Guideline

Master of Social Work

(Effective from June 2019)

Department of Social Work
&
Centre for Social Research and Training,
Gujarat University
Ahmedabad

GUIDELINE FOR "MASTER OF SOCIAL WORK"

Title   :   Course title shall be Master of Social Work
(UGC Reorganized as per Govt. of India Gazette dated23rd May 2009)

Objective   The aim of the course is to impart knowledge, develop skills and create suitable attitudes and behavior patterns required for ethical provision of social and welfare services in Different Fields of Social Work. To create, build and establish competent professionals for overall development and welfare services.

Duration: The total duration of the course shall be of two years of four semesters.

Seats:

- The total number of students to be admitted to the Course shall be 60 (i.e intact).
- With the approval of higher authority of University provision of the additional class may be made, in case of need arises.
- The course is regular course and hence minimum attendance of the regular students would be 75 percent. No any excuse would be allowed in attendance required.
- State reservation policy will be applicable in admissions.

Admission Criteria:

The eligibility criteria for admission in Master of Social Work (MSW) are 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 is purely on Merit based.

- Only external examination marks of 5th and 6th semester (3rd year in yearly pattern) would be counted in merit for admissions.

- Reservation policy will be applied as per the Gujarat University and Gujarat Govt. 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 are available.
- If more application received by university during admission process the entrance exam will be organized for admissions in the course.
- MSW is a field based programme, so heavy disabled candidate are not eligible for admissions.

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)
- Non creamy layer certificate for OBC candidates.
- If candidate has any gap during his/her study, he/she has to submit affidavit regarding the clarification of study gap. The HOD is empowered to take final decision for admissions of this category.

Medium of Instruction of the course: English/ Gujarati/Hindi

General Rules

(A) **Attendance**
- 75% Attendance is compulsory in each semester as per Gujarat University rules and regulations.
- Since the course is regular and filed work based no Student will be allowed to join any regular job and other full time course during his/her study after admission in MSW.
- Field work and other practical work is compulsory as per MSW curriculum, so no any leave will be sanctioned in Practical Work.
- Medical certificate will not be entertained in case of irregular students.

(B) **Discipline**
- Dress code and I card is compulsory for each student in University campus, field work and external visits.
- If any type of request, students have to submit his/her written application to admin officer.
- Department head has been final authority for any matter for MSW Programme.
- No Student will be allowed to perform any financial transaction with any organization and/or with other students without prior permission of the institute. Otherwise disciplinary actions would be taken against him/her by department.
- No Student is permitted to circulate any information regarding department in electronic/print/social media without prior permission of Head of department. Otherwise disciplinary actions would be taken against him/her by department.
- Each student has to submit his/her Assignments /presentations / field reports regularly.

(C) **Research and Field work**
- Once a guide for dissertation/research project work is allotted by department no change will be allowed thereafter.
- For Dissertation/research project work is compulsory and hence he/she has to prepare it under the supervision of a guide allotted to him/her, compulsorily. Otherwise his/her research project/ dissertation will not be accepted by department for evaluation purpose.
- Students have to follow the structure for research work given by department.
- Students have to submit his / her work in particular timeline decided by department.
- Students have been join departmental research project as a part of learning process.
- Area of research work/project/field of social work once allotted by department will not be change in any situation.
- Field reports are to be submitted regularly to the field officer in next working days of the same week. Otherwise field reports will not be accepted.
- Once agency of field work is selected by student, will not be changed in any situation.
- Students have to maintain discipline and have to follow the rules and regulations of the department as well as field work agency, strictly.
- No leave of the student will be granted without prior written permission of agency authority and the department.
- Students have to keep in touch with and work under the supervision of the field officer, continuously and have to submit his/her progress reports with due discussions.

(D) **Fees and Scholarship**
- Students have to pay their semester fees(15000 Rupees fifteen thousand per semester) and other University fees during 10 days of notice circulation.
- Students who wanted to take benefits of the Freeship card will have to submit their postdated cheque of fees in advance in the beginning of the Academic Year.
- Field work and other academic purpose related fees would have to be bear by students.

Evaluation pattern

(A)   <u>Internal Evaluation process.</u>
    (1) Internal Evaluation -Held by MSW Department / College
    (2) Student is allowed to choose English/Gujarat/Hindi language in examination.
    (3) Internal marks would be followed as per continuous evaluation process, suggested by commissioner of higher education.
    (4) <u>Internal Evaluation for theory Papers.</u>
        10 Marks = Weekly test
                (Minimum 2 test would be arranged. Marks of only one test would be considered for internal evaluation, of which Highest Marks will be taken into account.)
        05 Marks = Minimum one MCQs or online test in each semester for each paper.
        10 Marks = Minimum four Assignment in each paper
        05 Marks = Attendance in semester
        30 Marks = Total
    (5) Continuous evaluation process will applied from June 2019.

    <u>Internal Evaluation for practical Field work</u>
        10 Marks = Attendance of field work
        10 Marks = Report writing.
        10 Marks = Internal viva and presentation
        30 Marks = Total

    <u>Internal evaluation for dissertation/ Research Project Work</u>
        10 Marks = understanding Research Methodology
        10 Marks = regularity in work
        10 Marks = Reporting and presentation in Viva
        30 Marks = Total

(B)   <u>External Evaluation Process.(theory)</u>
      • 70 Marks Examination held by University at the end of Each semester

    <u>External Evaluation for practical Field work</u>
        20 Marks = Attendance of field work
        20 Marks = Report writing.
        30 Marks = External viva presentation
        70 Marks = Total

    For evaluation of practical field work viva-voce would be organized by the department.
    <u>External evaluation for dissertation /Research Project Work Viva-voce)</u>
        30 Marks = Clarity of research issue, Research Method and methodology.
        20 Marks = Regularity in work
        20 Marks = Report writing and presentation in Viva
        70 Marks = Total

Field Work Evaluation

        Field work would be supervised by Field officer and work supervisors and Agency representative.

Field work schedule

    Community Field Work
        5 hours/Day
        3days/ week   (5hours x 3days)   =   15 hours/ week
        (Minimum hours of field work would be according to days included in a particular semester.)

    Agency Field Work
- Student has to follow rules and regulations of an agency regarding time schedule, discipline etc.

    Block Placement (Internship field work)
- Block placement will be of 30 days during 4th semester.
- Student can join any Industry/NGO/Govt. department/Hospitals within all over Gujarat state.
- Students have to work full time at an organization in organizational activities.
- Without permission of the department, no student can join field work at any organization.

Syllabus

Master of Social Work

(Effective from June 2019)
MSW-SEM-I

Department of Social Work
And
Centre for Social Research and Training,
Gujarat University
Ahmedabad

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	Credit	Internal Marks	External Marks	Total Marks	Passing Standard
1	401	Introduction of Social Sciences	4	30	70	100	40
	402	History and Ideology of Social Work	4	30	70	100	40
	403	Social Case Work	4	30	70	100	40
	404	Social Group Work	4	30	70	100	40
	405	Human Growth and Behavior	4	30	70	100	40
	406	Community Field Work-I	4	30	70	100	40

Semester	Paper No	Title of Paper	Credit	Internal Marks	External Marks	Total Marks	Passing Standard
2	407	Community Organization	4	30	70	100	40
	408	Panchayati Raj and Rural development	4	30	70	100	40
	409	Counseling and Social Work	4	30	70	100	40
	410	Correctional Social Work	4	30	70	100	40
	411	Development of Tribal and De- notified, Nomadic community	4	30	70	100	40
	412	Community Field Work-II	4	30	70	100	40

Semester	Paper No	Title of Paper	Credit	Internal Marks	External Marks	Total Marks	Passing Standard
3	501	Human Resource Management and Organizational Behavior	4	30	70	100	40
	502	Human Rights and Social justice	4	30	70	100	40
	503	Social Work Research	4	30	70	100	40
	504	Social welfare administration	4	30	70	100	40
	505	Policy Planning & Development	4	30	70	100	40
	506	Agency Field Work	4	30	70	100	40

Semester	Paper No	Title of Paper	Credit	Internal Marks	External Marks	Total Marks	Passing Standard
4	507	Labour Welfare Legislation	4	30	70	100	40
	508	Medical and Psychiatric Social Work	4	30	70	100	40
	509	Family Social Work	4	30	70	100	40
	510	Disaster Management	4	30	70	100	40
	511	Dissertation	4	30	70	100	40
	512	Block Placement	4	30	70	100	40

MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 1	**401: Introduction of Social Sciences**	**Credit-4**

Objectives :

- To study the basic Socio-Economic and Political concept of Indian Society.
- To Develop skills to analyze Process of Social, Economic and Political changes and its Impact on Indian Society.
- To study Socio - Economic and Political Problems of Indian Society.
- To study the importance of Socio and Economic institution and its role in development of Society.
- Practical Applications of Socio-Eco and Political scenario in Social work Profession

	Content	Method
1	**Basic Social Concepts** - Society-Meaning and Characteristics - Community- Meaning and Characteristics - Difference between Society and Community - Association-Meaning and characteristics - Institution-Meaning, comparison between Institution and Association	Lectures
2	**Social Process** - Socialization-Meaning, Concept Agencies - Social Stratification-Meaning, Characteristics, functions - Social change –Meaning, responsible factors for Social Change.	Lectures Group Discussion
3	**Basic Economic Concept** - Meaning and characteristics of Economic Development - Indicators of Economic Development - Factors Affecting the Economic Development - Problems of Economic Development in India.	Lecture
4	**Economy and Developmental Issues** - Economic Planning-Meaning, characteristics and objectives - Economic Planning Vs. Niti Ayog. - Meaning and Indicators of Sustainable Development. - Human Development Index-concept and Indicators	Lecture
5	**Politics and Social Work** - Welfare state : Meaning compulsory and optional functions Of welfare state. - Fundamental Rights and Duties - Directive Principles of State Policy - Factors Controlling the Democracy system.	lecture

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 1	**402: History and Ideology of Social Work**	**Credit-4**

Objectives :
- To study the Indian history of Social work Profession.
- To develop skills and values of Social work Profession among learner.
- To develop practical ethical understanding for application in field.
- To study the indigenous social work.

Unit	Content	Method
1	**Historical Concepts of Social Work** • Concept and Definition of Social Work • Historical Development of Social Work in India. • Basic Philosophical Assumptions of Social Work • Recent Developments in Social Work Profession.	Lecture
2	**Social Work Profession and Principles.** • Values of Social Work • Objectives of Social Work • Principles of Social Work • Skills of Professional Social Work.	Lecture
3	**Role, Functions and Ethics** • Functions of Social Worker • Roles of Social Worker • Ethics of Professional Social Workers as per NASW	Lectures Assignment
4	**Gandhian Social Work-1** • Approaches of Gandhian Social Work • Characteristics of Gandhian Social Work	Lecture
5	**Gandhian Social Work-1I** • Constructive Programmes and Gandhian Social Work	Lecture Group Discussion

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 1	**403: Social Case Work**	Credit-4

Objectives :

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

Unit	Content	Method
1	**Concept of Social Case Work** • Meaning, definition and Concept of Social Case Work • Development of Social Case Work • Basic Assumptions of Social Case Work	Lecture
2	**Principles of Social Case Work** (1) Principle of Individualization. (2) Principle of Acceptance (3) Principle of self-determination. (4) Principle of Confidentiality. (5) Principle of Rapport Building. (6) Principle of Self Awareness. (7) Principle of Purposeful Relationship. (8) Principle of Non Judgmental Attitude (9) Principle of Growth and Change (10) Principle of Purposeful expression of Feeling. (11) Principle of Controller Emotional Involvement (12) Principle of communication.	Lecture
3	**Values, Skill and Basic Components** • Values of Social Case Work • Skills of Social Case Work • Basic Components of Social Case Work (1) Person (2) Problem (3) Place **(4)** Process	Lecture Assignment
4	**Steps in Social Case work** (1) Study (2) Diagnosis (3) Treatment (4) follow-up (5) Rehabilitation	Lecture
5	**Field, recording and relationship** • Field of Social Case Work • Client Worker Relationship • Recording in Social Case Work	Lecture Group Discussion

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 1	**404: Social Group Work**	**Credit-4**

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

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Unit	Content	Method
1	**Study of Social Groups** • Social Groups: Meaning and Definitions, • Types and characteristics, • functions and group structure	Lecture
2	**Group work in Social Work Practice** • Group work: definition, goals and values • Principles of group work • Models of group work practice	Lecture
3	**Group Process** • Leadership – Concept, Definition, Qualities, • Group Decision-making and problem solving - Concept & Approaches. • Programme development – process & use of programme media	Lecture Assignment
4	**Group Development** • Stages of group development • Techniques and skills in group work • Communication – Concept, Definition, Process & Barriers	Lecture
5	**Group Recording** • Recording in group work – Importance, Types & Principles • Evaluation in social group work • Role & Function of Group worker in Group work Practice.	Lecture Group Discussion

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 1	**405: Human Growth and Behavior**	Credit-4

OBJECTIVES:
- Understand the Physical, Social, Emotional development process of Human.
- Understand the Role of social, emotional, physical and cultural factors for creating and solving the problem.
- Understand the role of genetical factors in the development.
- Acquire the knowledge regarding to human behavior to solve the socio-psycho problems

Unit	Content	Method
1	**Growth and Development** • Meaning and Concept of Human growth. • Heredity and Environment as factors affecting to development • Pre natal development stage	Lecture
2	**Psychological Development** • Factors Control the psychological Development. • Early stage of Development and its impact. • Cognitive Development. • Development of Moral reasoning. • Personality and Social Development. • Identification(તાદાત્મ્ય) • Adolescence stage • Development as Continuous Process.	Lecture
3	**Development of Abnormal behavior** • Biological factors for abnormal behavior • Psycho-socio factors for abnormal behavior • Social-cultural factors for abnormal behavior	Lecture Assignment
4	**Personality and Motivation** • Meaning and Definition of Personality. • Factors responsible for personality Development • Meaning and definition of Motivation • Theory of motivation by Abraham Maslow-introduction.	Lecture
5	**Developmental theories** • **Sigmund freud Psycho-analysis theory** • **carl rogers self theory**	Lecture Group Discussion

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Master of Social Work

406- Community Field Work-I

Semester-1   **Credit-4**

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

Activities at Community Fieldwork	Methods
- The Observation Visits aim to make the students get oriented to the objectives, administrative structure and process and the client system of various Communities. - Try to understand the problems and developmental issues of Client at community level - Identify the local resource at Community level and mobilize resources for solving the problem of client system. - Engage the Outside resources like govt schemes, NGO resources, Expert person in the problem solving process. **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 150 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. **See Annexture -1 for Daily Field Work Report Format**	Individual Guidance Group Conference Continuous Field Monitoring and Evaluation

Syllabus

Master of Social Work

(Revised from June 2019)
MSW-SEM-II

Department of Social Work
And
Centre for Social Research and Training,
Gujarat University
Ahmedabad

Semester	Paper No	Title of Paper	Credit	Internal Marks	External Marks	Total Marks	Passing Standard
	407	Community Organization	4	30	70	100	40
	408	Rural Development and Panchayati Raj	4	30	70	100	40
	409	Counseling and Social Work	4	30	70	100	40
2	410	Correctional social work	4	30	70	100	40
	411	Development of Tribal and De- notified, Nomadic community	4	30	70	100	40
	412	Community Field Work-II	4	30	70	100	40

MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 2	**407: Community Organization**	**Credit-4**

OBJECTIVES:

- Develop understanding regarding Community Organization as Method of Social Work
- Understanding the critical elements of Community Organization Practice.
- Enhance the Understanding the role of the Agency and community organizer.
- Enhance critical understanding of the models and strategies for community organization.
- Develop perspective and skill for participatory process in the community and civil society.

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

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 3	**408:Rural Development & Panchayati Raj**	**Credit-4**

OBJECTIVES:
- Provide orientation regarding to Panchayati raj
- Explore the vision of student towards rural development issues
- Provide basic legal framework related understanding of Rural Development and Panchayati Raj Provide orientation to students regarding career options in Rural development sectors.

Unit	Content	Method
1	**Rural Development** • Meaning of Rural Development. • Planned development programs for Rural Development. • Five year Plans-objectives, approaches and Impact	Lecture
2	**Co-operative and Programmes** • Role of Co-operatives in Rural Development • Mahatma Gandhi National Rural employment Guarantee Act(Scheme) • National Rural Livelihood Mission • Sansad Adarsh Gram Yojana • Pradhan Mantri Aawas Yojana etc recent schemes of central and State Government	Lecture Assignment
3	**Livelihood social Change and Migration** • Livelihood tools of Rural Society • Factors responsible for Change in rural Society. • Meaning and Types of Migration • Factors responsible for Migration • Social Impacts of Migration	Lectures Group Discussion
4	**Panchayati Raj** • Meaning and Concept of Panchayati Raj • Main Perspectives of Panchayati Raj • Objectives of Panchayati Raj • 73rd Constitutional Amendment and its impact on Rural Society.	Lecture Group Discussion Assignment
5	**Implementation of Panchayati Raj System** • Functions and Powers of Gram Panchayati • GRAMSABHA • Authorities of Panchayati Raj-Talati, Sarpanch, TDO, DDO • Impact of Panchayati Raj on Rural Society	Lecture Group Discussion Assignment

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 2	**409: Counseling and Social Work**	Credit-4

OBJECTIVES:
- To study the basic concepts, methods and techniques of Counseling.
- To study the Role of Social worker in counseling process.
- To develop ethical values of counselor.
- To Assimilation social work professionalism for the field of mental health and Psychiatric social work.

Unit	Content	Method
1	**Concept of Counseling** 1. Meaning and Concept of Counseling 2. Characteristics of Counseling. 3. Goals of Counseling.	Lecture
2	**Counseling Process** 1. Meaning of Personality and and factors affecting to Personality. 2. Steps of Counseling Process. 3. Factors Affecting Counseling Process. 4. Role of Counselor 5. Fields of Counseling	Lecture
3	**Counseling Techniques** 1. Primary Techniques 2. Non Verbal Communication 3. Client centered Behavior and Awareness 4. Silent Technique 5. Acceptance Technique. 6. Listening Technique. 7. Sympathetic Technique. 8. Clarification Technique. 9. Interpretation Technique. 10. Direction Technique. 11. Questioning Technique	Lecture Assignment
4	1. Qualities of Counselor 2. Code of Ethics for Counselor 3. Principles of Counseling Interview	Lecture
5	**1.** Barriers in Development of Counseling in India 2. Counseling Environment	Lecture Group Discussion

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1   Conte Christian(2009) Advance Techniques for Counseling and Psychotherapy, Springer Publishing Company, New York.

2   Johns, Richard Nelson (2005) Introduction to Counseling skills :Taxts and Activities, second edition, Sage Publication

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 2	**410: Correctional Social Work**	**Credit-4**

OBJECTIVES:
- To learn the Historical Perspectives of Correctional social work
- To learn the Concept responsible factors of Crime
- To develop the understanding about Punishment system of Society.
- To Understand the Legal and Correctional perspectives of Crime.

Unit	Content	Method
1	**Crime** • Concept and Meaning of Crime • Types of Crime. • Factors responsible Crime • Classification of Criminals • Correctional Settings for prevention of Child delinquency	Lecture
2	**Marginalized Groups and Crime** • Meaning of Child, • Factors responsible for Child Delinquency • Crime against women • Responsible Factors for women crime • Correctional Measure for Crime against Women	Lecture Group Discussion
3	Punishment • Meaning and Theories of Punishment • Objectives and types of Punishment	Lecture
4	**Legislation** • Juvenile Justice (Care & Protection)Act-2015 • Probation of Offenders Act-1956 • Protection of children from sexual offences Act-2013 • Prevention of Women from Domestic Violence Act 2005 • Sexual Harassment of Women at Work Place(prevention, Prohibition and redressal) Act-2013	Lecture Assignment
5	**Correction institutions and criminal** • Meaning of Correction of criminals • Jail as Correctional institution : Characteristics • Correction of Criminals at Community Level :Probation, Perol and Open Jail. • Observation home, special home, Nari sanrakshan Gruh, etc • Role of Social Worker in Correctional Setting.	Lecture Assignment

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 2	**411: Development of Tribal &NT/DNT community**	**Credit-4**

OBJECTIVES:
- To acquire knowledge   the Unique tribal culture of Gujarat and India.
- To provide orientation about tribal community to learner.
- To understand the historical background and recent problems of NT-DNT Communities.
- Understand the Welfare schemes for Tribal , DNT and NT

Unit	Content	Method
1	**Tribe** • Meaning and Characteristics of Tribal Community. • Economic Typology of Tribal Community.	Lecture
2	**Problems and Approaches of Tribal Society** • Problems of Tribal Society • Programmes for Tribal Development • Approaches for Tribal Development	Lecture
3	**Primitive tribe Groups(PVTG)** • Meaning of Primitive tribes • Introduction of Primitive tribes groups of Gujarat. • Current situation of Primitive tribe group.	Assignment
4	**Denotified and Nomadic Communities (DNTs)** • Historical Perspective of DNT and NT • Current situation of DTs and NTs • Govt. Programmes and schemes for NT /DNT	Lecture Group Discussion
5	**Polices for DNTs and NTs** • National Commission for Denotified, Nomadic and Semi Nomadic Tribes-Introduction. • Gujarat Vicharata ane Vimukt samuday vikas nigam • Different Commissions and their recommendations for NT/DNT. Ayanger Commission. TAG Committee. Ranke Commission. Idate Commission.	Assignment

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18   **https://tribal.gujarat.gov.in/about-tdd?lang=Gujarati**

Master of Social Work

412- Community Field Work-II

Semester-1   **Credit-4**

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

Activities at Community Fieldwork	Methods
- The Observation Visits aim to make the students get oriented to the objectives, administrative structure and process and the client system of various Communities. - Try to understand the problems and developmental issues of Client at community level - Identify the local resource at Community level and mobilize resources for solving the problem of client system. - Engage the Outside resources like govt. schemes, NGO resources, and Expert person in the problem solving process. **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 150 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. **See Annexture -1 for Daily Field Work Report Format**	Individual Guidance Group Conference Continuous Field Monitoring and Evaluation

Syllabus

Master of Social Work

(Revised from June 2019)
MSW-SEM-III

Department of Social Work
And
Centre for Social Research and Training,
Gujarat University
Ahmedabad

Semester	Paper No	Title of Paper	Credit	Internal Marks	External Marks	Total Marks	Passing Standard
2	501	Human Resource and Organizational Behavior	4	30	70	100	40
	502	Human Rights And Social Justice	4	30	70	100	40
	503	Rural Development and Panchayati Raj	4	30	70	100	40
	504	Social Welfare Administration	4	30	70	100	40
	505	Social Policy and Planning	4	30	70	100	40
	506	Agency Field Work	4	30	70	100	40

MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 3	**501:Human Resource Management & Organizational Behavior**	**Credit-4**

OBJECTIVES:

- To study the concepts of Management and Human Resource Management
- To learn about the Recruitment and selection process in organization.
- Students can learn about the organizational behavior, relations, and structure of organization.

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

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 3	**502:Human Rights and Social Justice**	**Credit-4**

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 the forefront.
3. The students should enrich their knowledge about Social Exclusion, Human Rights, Social Justice, and Empowerment.

Unit	Content	Method
1	**Meaning and Concept** • Meaning and Definitions of Human Rights • Classification of Human Rights • Causes of Human Rights Violation. • UN Declaration of Human Rights	Lecture
2	**Human Rights Violation and Social Work** • HIV/AIDS and Human Rights Violation • Environment and Human Rights Violation. • Displacement and Human Rights Violation. • Child and Human Rights Violation.	Lecture
3	**Human Rights in India** • National Human Rights Commission- Introduction and Functions • Role of NGOs in Human Rights Protection. • Rights of the accused • Causes of Human Rights Violation in India	Lecture Assignment
4	**Social Justice** • History of Social Justice with Reference to Ideology • Union and State Government: Functions, Policies and Programmes • Social Justice for Downtrodden & Weaker Section of the Society • Inclusiveness and Government`s efforts	Lecture
5	**Issues and Free legal Aid** • Issues related to Food, Poverty and Livelihood of Marginalized Section of the Society • Free Legal Aid –Introduction • Schemes of Free Legal Aid	Lecture Group Discussion

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 3	**503: Social Work Research**	**Credit-4**

OBJECTIVES:

- To provide practical understanding about research to the students
- To provide basic understanding about difference between Social Work and Social Science Research
- Explain the Role and Importance of Research in the field of Social Work
- Understand the importance of research in Social work

Unit	Content	Method
1	**Basic Concept of Research** • Meaning and Concept of Social Research • Meaning and Definition of Social Work Research • Difference between Social research and Social Work Research • Area of Social Work Research	Lecture
2	**Research Process** • Steps of Social Work research • Hypothesis : meaning and Characteristics • Types of Research in Brief Introduction • Pure and Applied Research • Steps of Field Research	Lecture
3	**Sampling survey techniques** • Meaning of Random and Non random Sampling • Types of Random and Non Random Sampling • Meaning and Characteristics of Survey Method	Lecture Assignment
4	**Data Collection** • Questionnaire, Interview Schedule, Interview Guide, Observation, **Data Interpretation** • classification of data, Coding, • Data analysis and interpretation • Findings	Lecture
5	**Practical Work** • To Prepare Research Proposal	Lecture Group Discussion

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 3	504:Social Welfare Administration	Credit-4

- **OBJECTIVES:**
- To acquire the knowledge about the Social Welfare structure.
- To Acquire knowledge for Practical Applications of Social Welfare services
- To Understand the Registration Procedure of NGOs
- To study about the administrative tools like Proposal etc

Unit	Content	Method
1	**Basic Concept** • Social Welfare, Social Services, Social Reform, Social Security-meaning and Conceptual understanding	Lecture
2	**Social Welfare Administration** • Concept Definition of Social Welfare Administration • Characteristics of Social Welfare Administration • Principles of Social Welfare Administration • Basic Elements of Social welfare Administration.	Lecture
3	**Functions and Types** • Characteristics of Non-Government Organization • Functions of NGO • Types of NGO. • Field of Social Welfare administration	Lecture Assignment
4	**Administration** • Governing Body, Resolution,Minutes, AGBM • Project Proposal • Organizational Culture • Registration Procedure of NGOs	Lecture, presentation
5	**Skill** • Skill of Social Work for SWA • Practical Project Proposal Formation	Lecture Presentation

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 3	**505 : Policy and Planning**	**Credit-4**

OBJECTIVES:

- To develop student's vision about Govt. Planning
- To Acquire the knowledge about different Governmental policies for society
- To understand and analyze Governance issues i.e. local, regional state and national
- To understand the application process of different polices and Program.

Unit	Content	Method
1	**Introduction** • Meaning ,Concept and Definition of Social Policy • Objectives of Social Policy • Need of Social Policy • Characteristics of Social Policy	Lecture
2	**Different Government Policies** • National Policy for Women • National Policy Child. • National Policy Youth • National Policy Health	Lecture
3	**Different Prograames as per National Policies** • Programmes for Women • Programmes for Child. • Programmes for Youth • Programmes for Health	Lecture Assignment
4	**Social Planning** • Meaning, Definition and Objectives of Social Planning. • Social Planning as Sources of Social Policy • Achievement of Social Planning in India	Lecture, presentation
5	**Development and Displacement** • Issues of Development and Displacement • Diversity and Citizenship Issues	Lecture Presentation

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Master of Social Work
506- Agency Field Work-

Semester-1II   **Credit-4**

General Objectives :

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

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

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

- To develop documentation skills

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

- To develop the ability to work as a team

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

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

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

Skills in Organizational Involvement

    While working with the agency of placement, the students should

- 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).
- Initiate learning about how outside regulations, organizations and funding effect delivery of services.
- Show beginning ability to identify problems/issues in organizational terms.
- 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).
- 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.
- To Understand the Project Proposal, Report writing, Documentation, Training Evaluation of Project, Monitoring strategy and organizational Culture.

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

Methods of Teaching

Individual Guidance

Group Conference

Continuous Field Monitoring and Evaluation

Field work schedule

- Time schedule not fix in Agency Field Work, But student has to work as per the Institutional Norms and Guildeline of Agency Supervisor
- Although, student has to follow the time rule given below , there is any problem about time   schedule student would be contact Field offiecer

(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 150 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.

Note : field Hours/Days may be less or more, its depends on academic calendar of Gujarat University

Syllabus

Master of Social Work

(Revised from June 2019)
MSW-SEM-IV

Department of Social Work
And
Centre for Social Research and Training,
Gujarat University
Ahmedabad

Semester	Paper No	Title of Paper	Credit	Internal Marks	External Marks	Total Marks	Passing Standard
	507	Labour Welfare legislation	4	30	70	100	40
	508	Medical and Psychiatric Social Work	4	30	70	100	40
	509	Family Social Work	4	30	70	100	40
2	510	Disaster Management	4	30	70	100	40
	511	Dissertation, (Practical Research project Work)	4	30	70	100	40
	512	Block Placement	4	30	70	100	40

MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 4	**507 : Labour Welfare Legistlation**	**Credit-4**

OBJECTIVES:
- To provide orientation to the learner about field of Labour Welfare in Social Work
- To Understand the Concept and Role of Social Worker in Labour Welfare
- To understand unorganized sector of Labour
- To Assimilation the legal Provision of Labour Welfare

Unit	Content	Method
1	**Labour Welfare** • Concept, Meaning and Definition • Importance of Labour Welfare • Principles of Labour Welfare. • Role of Labour Welfare Officer	Lecture
2	**Labour Movement, Schemes** • Problems of Labours in India • Unorganized Labour –Meaning Definition and Field • Labour Movement in India-Historical Perspective • Schemes of Gujarat Shram Yogi Kalyan Board • International Labour Organization-Introduction	Lecture Assignment
3	**Factory's Act 1948** • Definition: Factory, Worker, Occupier, Production Process, Hazardous Process • Factory Inspector and his/her powers • Health of Workers , Safety of Workers, Welfare of Workers • Employment of Young Persons • Annual Leave with wages • Penalty and Procedure	Lecture Assignment
4	**Industrial Dispute Act-1947** • Definition: Appropriate Govt. Arbitrator, Average Pay, Award, Closer, Conciliation officer, Employer, Executive , Industry • Authorities under the Act • Notice of change • Strike and Lock out , Lay off and Retrenchment, Penalties	Lecture Assignment
5	**Employee State Insurance Act-1948** • Definitions: Appropriate Govt, Benefit Period, Family Contribution. Employee, Factory, Wages etc. • Employee State Insurance Corporation • Contributions • Benefits • Adjudication of Dispute and Claims **Indian Trade Union Act-1926** • Definitions :Executive, office bearer, Registered Union, Trade Dispute • Registration of Trade Unions • Rights and Liabilities of Registered Trade Unions	Lecture Assignment

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 4	**508 : Medical and Psychiatric Social Work**	**Credit-4**

OBJECTIVES:

- To provide orientation about the health sector of Social work
- To know about the mental health, Community Health and Public Health related issues
- To acquire the regarding Implementation structure of Health services.
- To assimilation the role and Responsibility of Social Worker in health sector

Unit	Content	Method
1	**Health Concept** • Concept of Health • Determinative Components for Health • Main Aspects of Health-Physical, Mental, Social, Emotional,spretual	Lecture
2	**Medical Social Work** • Concept and Definition and field Area of Medical Social Work • Historical Development of Medical Social Work in India. • Role of Social Work Unit in Hospital. • Importance of Medical Social Work	Lecture Presentation
3	**Skills and Methods** • Skills of Medical Social Worker • Preventive and Social Treatment • Methods of Health Education • Role of Medical Social Worker	Lecture Group Discussion
4	**Mental Health** • Meaning and Intensity of Mental Health. • Barriers in Implementation of Mental Health programmes • Symptoms of Mental Illness.	Lecture Assignments
5	**MR and CBR** • Mental Retardation-Causes and Characteristics. • Behavior of Mental Ill Patients • Different Mental Disorder- Anxiety, Depression, Stress, Schizophrenia • Community Based Rehabilitation • Different Health Related Scheme • Approaches of Public Health	Lecture

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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 4	**509 Family Social Work**	**Credit-4**

OBJECTIVES:
- to understand the family members issues as per Age Gender and Disability
- To sensitize towards child women and Ageing and specially challenged people
- To understand the Govt schemes and legal frame work for above members of Family
- To gain the working knowledge for working with the family issues

Unit	Content	Method
1	**Women** • Traditional Status of women in India • Change of Status of Women in British Era. • Domestic Violence Act-2005 • Prevention of Harassment at Work Place Act-2013 • National Commission for Women.	Lecture
2	**Child** • Meaning and Concept of Child • Rights of Children in India • Child Labour Act 1986 • ICPS Scheme	Lecture Presentation
3	**Ageing** • Concept and characteristics of Ageing • Importance of Study of Ageing for Social Worker • Factors affecting toAgeing • Problems of Aged Peoples in Family and social set up	Lecture Group Discussion
4	**Specially Challenge people** • Meaning and Concept of Disability • Types of Disability • Mentally challenged people and Social Work Intervention • Government scheme for Disabled	Lecture Assignments
5	**Youth** • Drugs addiction in Youth • Unemployment –a Problem of Indian Youth • Youth welfare schemes of Govt. of Gujarat.	Lecture

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- Lagna kutumb ane Rakt Sambandho, Dr.Anil Vaghela
  University Granth nirman board, Ahmedabad \
- Manavshastra, Dr.Harshida Dave, Uni.Granth nirman Board, Ahmedabad
- Bharatiya samaj no parichay Prof.A.G.Shah, J.K.Dave, Anada Prakashan, Ahmedabad
- Bharatiya samaj ane Bharat ma Samajik Sansthao, Prof.A.G.Shah, Prof.J.K.Dave,
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MASTER OF SOCIAL WORK		
Gujarat University, Ahmedabad		
SEMESTER 4	**510 :Disaster Management**	**Credit-4**

OBJECTIVES:
- To understand the family members issues as per Age Gender and Disability
- To sensitize towards child women and Ageing and specially challenged people
- To understand the Govt schemes and legal frame work for above members of Family
- To gain the working knowledge for working with the family issues

Unit	Content	Method
1	**UNDERSTANDING DISASTERS** • Meaning, Nature, Characteristics and Types of Disasters, • Causes and effects of Disaster • Steps for Pre- Disaster, during Disaster and Post Disaster measure	Lecture
2	**TYPES AND EFFECTS OF DISASTERS** • Natural disaster: Earthquakes, Floods, Droughts, Cyclones & Tsunamis • Man-made Disaster: Nuclear, Biological and Chemical Disaster, Fires & Road Accidents	Lecture Assignment
3	**DISASTER AND SOCIAL ORGANIZATION** • Role of Government in Disaster Management • Role of Non-Government Sector in Disaster Management	Group Discussion
4	**ENVIRONMENTAL HAZARDS** • Global warming – as a Worldwide Problem, • Impact of Global Warming and Issues • Natural Calamities in India	Lecture Presentation
5	**ROLE OF SOCIAL WORKER IN DISASTER MANAGEMENT** • Role of Social Worker in Disaster Management and Environment Protection • Environmental Movements in India • Role of Government and Disaster Management Department	Lecture

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Master of Social Work

511 : Dissertation (research project)

Semester-1V   **Credit-4**

Objectives
- To understand the practical Research Process
- To learn the use of different tools and methods for research work
- To provide basic orientation about research methodology
- Expand the vision regarding to field of Social work Research

General Guideline

- Every student is required to do a Dissertation (research project) for the completion of the course. The students are placed under a supervisor for the research project work.
- The students start the project work in the third semester itself. Each student identifies a research
- Students has been find out the research Problem in the area of Social Work Practice,
- Major points of research work will be : defines the problem, collects the review of literature, sets down objectives, prepares a proposal, formulates the research problem, and constructs a tool for data Collection. Data interpretation and Analysis, Findings, conclusion, references and bibliography
- After the completion of the third semester and before starting the fourth semester the students collects has been completed the data collection Process
- In the fourth semester the students complete the data processing and complete the research study and submit the final copy for evaluation.
- At the end of the semester the student will has been and appear for the viva-voce examination as part of the Evaluation.
- **Impotent Detail**
- Students has been collect the data from field, so it is a field based research, only library or secondary data based research Project will not be accepted by Department /college Authority.
- Students have to present the ruff study material, literature, filled questionnaire at the time of evaluation. So it is inform to all students please collect your ruff study material till the final result of MSW.
- Students have been prepare four Copies of Dissertation.(1 for Guide ,1 for Library, 1 for Viva Expert, 1 Student Copy.
- Spiral binding not accepted. So students have to make their dissertation with hard binding.
- Certificate of the completion of dissertation has been fix in the each dissertation copy. Separately.
- Without Signature of Guide and Head of Department Dissertation copy has been not valid. So before viva student has to complete all the formalities.
- Students Can present their research in Gujarati/Hindi/English Language

Methods of Teaching
- Individual Guidance   Group Conference   Continuous research work Evaluation

Master of Social Work

512 : Block Placement(Field work Internship)

Semester-1V   **Credit-4**

Objectives
- To understand the agency as a system –governance, philosophy, objectives, structures and management of services/ programmes
- To develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research
- To enable to acquire knowledge and practice skills related to social work methods at the individual, group and community level in different fields
- To develop documentation skills
- To develop skills in identifying and utilizing community resources, both at Government and private levels
- To develop the ability to work as a team
- To reinforce the belief in the inherent strength of the people to meet their needs and resolve their problems
- To enable to make conscious application of professional values, ethics and principles
- To develop an understanding and skills in working with the professionals (Medicine, Law, accountancy etc.)

Organizational Involvement and learning of Student

While working with the agency of placement, the students should :
- 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).
- Initiate learning about how outside regulations, organizations and funding effect delivery of services.
- Show beginning ability to identify problems/issues in organizational terms.
- 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).
- 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.
- To Understand the Project Proposal, Report writing, Documentation, Training Evaluation of Project, Monitoring strategy and organizational Culture.
- To understand the rules regulation and HR structure of organization

Field work schedule
(1) In Block placement students has been involved with his/ her organization continuously 30 days,where they place by their college/department.
(2) Student has to work under the agency supervisor and his/her college Guide.
(3) Working hours 5 hours/Day (minimum)

(4) 5x25 days =125 Hours
(5) Each students has to submit their personal field work summary report in the end of semester for evaluation purpose.

Enclosure

Enclosure No	Detail of Enclosure
1	Daily Report Format
2	Summary Report Points
3	Agency Field Attendance
4	University Exam Paper style

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	Introduction 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

Daily Attendance Report for Agency Field Work

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

For illustration only

MSW- Examination, March-2019
Paper No-511-Social Problems And Social Work

Date :12/12/2012   **Total Marks : 70**
Time : 2:00-4:30pm

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

Q-1 (A)   _____   14

OR

Q-1 (A)   _____

Q-1 (B)   Short Question (Any four_____   04

Q-2 (A)   _____   14

OR

Q-2 (A)   _____

Q-2 (B)   Short Question (Any four_____   04

Q-3(A)   _____   14

OR

Q-3 (A)   _____

Q-3 (B)   Short Question (Any three)_____   03

Q-4(A)   _____   14

OR

Q-4 (A)   _____

Q-4 (B)   Short Question (Any three)_____   03