



MANGALORE UNIVERSITY,
(NAAC accredited 'A' Grade)

MANGALAGANGOTTHRI

Syllabus for
Master of Social Work (MSW)
(I to IV Semesters)

Under Choice Based Credit System
To be effective from the Academic Year 2020-2021

Department of Post Graduate Studies and Research in Social Work
MANGALORE UNIVERSITY,
MANGALAGANGOTHI

MANGALORE UNIVERSITY

Regulations Governing the Choice Based Credit System for the Two Years Post Graduate Programme in Social Work (MSW)

(Framed under section 44(1) (c) of the KSU Act 2000)

Preamble:

The University Grants Commission, New Delhi, has directed all Universities in the country to implement the Choice based Credit system (CBCS, semester scheme) in both under –and post-graduate programme and has been issuing a series of guidelines with regard to this. The higher Educational Council, Government of Karnataka has considered the implementation of CBCS and has organized workshops in this regard. The Choice Based Credit System enables the degrees of Mangalore University to be on par with the global standards. Given the present trend of globalization, it is all but fitting that Mangalore University should adopt the CBCS so that the acceptability of the programmes and degrees offered by the University becomes comparable and readily acceptable. The University considered the feasibility of CBCS at several levels and through the meeting of several of its statutory bodies. In view of this the PG Board of Studies in MSW has prepared the syllabus and scheme of examination for CBCS.

Title and Commencement:

- These regulations shall be called “The Regulations Governing the Choice Based Credit System for the Two Years (four semesters) Post Graduate Degree Programmes in Social Work.
- The course shall be called ' Master of Social work' leading to 'MSW' Degree.
- These regulations shall come in to force from the academic year 2020-2021.

Definitions:

1. Course: An educational programme leading to MSW Degree.
2. Semester: Each semester will consist of minimum of 16 weeks of academic work equivalent to 90 days of actual teaching/instructions days. The odd semester is ordinarily scheduled from July to December and even semester from January to June.
3. Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week.
4. Programme: A unit of study (earlier called a “paper”) within a subject carrying a fixed number of credits.
5. Core Course is related to the discipline of programme. This is further divided in to :
 - **Hard Core:** These Cores are compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.
 - **Soft Core:** These courses are electives and related to the discipline of the programme.
6. **Open Elective:** A course to be opted by the student from out of the choices offered by other departments.

Eligibility for Admission:

Master of Social work- MSW: Candidates who have passed any bachelor Degree examinations of Mangalore University or any other University considered as equivalent there to are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category –I candidates) marks in optional subjects. Selection of candidates shall be on

merit-cum reservation on the basis of 50:50 weightage of marks in the entrance and qualifying examinations.

Selection Procedure:

Candidates will be selected for admission as per the general guidelines of the Mangalore University from time to time. The University/ Department shall conduct objective type entrance examinations for all candidates seeking admission to the M.S.W. programme. While selecting the candidates 50% is considered for Academic performance at the Graduation level and 50% is for Entrance Examination (CET) will be considered.

Duration of the Course:

The duration of Master Degree Programmes shall extend over four semesters each of a minimum of 16 weeks (90 actual working days) of instruction and 2 to 4 weeks for preparations and examinations.

MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMME:

The candidate shall complete the master Degree Programme within 4 years from the date of admission to the programme or within the period as prescribed in the regulations governing maximum period for completing various degree/diploma programmes of Mangalore University.

Medium of instruction: The medium of instruction shall be English/Kannada.

ATTENDANCE:

Each course (theory, practical etc) shall be treated as an independent unit for the purpose of attendance. A student shall attend a minimum of 75% of the total instructions hours in a course including tutorials and seminars in each semester. There shall be no provision for condonation of shortage of attendance and a student who fails to secure 75% of attendance in a course shall be required to repeat that course to secure the credit.

COURSE SPECIFIC OUTCOMES

Objectives of the Course:

1. To impart education and training in Professional Social work to those desirous of making a career in the field of Social work.
2. To provide inter-disciplinary collaboration for better understanding of human problems, services and issues related to human development.
3. To provide opportunities through intensive field practicum to work with variety of people in their development and provide service to those who are in need.
4. To promote among students a sense of dedication and commitment for appropriate service to the cause of the poor, under privileged and disadvantaged sections of the society.
5. To acquire knowledge and skills in undertaking practice-based research and to administer human service organizations

Course Outcomes:

The students are enhanced in the field of professional Social Work by attaining the skills and competencies which are achieved through concurrent fieldwork practicum and practice based learning. Our students will be specialized in three different areas namely Human Resource Management, Medical & Psychiatric Social Work, Community Development, Geriatric Social Work and Social Work in Addiction Counselling through intensive learning process

which involves group discussions, individual presentation, street play, theme based mime shows, participatory rural appraisal task, team building activities, case study presentation, field work conferences, management games, group development activities and so on. Students are encouraged to organize need based programme independently and with collaboration of other reputed institutions and hospitals at their field work placement region which will in turn make them self reliant and confident to face the challenges in their near future. Students are also motivated to develop sense of dedication and commitment towards rendering their professional help for the poor, underprivileged and disadvantaged sections of the society.

MSW Programme Outcomes: The MSW course outcomes are based on the social issues and concerns based on the overwhelming cultural and social realities in the real life work settings. Based on this premise pivotal importance is given to fieldwork practicum which accounts for about 40% of the time, which is earmarked for it. Social Work practices are based on liberalism, freedom, rule of law, human rights, and gender and child rights. This complex mechanism is used in contrast of social work practice in the field.

The course outcomes are based on the methods of social work which is designated as hard core courses which builds the framework of Social Work practices. The students are required to have the ability to demonstrate advanced knowledge and field on the synergies of each Social Work methods to develop in them core social work competencies.

Based on the foundation of basic skill component in Social Work, it is the component of specialization which falls under soft core courses. Students are required to select any one specialization- Community Development, Medical & Psychiatric Social Work (MPSW), Human Resource Development, Geriatric Social Work and Social Work in Addiction Counselling Besides specialization, the MSW course has elective papers based on student interest. These courses are based on building students gender sensitivity, interpersonal relationship, and community relationship building skills.

These 3 tire system of instruction is based on the premises of building professionalism in Social Work practice. The course is designed that a student completing all the courses has to manage the fallout unleashed in social and community fault line which is bound to happen in their future career so that the future of society and social work practice is bound to resolve the crisis that communities are going through and should on the basis of liberalism and inclusiveness. There are four theory paper and one field work practicum for 1st and 4th semester and Five theory paper and one field work practicum 2nd and 3rd semester. The College/Department offers five of the following specialization and the students can opt for any one among the offered specialization.

The students have to opt for one of the following five specializations:

CD	–	Community Development
MPSW	–	Medical and Psychiatric Social Work
HRM	–	Human Resource Management
GSW	-	Geriatric Social Work
SWAC	-	Social Work in Addiction Counselling

The students recruited on the basis of their option for a specific specialization will undergo the course that come under that specialization.

1. Each Post Graduate programme will comprise “core” and “elective” courses. The “Core course” will further consist of “hard” and “soft” core courses. Hard Core course

have 4 credits. Soft core course have 4 credits. Open Electives have 3 credits each. Total credit of the programme is 86 including open electives.

2. Core Course is related to the discipline of the programme. This is further divided into Hard core and Soft core. Hard core courses are compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study. Soft core course are elective but related to the discipline of the programme. Open elective is a course chosen from an unrelated to the discipline.
3. Out of the total 86 credits of the programme, the hard cores is 44 Credits(51.16%) of the total credits, soft core is 32 Credits (37.20%) the open electives have fixed 6 credits (3 credits*2 courses-7%), Project Work has 4 Credits (4.65%).

Guidelines for choice of specialization in 2nd year MSW:

The Department/ College shall provide choice to the students to opt specialization in 3rd and 4th semester. The choice of the students may be obtained by the end of the second semester. The student list of the selected specialization by the student has to be communicated to the Chairman, Department of Social Work Mangalore University before the commencement of the 3rd semester.

Concurrent Field Work Practicum

A distinctive feature of instructional programme in Social Work is the emphasis laid on Social Work Practicum. Concurrent Field Work Practicum means two continuous days in a week is set aside for field work practicum. Students are required to go to specified field work agency assigned to them by the Department/College to do their field work practicum.

In the first two semesters the students should be placed to gain basic knowledge of social work practice and learn the aspect pertaining to working with clients at individual intra-group community and organizational level.

In the next two semester (IIIrd & IVth semesters) the students should be placed in agencies pertaining to their respective specialization.

Scheme of Examination and Evaluation

Theory Examination:

Each Theory course shall carry a maximum of 100 marks out of which 30 marks shall be for internal assessment. The remaining 70 marks shall be for University examination. University examination shall be conducted as per the rules and regulations prescribed by the University.

Question paper for the University examination is of three hours duration shall be set as per the model given below

It will consist of ten questions from all five units, two questions from each unit. The questions from all five units should be answered by selecting one question from each unit. (14 x 5 questions = 70 marks).

Internal Assessment (Theory):

The internal assessment of 30 marks shall be based on two compulsory tests. Test papers shall be set and evaluated by the concerned teachers and shall carry 20 marks. Assignment will be conducted by the concerned teacher for 10 marks.

Assessment of Concurrent Field Work Practicum:

The internal assessment of 30 marks shall be based on the faculty supervisor assessment during the semester and evaluation report submitted to the concerned faculty supervisor.

The viva voce examination during every semester shall carry 70 marks each. It shall be conducted by a team of two examiners approved by the University. The viva voce examination will ordinarily be conducted in the University Department.

Compulsory Research Project:

1. The research project offers students an opportunity to plan a study, prepare research tools, collect data in the field, analyze the data, and write up the project under the guidance of the faculty.
2. The research project shall be based on quantitative research methods. However a mixed method approach, making use of both quantitative and qualitative data may also be permissible. The sample size for quantitative research shall be appropriate. In qualitative research method the candidate has to take minimum 10 case studies in elaborative manner. Focused Group Discussion (FGD) tool can also be adopted concentrating on at least 10 groups.
3. A Student selects the research topic in consultation with the faculty in charge and the synopsis should be approved by the Chairman, Department of Social Work/Principal/Head of the Department.
4. A Bound copy of the research project duly signed by the Research Guide and certified by the Head of the Institution/ Chairman of the Department should be submitted to the University Department at least one week before the last working day of the IV semester.

Assessment of Research Project:

Research Project will be assessed by the internal guide for 30 marks and by 2 external examiners for 70 marks.

Block Placement (Internship):

The Block Placement (Internship) aims to provide an opportunity to experience day-to-day work in a social work setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. It also enables learners to integrate learning and generate newer learning by participating in the intervention processes over a period of 4 weeks (one month) continuously, in a specific agency. Block fieldwork is provided at the end of the two-year programme, after the end of the theory and practical examinations of the fourth semester. There are 10 marks set aside for block placement in the Concurrent field work practicum. After completion of the Block Placement (internship), each student shall be required to submit a detailed report along with the attendance certificate issued by the agency to their concerned college/Department Head, and the same should be forwarded to the chairman, department of Social Work at least 3 days before the commencement of Social work Practicum IV -Concurrent field work and Block placement viva-voce Examination.

I Semester MSW

Note1: Internal assessment of Theory papers 30 mark is allocated as follows:-

- 20 marks for 2 internal assessment tests
- 10 marks for assignment.

Note2: Concurrent field work practicum:

- 20 marks for fieldwork practicum
- 10 marks are allocated for orientation programme . A separate report on orientation should be sent to the Chairman, Department of Post Graduate Studies and Research in Social Work through the Principal of the concerned college

II Semester MSW

Note1: Internal assessment of theory paper 30 mark allocated is as follows:-

- 20 marks for 2 internal assessment testes
- 10 marks for assignment.

Note 2: For field work practicum:-

Internal assessment of 30 marks is to be allocated by Faculty supervisor on the following criteria.

- 20 Marks for fieldwork practicum.
- 10 Marks for Rural / Tribal exposure camp of 7 days. (The details of place, duration along with list of student should be communicated to chairman Department of social work, Mangalore University within 10 days after the completion of the camp). Each student has to prepare a separate report based on their camp experience. This report should be produced along with the field work report during the viva voce examination.
- Students who do not attend Rural/Tribal exposure camp are not eligible to attend the field work viva voce examination.
- Field Work evaluation report should be sent to the Chairman, Department of Post Graduate Studies and Research in Social work at least one week before the commencement of theory examination.

Field work Viva voce examination:

There will be Viva Voce examination for Concurrent Field Work Practicum for 70 Marks. The Examination will be conducted by any two examiners approved by Registrar (evaluation). The examiners should go through the records to ascertain 240 hours (30 days including days for rural/ tribal camp) of concurrent field work completed within the weeks of that semester. The Field Work Dairy should bear the signature and seal of the agency where the student has done his/ her concurrent field work. In case of semesters having rural/tribal camp/ study tour a certification by the head of the Department/ Principal of the College should be enclosed.

In order to be eligible to take up the field work viva voce examination a student must have a minimum of 180 hours of field work practicum (22 days of concurrent Field Work).

III Semester MSW

In the 3rd and 4th semester a student has to select agency appropriate to their specializations i.e. for HR specialization a student should select a middle or large Industry to do their field work practicum. Students who have opted for medical and psychiatric social work have to select a large hospital offering medical and psychiatric services. Students who have opted for

Community Development specialization have to select an NGO working in development sector or in an open community affiliated to local Self Government, Corporate Social Responsibility Units (CSR). Students who have opted for Geriatric Social Work have to select hospitals or elderly institutions or old age homes, NGO working for the elderly. Students who have opted for Social Work in Addiction Counselling have to select hospitals with de-addiction centres or other de-addiction centres or Rehabilitation centres for substance abuse.

Note 1: Internal assessment of theory paper 30 mark allocated is as follows:-

- 20 marks for 2 internal assessment tests
- 10 marks for assignment.

Note 2: Concurrent field work practicum:-

- 20 Marks for fieldwork practicum
- 10 Marks for study tour. Each student has to prepare a separate report based on their study tour experience; this report should be evaluated and produced during the time of field work viva voce examination.
- Field Work evaluation report should be sent to the Chairman, Department of Post Graduate Studies and Research in Social work at least one week before the commencement of theory examination
- In the Third semester a student besides the Concurrent Field work practicum has to compulsorily attend the study tour for a period of 7days. Students who do not attend study tour are not eligible to attend the field work viva voce examination.
- Field Work evaluation report should be sent to the Chairman, Department of Post Graduate Studies and Research in Social work at least one week before the commencement of theory examination.

IV Semester MSW

Note1: Internal assessment of theory paper 30 mark allocated is as follows:-

- 20 marks for 2 internal assessment tests
- 10 marks for assignment.

Note 2: Concurrent field work practicum:-

- 20 Marks for fieldwork
- 10 Marks for Block Placement.
- Each student has to prepare a separate report of Block placement; this report should be evaluated and produced during the time of field work viva voce examination.
- Field Work evaluation report should be sent to the Chairman, Department of Post Graduate Studies and Research in Social work at least one week before the commencement of theory examination

Research Project:

1. The research project offers students an opportunity to plan a study, prepare research tools, collect data in the field, analyze the data, and write up the project under the guidance of the faculty.
2. A Student select the research topic in consultation with the faculty in charge of each specialization and report the same to the head of the institution in writing.
3. A Bound copy of the research project, duly signed by the Research Guide and principal or head of the institution should be submitted to the Chairman Department of Social Work Mangalore University on or before the last working day of the IVth semeste

I Semester MSW

Sl. No.	Type	Title of Paper	Max Marks		Total Marks	Hours per week	Credits
			IA	Sem Exam			
1	Hard core	SWH 401 Introduction to Professional Social work	30	70	100	4	4
2	Hard core	SWH 402 Working with Individuals and Groups	30	70	100	4	4
3	Hard core	SWH 403 Understanding of Indian Society	30	70	100	4	4
4	Soft core	SWS 404 Dynamics of Human Behaviour OR SWS 405 Personal and Professional Development for Social Work Practice	30	70	100	4	4
5	Hard core	SWH 406 Social Work Practicum I and Orientation to Social Work Practice	30 (10+20)	70	100	16 field work hours	4
Total			150	350	500	32	20

II Semester MSW

Sl. No.	Type	Title of Paper	Max Marks		Total Marks	Hours per week	Credits
			IA	Sem Exam			
1	Hard core	SWH 451 Social Policy and Welfare Administration	30	70	100	4	4
2	Hard core	SWH 452 Community Organization and Social Action	30	70	100	4	4
3	Hard core	SWH 453 Social Work Research and Statistics	30	70	100	4	4
4	Soft core	SWS 454 Industrial psychology OR SWS 455 Social Work with Families	30	70	100	4	4

5	Open Elective	SWE 456 Contemporary Social work Perspectives and Concerns OR SWE 457 Analysis of Indian Society	30	70	100	4	3
6	Hard core	SWH 458 Social Work Practicum II and Social Work Rural Camp	20+10=30	70	100	16 field work hours	4
Total			180	420	600	36	23

III Semester MSW

Sl. No.	Type	Title of Paper	Marks		Total Marks	Hours per week	Credits
			IA	Sem Exam			
1	Hard core	SWH 501 Project Planning and Management	30	70	100	4	4
2	Soft core	Specialization I (Community Development) SWS 502 Rural and Tribal Community Development Specialization II (Medical and Psychiatric Social Work) SWS 503 Medical Social Work Specialization III (Human Resource Management) SWS 504 Management Concepts and Corporate Social Responsibilities Specialization IV (Geriatric Social Work) SWS 505 Ageing and Ageism Specialization V (Social Work in Addiction Counselling) SWS 506 Introduction to Addiction Disorders	30	70	100	4	4
3	Soft core	Specialization I (Community Development) SWS 507 Management of Non-profit Organizations for Sustainable Development Specialization II (Medical and Psychiatric Social Work)	30	70	100	4	4

		SWS 508 Therapeutic Counselling Specialization III (Human Resource Management) SWS 509 Human Resource Management and Occupational Social Work Specialization IV (Geriatric Social Work) SWS 510 Psychosocial Aspects of Ageing Specialization V (Social Work in Addiction Counselling) SWS 511 Social Aspects of Addiction Disorders					
4	Soft core	SWS 512 Correctional Social Work OR SWS 513 Human Resource Training and Development	30	70		4	4
5	Open Elective	SWE 514 Disaster Management OR SWE 515 Environment and Social Action	30	70	100	4	3
6	Hard core	SWH 516 Social Work Practicum III and Study Tour	20+10=30	70	100	16 field work hours	4
Total			180	420	600	36	23

IV Semester MSW

Sl. No.	Type	Title of Paper	Marks		Total Marks	Hours per week	Credits
			IA	Sem exam			
1	Soft core	SWS 551 Communication Skills for Social Work Practice OR SWS 552 Juvenile Justice System in India	30	70	100	4	4
2	Soft core	Specialization I (Community Development) SWS 553 Urban Community Development Specialization II (Medical and Psychiatric Social Work)	30	70	100	4	4

		<p>SWS 554 Psychiatric Social Work Specialization III (Human Resource Management)</p> <p>SWS 555 Labour Welfare and Industrial Legislations Specialization IV (Geriatric Social Work)</p> <p>SWS 556 Physical and Mental Health of Elderly specialization V (Social Work in Addiction Counselling)</p> <p>SWS 557 Social Work Approaches in Drug Demand Reduction</p>					
3	Soft core	<p>Specialization I (Community Development) SWS 558 Citizen Participation and Local self Governance</p> <p>Specialization II (Medical and Psychiatric Social Work) SWS 559 Community Health</p> <p>Specialization III (Human Resource Management) SWS 560 Industrial Relations and Trade Union</p> <p>Specialization IV (Geriatric Social Work) SWS 561 Geriatric Social Work</p> <p>specialization V (Social Work in Addiction Counselling) SWS 562 Addiction Counselling</p>	30	70	100	4	4
4	Project Work	SWS 563 Research Project	30	70	100	4	4
5	Hard core	SWH 564 Social Work Practicum IV and Block Placement	20+10 =30	70	100	16 field work hours	4
Total			150	350	500	32	20

Paper SWH 458: SOCIAL WORK PRACTICUM -II AND SOCIAL WORK RURAL CAMP

Concurrent Field Work Practicum: In this semester the Concurrent Field Work Practicum shall be conducted during two days a week (16) hours in a week, for 28 days (224 clock hours) in this semester excluding the hours spent for individual conference, Group Conference, and Rural camp. (Camp should be conducted during the semester for 07 days. Separate report should be submitted during the final field work viva voce examination).

In the second semester the students shall continue the Social Work Practicum/Field Work in the same agency where the Social Work Practicum/Field Work in the first semester is been practiced. But the learning objectives and skills of the candidates in this semester would be different. The faculty supervisors would assist students to prepare a plan of action for the respective semester field work activities in consultation with the agency supervisors.

Syllabus Coverage: The students are expected to practice the methods of social work such as; community organization, social action and social work research which they are studying in the classroom sessions.

Field Work activities

Sl. No	Particulars	Number of activities	Narration
1.	Rapport Building and Introduction	-	Initial assessment of the agency along with rapport building with agency supervisor/staffs
2.	Home Visits	Required to conduct group works, case works and programme	Visiting the homes in community for the field work practice.
3.	Group works	Minimum of 1 group work with 6-8 sessions.	The student must comply with the stages in group work starting with formation and ending with the termination stage
4.	Case Works	Minimum 2 case works consisting of sessions as per the requirement of the case.	The student must comply with complete process of case work.
5.	Community Profiling	Minimum 1 Community Profiling Including one Panchayath Visit and attend one Grama Sabha meeting	Brief Profiling of a Community to be studied.
6.	Programmes	Minimum 2 programmes in the agency/community	Programmes in agency/community is based on the students assessment of the felt need.

The faculty supervisors compulsorily conduct individual and group conferences (i.e, 14 conferences, immediately after the field work practicum in that particular week itself). The faculty supervisors should evaluate the field work records and affix signature. After monitoring the student has completed the stipulated hours in field work before recommending for the Final field work viva voce examination. The same should be countersigned by the Chairman of the Social Work Department/Principal of the College.

II.Rural Camp: In the second semester a Rural/Tribal residential camp of 7 days duration shall be organized by the Department/College in any suitable location which is possessing possibilities of understanding and applying social work concepts and that must provide an opportunity to students to experience community life, community dynamics, and observe the functioning of local self-government and voluntary organizations in the community. It shall be mandatory for each student to attend the camp to become eligible for appearing the viva-voce examination of concurrent field Work Practicum in that semester.

Each student is required to prepare a detailed report on the activities carried out and experience gained in the rural camp and the report has to be separately given to the Viva-voce examination Board constituted for conducting viva-voce exam for concurrent field Work Practicum. There are 10 marks allotted for the camp.

Paper SWS: 563: RESEARCH PROJECT

Introduction:

Research skills are very important for the practice of professional social work. In addition to the theoretical input, an option is given to the students to acquire research skills by doing the work as part of their academic activity.

Objectives:

- Develop ability to conceptualize, formulate & conduct simple research projects.
- Learn to make informal assessment & judicious use of research studies & findings on a particular subject/area.
- Develop skills for use of library & documentation services for research
- Develop attitudes favorable to the judicious integration of practice, research & theory.
- Develop ability for logical reasoning & critical analysis.

Common Guideline for Research Project:

Research is a mandatory paper in IV semester, A Student shall mandatorily select a research topic in third semester itself in consultation with the faculty in charge of each specialization and/or guide and report the same to the head of the department/College Principal in writing. The topic of such research project shall be relevant to the specialization group opted by the student.

The topic of such research project shall be finalized only after the University/College approves the same. The tools of data collection should be finalized and data collection shall be completed at the end of the third semester. The student has to submit two bound copies of Research Dissertation to the Head of the Department/College Principal on or before the last working day of the IV semester in a prescribed format below. Each student shall be compulsorily supervised in their Research Project by the faculty who are eligible to guide. Each college/ university department has to prepare a list of eligible faculty members to guide the research project and get approval from the Chairman of Department of Social Work Mangalore University.

Note: A faculty is eligible to guide research projects if he/ she has:

1. A PhD in social Work/ Sociology/Business Administration
2. NET/ SLET qualification and at least 3 years of teaching experience. Or
3. At least 6 years of PG Teaching experience

Common Format of the Research Project:

Each Research Project shall consist of the following sections.

Section I: Preliminaries

Section II: Body of the Report

Section III: Annexure

Section-I: It is a formal general section and shall have the following details;

1. Title page
2. A Face sheet having details regarding the title of the study, name of the researcher with
3. Register number, name of the guide, department, and institution through which the study has been undertaken under University, year of the work.
4. Forward/Acknowledgement
5. Table of contents with Page Numbers
6. List of Tables, Charts, Graphs
7. Certification from the guide

8. Certification from the agency where study has been carried out(certificate is not compulsory in case of the topic related to the open community)

Section-II: It is a formal technical section which shall consist of the following chapters;

1. Introduction
2. Review of literature.
3. Methodology
4. Data presentation & analysis
5. Major Findings & conclusions reached suggestions or recommendations.

Section (Annexure)-III: This section shall consist of all such additional information that are not disclosed in the body of the report.

- a. A copy of the tool/tools of data collection.
- b. Additional statistical tables.
- c. Bibliography
- d. Photographs etc.

PAPER SWH 564: SOCIAL WORK PRACTICUM – IV AND BLOCK PLACEMENT

Concurrent Field Work Practicum: In this semester the Concurrent Field Work Practicum shall be continued and conducted during two days a week (16 clock hours in a week), for 28 days (224 clock hours) in this semester excluding the days/hours spent for individual conference and Group Conference. In the fourth semester the students shall continue the Social Work Practicum/Field Work in the same agency where the student has been placed for Social Work Practicum/Field Work in the third semester. But the learning objectives and skills of the students would be different. The faculty supervisors would assist students to prepare a plan of action for the respective semester field work activities in consultation with the agency supervisors. The students are expected to create an environment in the agency setting where all the social work skills and methods are to be practiced in relation to their specializations. Every week the students write a report of their activities and submit to the concerned field work supervisor. The faculty supervisors compulsorily conduct individual and group conferences (i.e, 14 conferences, immediately after the field work practicum in that particular week itself). The faculty supervisors should evaluate the field work records and affix signature, after monitoring the student has completed the stipulated hours in field work before recommending for the Final field work viva voce examination. The same should be countersigned by the Chairman of the Social Work Department/Principal of the College.

Field Work Activities-IV

Sl. No	Specialisation	Particulars	Narration
1.	HRM	-Implementation of Labour legislation. - Welfare Measures -CSR activities	Understanding labour legislation and welfare measures under taken by the organisation. Applying theory into practice for understanding the CSR activities conducted by the organisation. Role of student in conducting any CSR activity/programme by the company.
2.	MPSW	-Identification and study of various health related government interventions and psychiatric disorders. -Minimum 2 Case studies - Minimum 2 Group Therapies -Health Education/Awareness programmes.	Knowledge on various health related government interventions. In depth case study analysis and group therapy interventions with counselling techniques on physical diseases and psychiatric disorders. Education and awareness programmes on health to the open community/within the field setting. Mental health services to individuals with mental health problems.
3.	CD	-Programmes on Rural/Urban Development. -Understanding the functions of	Creating awareness by educating and advocating the society for an effective utilisation of available

		Local Self Governance (Rural and Urban). -Attend Grama Sabha/Ward Sabha - Minimum 2 Case Studies of beneficiaries of Govt. Programmes - Working with SHG -Educational/Health programmes and awareness to the community	human and material resources To ensure overall wellbeing of the community through addressing pressing problems along the principles of felt needs.
4	GSW	-Identification and study of various Senior citizen related government interventions and psychiatric disorders. -Minimum 2 Case studies - Minimum 2 Group Therapies -Health Education/Awareness programmes.	Knowledge on various Senior citizen and health related government interventions. In depth case study analysis and group therapy interventions with counselling techniques on physical diseases and psychiatric disorders. Education and awareness programmes on health to the open community/within the field setting.
5	SWAC	-Identification and study of various De-Addiction related government interventions, Substance Abuses and psychiatric disorders. -Minimum 2 Case studies - Minimum 2 Group Therapies -Health Education/Awareness programmes.	Knowledge on various health related government interventions. In depth case study analysis and group therapy interventions with counselling techniques on physical diseases and psychiatric disorders. Education and awareness programmes on health to the open community/within the field setting.

Block Placement (Internship): The Block Placement (Internship) aims to provide an opportunity to experience day-to-day work in a social work setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. It also enables learners to integrate learning and generate newer learning by participating in the intervention processes over a period of 4 weeks (one month) continuously, in a specific agency. Block fieldwork is provided at the end of the two-year programme, after the end of the theory and practical examinations of the fourth semester. 10 marks set aside for internal assessment component of field work practicum IV. All the students are required to take up block placement / internship after fulfillment of that only the candidate's become eligible to take up the field work practicum IV examination. After completion of the Block Placement, each student shall be required to submit a detailed report along with the attendance certificate issued by the agency to their concerned college/Department Head.

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