the way in which these affect the perceptions of their response to others.
5. Students will be required to maintain regular recordings of the fieldwork done during the course of their study.
6. All students are required to dress soberly and appropriately, giving due respect to the socio-cultural practices of the people whom they work with while at fieldwork. A similar sobriety in dress code is also expected from students within the College premises and hostels

Note : for Detail guideline of field work please visit to the Department / college

Course Content The curriculum will be divided into two parts:
(i) Theory Papers, and (ii) Field Work (Equal Weightage)

Course Papers of Master of Social Work

Semester	Paper No	Title of Paper	Internal Marks	External Marks	Total Marks	Passing Standard
1	401	Sociology for Social Work	30	70	100	40
	402	Introduction to Social Work	30	70	100	40
	403	Social Case Work	30	70	100	40
	404	Social Group Work	30	70	100	40
	405	Community Organization and Social Action	30	70	100	40
	406	Community Field Work	30	70	100	40

Semester	Paper No	Title of Paper	Internal Marks	External Marks	Total Marks	Passing Standard
2	407	History and Ideologies of social work	30	70	100	40
	408	Social Work Research	30	70	100	40
	409	Counseling Theory and Practice	30	70	100	40
	410	Criminology and Social Legislation	30	70	100	40
	411	Development of Tribal and De-notified, Nomadic community	30	70	100	40
	412	Agency Field Work	30	70	100	40

Semester	Paper No	Title of Paper	Internal Marks	External Marks	Total Marks	Passing Standard
3	501	Human Resource Management and Organizational Behavior	30	70	100	40
	502	Social justice and empowerment	30	70	100	40
	503	Gender and Development	30	70	100	40
	504	Administration of Development and Welfare Services	30	70	100	40
	505	Planning & Development :Urban, Rural,	30	70	100	40
	506	Agency Field Work	30	70	100	40

Semester	Paper No	Title of Paper	Internal Marks	External Marks	Total Marks	Passing Standard
4	507	Labour Welfare Legislation	30	70	100	40
	508	Health Care Practice	30	70	100	40
	509	Family Child and Youth welfare	30	70	100	40
	510	Disaster Management(Forest and Eco-Environment)	30	70	100	40
	511	Dissertation	30	70	100	40
	512	Field Work In Agency Setting	30	70	100	40

Evaluation pattern

(A) Examination
In each semester their will be two examination held for evaluation purpose
(1) Internal Examination-Held by MSW Department / College
(2) External Examination-Held by Exam department of Gujarat University
(3) Student can answer in their university exam in any one language.(Gujarati/Hindi/English)

(B) Paper style (sample paper)
- 70 Marks Examination held by University at the end of Each semester
- 30 Marks Internal Examination has been arrange by Department / College before university Examination
- For Exam paper style please see Annexture-4

Field Work Evaluation

- **Internal Evaluation Community /Agency Field Work-out of 30 Marks**

S.No.	Content	MARKS
1.	Regularity and Punctuality in field work	05
2.	Regularity in submission of Report / individual conference	05
3.	Relationship with agency/ Community Members and Local Body	05
4.	Application of theory and social work methods in field work	05
5.	Content of the record	05
6	Evaluation by Agency /Community work Evaluated by Summary Report	05
	TOTAL	30

- **External Evaluation (Viva Voce)Community /Agency Field Work-out of 70 Marks**

S.No.	Content	MARKS
1.	Regularity and Punctuality in field work	10
2.	Regularity in submission of Report / individual conference	10
3.	Relationship with agency/ Community Members and Local Body	10
4.	Application of theory and social work methods in field work	10
5.	Content of the record	10
6	Evaluation by Agency/Resource Mobilization skill in Community Work	10
7	Viva Presentation	10
	TOTAL	70

Fee Structure

- Students has to accept the fee related norms,which areapplicable by Univesity.
- ***** Show compulsory fees at relevant times
- + other expenses which has to afford by student during completion of degree Programme
- This Fee Detail is Tentative it will subject to change as per the university guidelines
- Fees for the foreign students will be decided by the university..

Detail	Sem-1	Sem-2	Sem-3	Sem-4
Admission Form*	50	----	----	----
P.G Registration*	50	----	----	----
Tution Fee*	15000	15000	15000	15000
I Card+	50	----	----	----
Exam Form*	25	25	25	25
Uni. Exam Fee*	500	500	500	500
Seminar+	500		500	
Education Visit+(per Visit)	100	100	100	100
Picnic+	300		300	
Field work Journal+	150	150	150	150
Dissertation+	----	----	----	2000
Study Tour+				2000+
Other Expences+	Decided by Department/ University for different Educational /Field work and Extra Curriculam activities are applicable			

Field work Guideline

Master of Social work

(MSW)

Effective from June-2016

University School of Social Science
Gujarat University
Ahmedabad

Introduction:

The nucleus of Social Work Education is the Field Work Programme which is a fundamental component of the curriculum. The field work practicum is the central mechanism for transmitting theoretical knowledge into the practical level of work. Practice learning in social work training plays a pivotal role in providing the students with an opportunity to explore, learn and develop professional skills necessary for working with people, the essence of the profession. It has several components that help the students to develop a holistic understanding of the problems, situations, their causative factors and the possible strategies of intervention.

General Objectives of Field Work:

The fieldwork programme has been designed to achieve the following objectives:

1. To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social problems and their consequences

2. To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities

3. To help students identify, plan and implement social work interventions through the application of the methods of social work and to assess their impact on different client systems in various specialisations

4. To help students appreciate the role of social work profession empowering individuals, groups and communities and in facilitating social change, ensuring human rights and social justice

5. To help students develop skills and appropriate personality qualities required for professional social work practice

6. To provide opportunities to accept challenges and respond to them

7. To understand the nature of social work practice in different specializations

Objectives of Field Work based on Specializations:

<u>Rural Community Development</u>

<u>Objectives:</u>

1. To study the rural and semi rural life in all its ramifications including group dynamics and power structure in rural community
2. To develop an understanding of the process of programme formulation and programme management of the rural local bodies, government and non government agencies
3. To develop positive attitude to work in a rural community setting and to acquire the skills such as public relations, fact findings, leadership, networking, fund raising, budgeting, report writing, lobbying and advocacy required for a development worker
4. To enable to work with disadvantaged groups in rural areas
5. To enable to plan and implement methods, tools and techniques for intervention based on the needs of the community

Tasks

1. Administrative set up of Panchayati Raj Institutions (PRIs)
2. Panchayat Raj members, their socio-economic and caste status
3. Coordination of block level administrative personnel with elected person at different levels
4. Decision making process: type of problems that come before Panchayat Union and Village Panchayat, who initiates various development projects and process of assessing them. How decisions are made- manipulations, lobbying, pressure tactics used
5. Current Major Programmes, budget allocations for the programmes, methods of implementation, participation of people, impact of development and social justice
6. Application of the principles of Rural Community Development
7. Application of methods of professional social work in rural setting
8. Identify/ study/ explore the rural problems covering the following aspects:
   a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, occupation, housing, available social services.

   b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem concerned with health, education and welfare (Social Audit)

   c) The problem as perceived by the i) rural community/ village / client system ii) rural local body iii) field work agency and iv) professional social work trainee

Urban Community Development

Objectives:

1. To focus on urban community life pattern – its social, economic, political and cultural aspects with specific focus to informal settlements, their needs and problems
2. To develop skills in identifying and utilizing urban community resources both governmental and non governmental agencies
3. To sharpen the urban community development skills such as influencing grass root urban leaders, rapport building, organising, resource mobilization, recording, advocacy and lobbying
4. To develop skills in communicating, fact finding, fund raising, budgeting, report writing, urban community project formulation, management, appraisal and evaluation
5. To help the trainee gain insight into the components of Urban Community Development
6. To enhance competencies to assess and analyse urban problems, needs and service delivery.
7. To enhance the capacity to recognise the linkage between urban community development and the practices in the field in terms of policy and programmes.

Tasks:

1. Observation visit to urban community / slums (informal settlements)
2. Analysis of their socio-economic conditions
3. Application of the principles of Urban community development
4. Application of professional social work methods in urban setting
5. Organizing and mobilizing urban community/ slums in participatory mechanisms/ structures
6. Identify/ study/ explore the urban problems covering the following aspects:

a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, grass root urban leadership, occupation, housing, available social services etc.

b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem

c) The problem as perceived by the i) urban community/ slum / client system ii) urban local body iii) field work agency and iv) professional social work trainee

Medical and Psychiatric Social Work*

Medical Social Work

Objectives:

1. To equip the students with the necessary assessment skills to understand the psycho-social problems of the patient and family with respect to the consequences of the disease and disability
2. To enable the students to practice the methods of Social Work, particularly, Social Case work and Social Group Work
3. To enable the students to function as a member of the Multidisciplinary team with respect to the Medical, Physical and Psycho-social Treatments
4. To enable the students to develop a Rehabilitation Plan with respect to long-term illness & Disability
5. To enable the students to understand the national health programmes and its implementation at community level

Tasks:

1. Involve in the preparation of psycho-social assessment of the patient in relation to the consequence of disease and disability.
2. Develop and implement intervention strategies with family and community as social support systems
3. Apply Social Case Work (includes identification, assessment, intervention, rehabilitation and follow-up)
4. Identify & undertake Group therapeutic sessions
5. Organize a need based/ setting based Community Health Programme
6. Function as a member of the Multidisciplinary team
7. Network with other organizations and advocate when necessary
8. Document and maintain records

Psychiatric Social Work

Objectives:

1. To equip the students with the necessary skills for the Psychosocial assessment of persons with mental disorders and disabilities
2. To apply the methods of Social Work in the management of persons with mental disorders
3. To enable the students to apply the theoretical approaches in practice and develop necessary skills for practice
4. To enable the students to develop and implement a programme for Community Mental Health
5. To acquire skills of networking and advocacy

Tasks:

1. Analyzing the person in the mental health environment
2. Practice Psychiatric Case History Taking and psycho social assessment
3. Assess the health/ welfare needs of various groups and the agency's response to meet these needs
4. Study the disease profile and critically analyse the impact of the disease/ problem/ disability on the individual, family and society
5. Applications of the methods of social work in the agency and integrate theory and practice in intervention

Human Resource Management

Manufacturing/ Service/ IT Sectors

Objectives:

1. To practically understand the concept of Industrial Relations and to acquire the related competencies
2. To familiarize with the Labour Legislations
3. To learn to apply the various methods of Social Work in various Industrial Settings
4. To observe the application of various Labour Welfare measures
5. To observe the practice of current trends in HR
6. To provide opportunity for the integration of class room learning and field practice
7. To acquire human resource management skills
8. To observe the CSR activities
9. To develop skills to organize people to meet their needs and solve their problems
10. To make innovative contributions to the organization functioning
11. To represent HR profession in inter disciplinary terms
12. To carry out application oriented mini – research projects
13. To utilize field instructions for enhancing and integrating professional growth in Human Resource

Tasks:

I Organisational Profile

History of the Agency, Organisation Chart, The Products/ Services, Branches/ Units, Workforce, Line and staff management, Structure and functions of the Human Resource Department

II Areas of Personnel Functions

- Manpower Planning (Need Analysis)
- Recruitment (Advertisement/ Consultancies /Campus /Other Bureaus/ Sources)
- Types of Employees (Contract/ Temporary/ Permanent/ Part-Time)
- Selection (Interview/ Written Test /Group Discussion / Physical examination
- Induction and Placement, Promotion and Transfer
- Training and Development (Need Analysis/ Types/Outsourcing)
- Disengagement - Retention, Resignation/ Termination and Retirement (Exit Interviews)
- Time Office(Daily Attendance/ Swiping Cards/ Attendance Register)
- Hours of Work (Time In/Break/ Movement Register/Period of Rest/ Time Out)
- Leave and Holidays (Casual Leave/ Medical Leave/ National and Festival Holidays etc.)
- Wage and Salary Administration (Daily/ Monthly/ Hourly/ Time- Rate/ Piece- Rate)
- Social Security Benefits (Social Insurance/ Social Assistance)
- Employee Service Register, Communication
- Employee Appraisal (Ranking/ Free Essay/ 360 degree Appraisal), Balance Score Card, Succession Planning

III Industrial Relations Functions

- IR at Shop Floor & Plant Level (Works Committee/ Joint Production Committee/ Joint Management Councils
- Grievance Handling - Grievance Settlement Procedure
- Works Standing Orders (Employee Discipline/ Domestic Enquiry/Absenteeism/ Alcoholism/ Punishment)

- Employers' Association, Trade Unions, Collective Bargaining - The Agreements, Strikes, Lock- Outs and Retrenchment

IV Labour Welfare Measures

- Intra Mural and Extra Mural - Statutory and Non Statutory Measures (Housing/ Crèche/ Canteen/ Credit and Consumer Co-operatives)
- Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/ Stress/ Fatigue/ Burn Out), Employee Counselling
- Workers' Education, Recreation, Other Welfare Measures

V Labour Legislations : Legislations applicable to the Organisation

VI Others

TQM, ISO, Use of OD Techniques, CSR Activities

Family and Child Welfare*

Objectives:

1. To enable the students to acquire the necessary assessment skills to understand family life and intervention
2. To enable the students to practice the methods of Social Work in Family and Child Welfare setting
3. To equip the students with necessary skills for the therapeutic and service oriented intervention
4. To enable the students to develop a Plan for Assessment and Goal setting for Family and Child Rights intervention

Tasks:

1. Assessment of families through Ecomap, Genogram and Family Dynamics
2. Applying interventions with families - Crisis Intervention, Family System Intervention, Family Counselling for Self Help groups
3. Practicing Family Life Education
4. Working with Families in difficult circumstances (HIV/ disaster, displacement)
5. Planning and Organising Training Programmes
6. Application of Social Work methods in Child Rights setting
7. Application of Social Work methods with Children in difficult circumstances
8. Practice Multi-disciplinary approaches in Family and Child Welfare settings
9. Enhance skills in Rights Based Approach for Child Rights

Study Tour:

 The aim of study tour is to provide an exposure for the students to other Schools of Social Work and well known organizations (common and specialization based) involved in the practice of social work outside of the Ahmedabad city. The Place and the days shall be decided by the department in consultation with the students. The students are expected to observe the differences and organizational culture in such organizations with respect to their concurrent field work agencies in terms of service delivery. A detailed report of the study tour has to be submitted to the department immediately after the study tour.

Field work Supervision:

Supervision is the basis of practice learning. The objective of supervision is to guide a student to acquire social work skills and attitudes required for the profession and to relate field practice to knowledge acquired in the classroom. This objective is achieved by placing the students under the supervision of a teacher in the Department as well as a trained social worker in the agency. The guided supervision through individual and group conferences on specified days and timings helps a student grow as a better professional.

The supervisor's primary task in the beginning is to make the student feel comfortable and apprise him/her briefly of the social work values and skills. At the onset of the supervisor-supervisee relations, the supervisor must make some assessment of the student's ability for social work intervention and his/her individual assets, which create suitable learning opportunities and environment. The Supervisor must strive to:

- Help create a non-intimidating and non-authoritarian ambience of learning which help the student raise his/her queries and participate in the discussion
- Help the student develop the capability to critically examine issues and instances from the field
- Assist the student develops maturity in dealing with difficult situations and circumstances and learn to appreciate and respect multiplicity and diversity of communities and culture
- Help him/her grow as professional social worker, conscious of the requirements of the profession and develop capability to manage situations independently
- Help the student to present and discuss his/her views, feelings and proposed action in a democratic manner and setting
- Provide feedback to the students about their performance
- Encourage debates on the alternative courses of action and help the student to take appropriate decisions
- Enable the student to develop an agenda of self – directed life long learning for personal and professional development for a career in the profession of social work including continuing social Work Education
- Arrange periodic meetings with agency supervisor wherein the proposed course of action by the student is discussed and an affirmative response is obtained from the agency.
- Provide guidelines to the student on his/her records. It should be seen that the records should not reflect merely the diary or chronological recording of the time spent in the field. While commenting upon the gaps in recording, insight on the nature of improvement to be made by the student may be discussed.

Relationship between Department and Field Work Agency:

The Relationship between department and field work agency is one of equal partnership where both department and agency supervisor take the responsibility for students learning and acquisition of Social Work Skills

Distribution of Responsibility between Department and Agency Supervisors:

A. Department Supervisor:

Department Supervisor concentrates on helping the students to understand the basics including rules and regulations of field work programme. In addition, the supervisor helps the students to:

    a. Grasp the fieldPrepare him/her for a accepting the agency's policies and programmes.
    b. Develop insight into the processes of Social work intervention using social work philosophy, principles, methods and skills.
    c. Provide instructions for report writing including maintaining case records, group session records, preparing papers and minutes for group conferences

In order to be effective in performing the above mentioned responsibilities the Department Supervisor provides regular, timely and systematic inputs. This will entail regular submission of students weekly reports, discussing the same with students during scheduled individual conferences, and regular evaluation of students work though monthly evaluation of student's performance.

B. Agency Supervisor:

1. Agency Supervisor should preferably be trained social worker. He/She should;
2. Provide an overview of the agency, its aims, objectives, policies and programmes and limitations to the students placed under his/her supervision.
3. Plan out students work programme along with Department Supervisor so as to maximize students learning.
4. Provide on the spot guidance to facilitate learning of the student.
5. Provide appropriate intervention in the event of the students facing problem/s viz agency's procedural routines, relationship with other staff members etc.
6. Agency Supervisor provides student/s with adequate and scheduled time (on a weekly basis) to discuss students problem and progress.
7. Agency Supervisor provides the students with a place to sit and keep his/her field work files/records.
8. Agency Supervisor insists on submission of weekly fieldwork reports by students. They should be advised to go through them and give their comments.
9. The agency Supervisor should ensure that log sheets reflect the actual work and fieldwork hours being put in by the student. Only log sheets which have been duly filled in by the students should be signed by the agency supervisor on regular basis.
10. Agency Supervisor should keep a check on the students' regularity and punctuality. Some system of ensuring this (attendance register) could be worked out by the agency supervisor and should feel free to contact the Department Supervisor.

Nature of Relationships between the Field Work Department and the Agency:

1- Department should maintain regular contact with all the agencies. Mechanisms to do so could include
    A. Regular visits by Department Supervisors to agencies.
    B. Agency Supervisor will be invited as resource person for the Supportive Field Instruction Programme of the Department.
    C. At least one 'Agency Supervisor Meet' is organised at the Department annually. This can comprise of a general meeting followed by working groups based on different areas of field work practice. It

is mandatory for all Department Supervisors to attend the meet. It is a formal meeting with well-defined agenda proposed by the Head of the Department.

D. Agency should be provided with contact numbers of Department Supervisors and the Field Work Office to facilitate interaction.

2 There should be a clear policy for selection of appropriate agencies. In case an agency   is discontinued (either temporarily or permanently) for the concurrent field work the agency will be intimated about the same by the Social Work Department.

Frequency and minimum contact with the Agency:

A. Department Supervisors should make a minimum of one visit per month to the agencies where their students are placed.

B. The first visit by the Supervisor should be devoted to helping the agency supervisor get an understanding of the Field Work programme and policies. Department supervisor, in turn, should learn about agency's objectives, programmes and procedural routines. Department and Agency Supervisor should also discuss the broad scope for students learning within the agency's structure and policy frame work.

C. The subsequent visit should focus on the development of a term plan for the student, keeping in mind the agency's requirements and students learning needs.

D. The last visit of the first and third terms should aim at assessing students' progress and discussion on the thrust of learning for the next term.

E. The first visit in the second and the fourth term should focus on discussing the plan of the work for the team. Care should be taken to ensure that the student derives a comprehensive exposure to all aspects by the agency.

F. The last visit of the each Semester should be focussed on the evaluation of the students work during the course of the semester. Additionally, the Department Supervisors can also take note of any special requirements of the agency regarding future placement.

A Proforma will be sent to the agency Supervisor at the end of each semester to help them to evaluate the student's work. The broad categories in the Proforma are:

1. Nature of work assigned to the students in both the terms (separately)
2. Expectations of the agency from the student in both the terms
3. Activities / programmes taken up by the student during the course of the year
4. Social Work techniques / methods / skills applied by the student while working
    in the field e.g. interactional skills, reporting skills, service delivery skills and evaluatory skills and emotional skills in working with client systems
5.Brief comments on student self-discipline (regularity, punctuality)
6.General comments on students' strengths and areas to be strengthened
7.Note on Agency's expectation from the Department whether they were met/not met and any suggestions for future placements.

Agencies are also suggested to organise a sharing session between agency staff, student and Department Supervisor at the end of each Semester. In this session students could make a presentation of work done and nature of learning he/she has had. This could be followed by comments of agency staff (including agency supervisor) about students work performance and scope for improvement in future. Department Supervisor could be a non participant observer or may intervene if requested to. This would give a chance to the students to know the general reaction of agency's staff towards his/her work, his/her general behaviour and scope for improvement.

Evaluation:

The process of evaluation is an important aspect of training. It helps the students in developing awareness necessary for the development of a professional social worker. It is continuous in nature and is an on going teaching-learning process. It is a shared process throughout the placement involving the analysis of the students' performance and progress with a view to help students enhance their learning and competence as social worker.

Evaluation is not only limited to the written and formal monthly, mid-term and final evaluation, but also is implicit in every weekly individual conference. Therefore, the Department supervisor must explain the evaluation process to the student in the beginning of the academic session.

Process of Evaluation:

The process of evaluation is continuous in nature. At the end of every week the department supervisor writes the comments indicating the work done by the student vis-a-vis the learning requirements. It is shared with the students in the individual conference and is signed by both i.e. the supervisor as well as the supervisee.

Before appearing the viva voce evaluation the student is asked to prepare a summary of the work done by him/her throughout the Semester.

Field work carries 100 marks in each Semester. The work of student is subjected to evaluation by both internal as well as external examiners. This is treated as final marks secured by the student. It must be noted that revaluation of field work programme is not permitted in Gujarat University. Those students who fail in field work have to repeat the entire semester Field Work. However, if a student has passed theory papers, but has failed to get minimum marks in field work, he/ she is required to repeat only field work. But he/she has to enrol as a regular student. Minimum pass marks in field work is 50%

Field Work Evaluation

Internal Evaluation Agency Field Work-out of 30 Marks

S.No.	Content	MARKS
1.	Regularity and Punctuality in field work	05
2.	Regularity in submission of Report / individual conference	05
3.	Relationship with agency	O5
4.	Application of theory and social work methods in field work	05
5.	Content of the record	05
6	Evaluation by Agency	05
	TOTAL	30

External Evaluation (Viva Voce)Agency Field Work-out of 70 Marks

S.No.	Content	MARKS
1.	Regularity and Punctuality in field work	10
2.	Regularity in submission of Report / individual conference	10
3.	Relationship with agency	10
4.	Application of theory and social work methods in field work	10
5.	Content of the record	10
6	Evaluation by Agency	10
7	Viva Presentation	

Field work schedule

    (1)   5 hours/Day

    (2)   3days/ week   (5hours x 3days)   =   15 hours/ week

    (3)   4 week/month   (15 hours x4 weeks)   =   60 Hours/ month

    (4)   5 month/semester   (60 Hours x 5 Month)   =   300 Hours / semester

    (5)   Minimum 200 hours Field work required for passing in field work practicum.

    (6)   Daily report has been submitted in next 4 days of field work

    (7)   Each students has to submit their personal field work summary report in the end of semester for evaluation purpose.

Department of Social work
Gujarat University
Daily Activity Report for Agency Field Work

Annexture-1

Name of Student :_____(M)_____

Name of Organization _____Name of Agency Supervisor_____

Semester;_____ Roll No_____ Contact No of Agency Supervisor_____

Sr. no	Date	Objective	Timing		Signature	Remarks
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Signature of Supervisor (MSW Dept.)   Signature Supervisor (Agency)
Name   Name
Designation   Designation
Contact No.

Report No   :   1
Date   :   25/06/2015
Day   :   Tuesday
Time   :   8:30am to 1:30pm
Place   :   Wadaj Municipal School

Objective :_____

Workdone :

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_____Two Page or More As per requirement_____
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Self-Evaluation

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Future Planning

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Summary Report- Framework

Front Page	Title Page
1	Introducation
2	Certificate
3	Index
4	Introducation of Organization/Industry
	A-History and Foundation
	B-Vision / Mission / Objective
	C- Ideology of Organization
	D-Structure of Organization
	D-1 Management Structure
	D-2 Geographical Structure
5	Institutional Projects/ Activities related Information
6	Information about activities, done by Student
	(Participation in different project)
7	Development of Knowledge/skill /attitudes of student
8	Student's Experience (point to point)
	Special Case study/learning experience (if any)-Not Compulsory
9	Suggestion for Future activities and planning
10	Encloser- Newpaper cutting /Activity Photo / Statistical Information etc

Department of Social Work
Gujarat University, Ahmedabad

Annexture-4

MSW-SEM-IV Examination,2012
Paper No-511-Social Problems And Social Work

Date :12/12/2012   **Total Marks : 70**
Time : 2:00-5:00pm

Instructions :1 All questions are compulsory.
                     2 Figures on right side show Marks for Question

Q-1   What is social Social Problem? Explain the different Social Problems As per Your Field Experience.
                                                                                                                                14

OR

Explain the Role of Social Worker in eradication of Social Problems.

Q-2   Give the Meaning of CASTE and Explain the Caste system of India in detail.   14

OR

Describe the different types of Domestic violence in India.

Q-3   What is Juvenile Delinquency? And explain the causes of Child Delinquency?   14

OR

Role of NGOs in Eradication of problems of old age people.

Q-4   Describe the Gandhian Approach for problem solving.   14

OR

Explain the Contemporary Govt. policy for Poverty eradication.

Q-5   **Short question / Fill in the Blanks/Short Notes**   **14**

1   _____is a science of old Age .
2   Domestic Violence act came enforce on year_____
3   The Juvenile Justice(Care & Protection)Act came enforce in year_____
4   Give the full form of CWC and JJB, regarding to Juvenile justice (Care & Protection) act.
5   Problem solving Model Given by_____
6   Give the Name of Two NGOs working on Child Delinquency Issue.
7   When the National Policy for rehabilitation came in force?

Syllabus

Master of Social Work

(Effective from June-2016)

Semester-1

University School of Social Sciences, Gujarat University Ahmedabad

Syllabus: Master of Social Work

Semester-I

Paper-401: Sociology for Social Work

OBJECTIVES:

1 Understanding of concept to examine social phenomenon.
2 Develop skills to analyze India society.
3 Understand social change and conflict.
4 Understanding the importance of social institution for analyzing social problem

Unit	Content	Method
1	**Understanding of Sociology, Society and Culture** 1. Meaning, Concept and Significance of Sociology. 2. Society as System of relationship. 3. Social Structure: Meaning, Status and Role. 4. Culture : Meaning & Content- Tradition, Customs, Values, Norms, Folk culture etc.	Lecture
2	**Social Institutions, Social Control and Socialization** 1. Meaning Concept and Characteristics of : Marriage, Family, Religion, State & Law. 2. Social Control :Meaning and Function 3. Socialization :Meaning , Process & Agencies.	Lecture
3	**Indian Society** 1. Composition of Indian Society : Unity & Diversity 2. Diversity of Indian Society :Tribal, Rural, Urban. 3. Social Stratification in Indian Society : Caste and Class	Lecture
4	**Sociological Approaches & Theory** **1.** Significance of theoretical Understanding of Society **2.** Different Theories : Evolutionary Theory, Conflict theory, System theory	Lecture
5	**Changing Nature of Society** 1. Inequality in Society : Social, Economical, Political & Educational 2. Changes occurring in Social Institution. 3. Impact of Technology on Society.	Group Discussion

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Department of social work
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Syllabus: Master of Social Work

Semester-I

Paper-402: Introduction to Social Work

OBJECTIVES:

1. Familiarize students to the core values and philosophy of social work profession and enable them to imbibe these values into their professional self.
2. Enable students to understand and differentiate social work and other related terms.
3. Understand the context of emergence of social work as a profession.
4. Understand the nature of Social work practice in different settings.

Unit	Content	Method
1	**Fundamental of Social work** 1. Definitions & Concept of Social Work 2. Values of social work 3. Principles of social work 4. Social Work: Nature and goals 5. Social work & its relationship with Sociology, Psychology, Political Science, Economics & Anthropology	Lecture
2	**Historical Development of Social Work** 1. Development of professional social work in 2. U.K. and U.S.A. 3. Development of professional social work in India 4. 3. Contribution of Gandhiji and Dr. B. R. Ambedkar in social work	Assignment
3	**Social Work as a Profession** 1 Criteria of profession and social work as a profession in India 3. Curative, Promotive & Rehabilitative functions of social work 4. Roles of social workers 5. Competencies (Skills) for social work practice 1. 5. Code of ethics for social workers – (TISS Code of Ethics)	Lecture
4	**Theoretical Perspectives for Social Work Practice** 1. Person-In-Environment Model, 2. Strengths Perspective, 3. Anti-Oppressive Social Work, 4. Feminist Social Work, **5.** 5. Empowerment Model of social work,	Lecture
5	**Social Practice Area** 1 Integrating the social work 2 Radical Social Work 3 Critical Social Work 4 Correctional Social work	Group Discussion

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Department of social work
Gujarat University, Ahmedabad

Syllabus: Master of Social Work

Semester-I

Paper-403: Social Case Work

OBJECTIVES:

1 To understand the case work method and its application in practice
2 To equip learners with theoretical knowledge for work with individuals and families
3 To develop competencies in learners to use the method in practice while working with individual clients and families.
4 To equip learners with values and skills necessary for working with individuals and families.

Unit	Content	Method

1	**Social Casework as a Method of Social Work**
	1. Concept and Definitions of Social Case Work.
	2. Components of Casework (Perlman's model)
	   a) Person- client, significant others and collaterals
	   b) Problem- need, impaired social functioning
	   c) Place- agency, objectives, functions, policies and resources.
	   d) Process- casework intervention
	3. History and Development of Social Casework in UK, USA and INDIA.
		Lecture

2	**Principles of social casework practice** 1. Begin where the client is. 2. Individualization 3. Purposeful expression of feelings 4. Controlled emotional involvement 5. Acceptance 6. Non-judgmental attitude 7. Client self determination 8. Confidentiality	Lecture Presentation
3	**Tools of Working with Individuals and Families** 1. Intake 2. Casework interview 3. Home visit 4. Recording and its types 5. Case worker –client relationship 6. Communication – verbal , non-verbal, eye contact, body language.	Lecture

4	**The process of intervention with clients**
	  1. Study (Psycho-social study)
	  2. Diagnosis(Psycho-social diagnosis)
	  3. Intervention plan
	  4. Termination & Follow-up
	  5. Rehabilitation
		Lecture

5	**Case work Practice** 1 Practical-Two Casework 2 Presentation and Discussion of Case work Practice	Group Discussion

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Department of social work
Gujarat University, Ahmedabad

Syllabus: Master of Social Work

Semester-I

Paper-404: Social Group work

OBJECTIVES:
     1-Develop understanding of group work as a method of professional social work
     2. Gain insight into various dimensions of group processes and group work practice.
     3. Develop competencies for working with groups in diverse settings.

Unit	Content	Method
1	**Understanding Social Groups** 1. Social Groups: Definitions, Types characteristics, functions and group structure 2. Classification of groups: Cooley and Tonnies	Lecture
2	**Group work in Social Work Practice** 1. Historical development of group work 2. Group work: definition, goals and values 3. Principles of group work 4. Models of group work practice	Lecture
3	**Group Process, Group dynamics and Group worker** 1. Basic group processes – Introduction & Meaning, Intervention in group process 2. Group dynamics: Concept, Definition, Need & Significance of Dynamics, Group dynamics – an interdisciplinary field 3. Leadership – Concept, Definition, Qualities, 4. Group Decision-making and problem solving - Concept & Approaches 5. Role & Function of Group worker in Group work Practice.	Lecture
4	**Group Development** 1. Stages of group development 2. Techniques and skills in group work 3. Communication – Concept, Definition, Process & Barriers 4. Programme development – process & use of programme media 5. Recording in group work – Importance, Types & Principles 6. Evaluation in social group work	Lecture
5	**Settings and Sites of Group Work (Practical Work)** 1. Group worker: Roles and functions 2. Group work with different areas like children, hospital setting, youth & elderly 3. Group work with task groups	Group Discussion

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Syllabus: Master of Social Work

Semester-I

Paper-405   Community Organization and Social Action

Objectives:

1 Develop understanding regarding Community Organization as Method of Social Work

2 Understanding the critical elements of Community Organization Practice.

3 Enhance the Understanding the role of the Agency and community organizer.

4 Enhance critical understanding of the models and stretegies for community organization.

5 Develop perspective and skill for participatory process in the community and civil society.

Unit	Course Content	Method
1	**Understanding Community** 1. Definition and Concept of Community. 2. Characteristics of Community 3. Types of Community-Urban, Rural, Tribal-Concept and Characteristics. 4. Reconstructing Communities-Dalit,Faminist,	Lacture
2	**Community Organization as practice method** 1. Concept, Definition and Critique of Community Organization. 2. Community(people's)Participation 3. Principles of Community Organization. 4. Steps of Community organization. 5. Models of Community organization.-Locality Development, Social Action and Social Planning. Model	Lacture
3	**Strategies in community Organization Practice and Role of Community Organization Practitioner.** 1. Role of Community Organization Practitioner. 2. Participatory Rural Appraisal-Definition Concept, Tenets and tools 3. Skill required in Community Organization practice	Lacture
4	**Social Action** 1. Social Action –Concept , Defination,Techniques	Lacture
5	**Advocacy** 1. Definition and concept Advocacy	Lacture

Referances:

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2 Behar A And Semual J.(2006)Social Watch in India: Citizen Report on Governance and Development ,Pune NCAS
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Syllabus: Master of Social Work

Semester-I

Paper-406   Field Work Practice in Urban Community.

General Objectives:

- To get exposed to wider area of social realities at the micro level
- To develop analytical and assessment skills of social problems at the level of individual, group and community and local, regional, national and international dimensions
- To acquire documentation skills to ensure professional competence
- To develop the right values and attitudes required for a professional social worker

Components:

- Orientation
- Practice Skill Laboratory
- Observation Visits
- Visit to the expert and Agency to understanding the problem solving structure

Orientation:

The Orientation Programme is aimed at providing appropriate direction to professional learning. It involves familiarizing students with the problems of society, especially marginalized and weaker sections. They are made aware of the existing resource base available for their development and ways of mobilizing them and motivating them to initiate work in the field. The knowledge and skill base of the students is supplemented by supportive field instructions given by academicians and field practitioners throughout the semester. The contents of the Orientation Programme are:

1. Introduction to Social Work Profession
2. Fieldwork in Social Work Education
   a. Rules and Regulation
   b. Supervision
   c. Recording
   d. Evaluation
3. Methods of working with people
   a. Social Case Work
   b. Social Group Work
   c. Community Organisation
   d. Social Action
   e. Research in Social Work
   f. Social Work Administration
4. Areas/Settings of Social Work Practice
5. Understanding of the Department's Projects
6. Interactive Sessions for the purpose of
   a. Introduction to the faculty
   b. Getting to know each other
   c. Interaction with seniors and alumni (Sharing of field experiences)
   d. Adapting to the new environment

Practice Skills Laboratory:(Urban Community)

The Lab provides structured experiences which gives an opportunity of "learning by doing" in a supervised environment. Learning about social realities, others and self is essentially through inputs, group experiences and simulation games. The lab sessions equip students with knowledge, attitudes and practice skills in keeping with social work values, beliefs and ethics. The students get exposed to rural realities existing in society, a critical analysis of such situations and the need to work towards human development. The lab consists of sessions on:

1. Communication skills and Interpersonal Relations
2. Analysis of Indian Society and Social Problems
3. Leadership and Personality Development
4. Values and Ethics in Social Work
5. Reality walk – meeting Social Work Professionals

Observation Visits:

The Observation Visits aim to make the students get oriented to the objectives, administrative structure and process and the client system of various organisations in the field of social work, such as non-governmental organisations involved in welfare and development activities, government bodies involved in development work, hospitals and health care organisations, organisations in the care of aged, women and children and Corporate Social Responsibility initiatives of corporate organizations.

Field work schedule
(1)	5 hours/Day			
(2)	3days/ week	(5hours x 3days)	=	15 hours/ week
(3)	4 week/month	(15 hours x4 weeks)	=	60 Hours/ month
(4)	5 month/semester	(60 Hours x 5 Month)	=	300 Hours / semester

(5) Minimum 200 hours Field work required for passing in field work practicum.
(6) Daily report has been submitted in next 4 days of field work
(7) Each students has to submit their personal field work summary report in the end of semester for evaluation purpose.

Syllabus

Master of Social Work

(Effective from June-2016)

Semester-3

University School of Social Sciences, Gujarat University Ahmedabad

Department of social work
Gujarat University, Ahmedabad

Syllabus: Master of Social Work

Semester-3

Paper-501: Human Resource Management and Organizational Behaviour

Objective:
- **To understand the concepts of Management and Human Resource Management**
- **To understand the Recruitment process in any organization.**
- **Students should learn about the organizational behavior, relations, and structure of organization.**

Unit	Content	Method
1	**MANAGEMENT** 1. Management: Concept, Nature and Process of Management 2. Managerial Skills and Level of Management 3. Functions of Management: Planning, Organizing, Leading and Controlling.	Lecture
2	**HUMAN RESOURCE MANAGEMENT** 1. Human Resource Management: Concept, Objective, Nature and Scope 2. Importance of Human Resource Management 3. Functions of Human Resource Management	Lecture
3	**HUMAN RESOURCE SELECTION AND PLANNING** 1. Human Resource Planning: concept and process 2. Job analysis, Description and Specification 3. Recruitment and Selection 4. Interview, Placement and Training	Lecture
4	**ORGANIZATIONAL BEHAVIOUR** 1. Organization Behavior: Concept, Nature and Scope. 2. OB and Relation with other Social Sciences: Sociology, Psychology, Political Science, and 3. Anthropology 4. Models of Organizational Behavior: Development and Types of OB Model	Lecture
5	**ORGANIZATIONAL STRUCTURE** 1. Organizational Structure: Definition, Concept and Nature 2. Formation of Organizational Structure 3. Types of organizational Structure	Group Discussion

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Paper-502: SOCIAL JUSTICE AND EMPOWERMENT

OBJECTIVES:
1. Understand the critical elements of history, theoretical aspects of social justice in to social work practice.
2. Increasing accountability among students to ensure social justice is brought to theforefront.
3. The students should enrich their knowledge about Social Exclusion, Human Rights, Social Justice, and Empowerment.

Unit	Content	Method
1	**Unit I: Introduction to Social Justice** 1. Meaning and Concept of Social Justice 2. Theories of Social Justice 3. Social Justice as a Value of Social Work	Lecture
2	**Social Justice and Empowerment in India** 1. History of Social Justice with Reference to Ideology 2. Union and State Government: Functions, Policies and Programmes 3. Social Justice for Downtrodden & Weaker Section of the Society	Lecture
3	**Social Exclusion and Inclusive Policies in India** 1. Meaning of Social Exclusion and Social Exclusion of SCs, STs and OBCs 2. Issues related to Food, Poverty and Livelihood of Marginalized Section of the Society 3. Inclusiveness and Government`s efforts	Lecture
4	**Human Rights and Social Legislation** 1. Concept and Philosophy of Human Rights 2. Fundamental Rights in Indian Constitution 3. UN Declaration of Human Rights and International Agencies for Human Rights	Lecture
5	**New Areas of Social Work** 1. Restorative Justice and Advocacy 2. Environmental Justice 3. LGBTs	Group Discussion

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Semester-3

Paper-503: Gender and Development
OBJECTIVES:
- **Conceptually clarify about the Gender, Gender and sex, Gender discrimination &Bias, and Legislations.**
- **To understand the Theories related to Gender and Feminism**
- **To understand the "GENDER" in the context of Indian Social System.**

Unit	Content	Method
1	**Conceptual Clarifications** 1. Meaning and Definition of Gender and Development 2. Gender and Discrimination 3. Gender Bias	Lecture
2	**Theories of Gender (Any two out of five)** 1. Gender, Sexuality and Power 2. Cultural Construction of Gender 3. Theories of Gender differences 4. Gender inequality and Gender Oppression 5. Third Wave Feminism	Lecture
3	**Gender and Indian Social System** 1. Culture and Gender Status w.r.t India 2. Gender and Population Structure of India 3. Gender and Social Institutions.i.e. Economy, Religion and Politics	Lecture
4	**Legislation and Gender** 1. History of Women Development Act and Right of Women 2. Domestic Violence and Dowry Prohibition Act 3. Medical Termination of Pregnancy Act	Lecture
5	**Gender Related Issues** 1. Gender and age of the marriage 2. Gender work and Wages 3. Problems of illiteracy and Cultural aspects	Group Discussion

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Semester-3

Paper-504: Administration and Development of Welfare Services

OBJECTIVES:
- **To Introduced students about the Non – Government Organization and its structure**
- **To understand the Management of Projects individually and organizationally**
- **Students should be inform about the working areas of Non – Government organizations**

Unit	Content	Method
1	Non- Government Organization—An Introduction 1 Concept of NGO :History and Characteristics 2 Functions of NGO 3 Types of NGO	Lecture
2	Registration Procedure 1 Memorandum and Article of Association 2 Formation of NGO as Trust 3 Formation of NGO as Society 4 Formation of NGO under section 25 of Company act.	Lecture
3	Management of NGOs 1 Principles for NGOs Management. 2 Governing Body, Resolution,Minutes, AGBM 3 Project Proposal 4 Organizational Culture	Lecture
4	Funding for NGOs 1 Internal Source of Fund 2 External Source of Fund 3 Foreign Source and FCRA 4 Funding Under CSR 5 Income tax exemption for NGO	Lecture
5	Practical Work 1 Project Proposal Formulation 2 Report writing , Daily Monthly, Quarterly, Annual Report, Research Report, Training Module Design	Group Discussion

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Semester-3

Paper-505: Policy, Planning and Development: urban and rural

OBJECTIVES:

- To develop student's vision about Govt. Planning
- To understand the Governmental efforts for Rural, Tribal and Urban community
- To understand and analyze Governance issues i.e. local, regional state and national

Unit	Content	Method
1	**Unit I: Introduction of Policy, Planning in India** 1. Policy and Planning :Meaning, objectives and Goals 2. History of Planning in India 3. Different Sector Policies and its Implementation.	Lecture
2	**Urban Planning and Services** 1. Urbanization and need of Urban Planning 2. Mechanism of Urban planning 3. Urban planning and civics services	Lecture
3	**Rural Planning and Policies** 1. Concept of Rural Development 2. Schemes & policies of Rural Planning 3. Planning and Development of Rural society	Lecture
4	**Programmes for Rural And Urban Development** 1. MNREGA, Sansad Adarsh Gram Yojana, 2. IAY,SGSY 3. PURA, NULM	Lecture
5	**Issues of Governance and Planning** 1. Issues of Development and Displacement 2. Diversity and Citizenship Issues	Group Discussion

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Paper-506:Field work Practicum in Agency Setting.

General Objectives:

1. To understand the agency as a system –governance, philosophy, objectives, structures and management of services/ programmes

2. To develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research

3. To enable to acquire knowledge and practice skills related to social work methods at the individual, group and community level in different fields

4. To develop documentation skills

5. To develop skills in identifying and utilizing community resources, both at Government and private levels

6. To develop the ability to work as a team

7. To reinforce the belief in the inherent strength of the people to meet their needs and resolve their problems

8. To enable to make conscious application of professional values, ethics and principles

9. To develop an understanding and skills in working with the professionals (Medicine, Law, accountancy etc.)

Components:

1   Concurrent Field Work:

The broad aim of concurrent field work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision. During the concurrent field work, students are expected to fulfill certain requirements namely,

2   Skills in Organizational Involvement:

While working with the agency of placement, the students should

1. Develop beginning perceptions about agency functioning and identify congruence or gaps between organizational stances or programs and client's service needs (e.g. restrictive intake policies, inadequate office hours, poor referral system for resources).

2. Initiate learning about how outside regulations, organizations and funding effect delivery of services.

3. Show beginning ability to identify problems/issues in organizational terms.

4. Demonstrate beginning initiative and involvement in efforts to influence agency processes on behalf of client's needs (e.g. at least, bringing situation to attention of someone who may be receptive and able to be influential).

5. Develop beginning confidence to participate and contribute to team effort, e.g. represent own discipline, develop some credibility, present own thinking, receptive to others' ideas.

6. To Understand the Project Proposal, Report writing, Documentation, Training Evaluation of Project, Monitoring strategy and organizational Culture.

7. To understand the rules regulation and HR structure of organization.