

FieldWork Manual (w.e.f. 2018)



**M.A.
S.W.**

Masters of Arts (Social Work)

Department of Social Work (UGC Centre of Advanced Study)
Faculty of Social Sciences, Jamia Millia Islamia, New Delhi-25

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Introduction

Field work training holds a pivotal position in the professional development of social workers. Through field work training, students are provided opportunities to integrate their theoretical knowledge with practice and acquire hands on experience to deal with a variety of complex social situations. The department is widely known for its rigorous field work training. The students are placed with a variety of governmental and non- governmental organizations and through this exercise they get an opportunity to enhance their knowledge and skills. Field work supervision facilitates the integration of theory with practice and helps to sharpen the analytical skills and attitudes relevant for professional social work practice. The field work settings and objectives for each of the semesters are synchronized with the theoretical inputs being provided in the classroom. By the end of four semesters, the students have been exposed to both, a community setting and an institutional setting each.

The present Field Work Manual is an attempt to incorporate all the information required by students of M.A Social Work, as also by the Faculty/Agency Supervisor and the placement organizations. The field work manual includes field work objectives for each semester along with their indicative tasks, evaluation proforma, guidelines for group conference and field work rules. Course structure is also provided to contextualize the field work practicum.

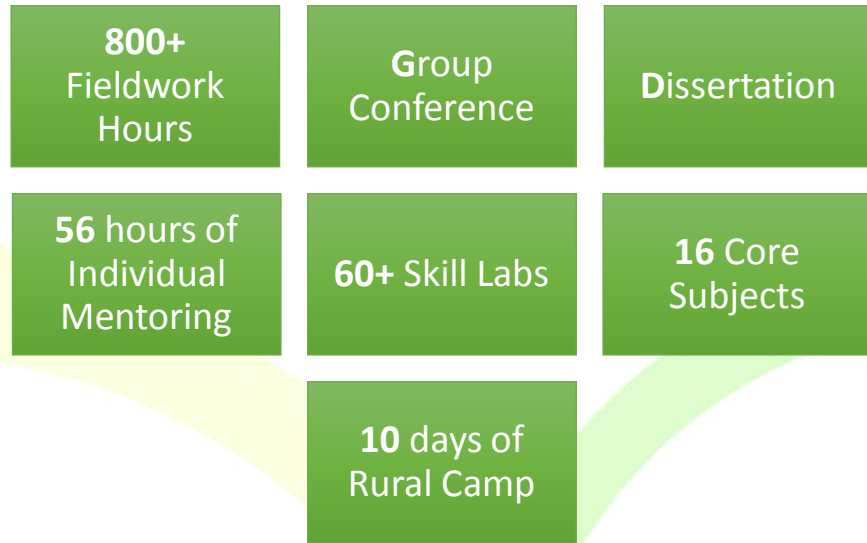
M.A (Social Work) Course Structure

MA (Social Work) is a four semester (two year) postgraduate programme with a generic base. The programme is open to graduates of all academic disciplines and is designed to meet the expanding human resource requirements in the field of social work with special reference to social welfare and social development. In the first and the second semesters students obtain basic understanding about foundations of social work and primary methods of social work practice in the context of ground realities of the field. In the third and the fourth semesters students obtain advanced knowledge and exposure to micro and meso social work practice through social welfare specialization whereas meso and macro social work practice through development specialization trains the students to analyze macro social realities and understand its implications for human deprivation.

Students who opt for social welfare specialization are offered field work training in settings such as mental health, child protection, de-addiction, disability, gender based violence, HIV/AIDS, etc.

Students who opt for social development specialization develop a critical awareness of the social dimensions of economy and policy through policy research, advocacy, training and documentation. Field work opportunities to students from this stream are provided in organizations working on issues of education, health, environment, gender, homelessness, informal economy, children, marginalized groups, governance etc.

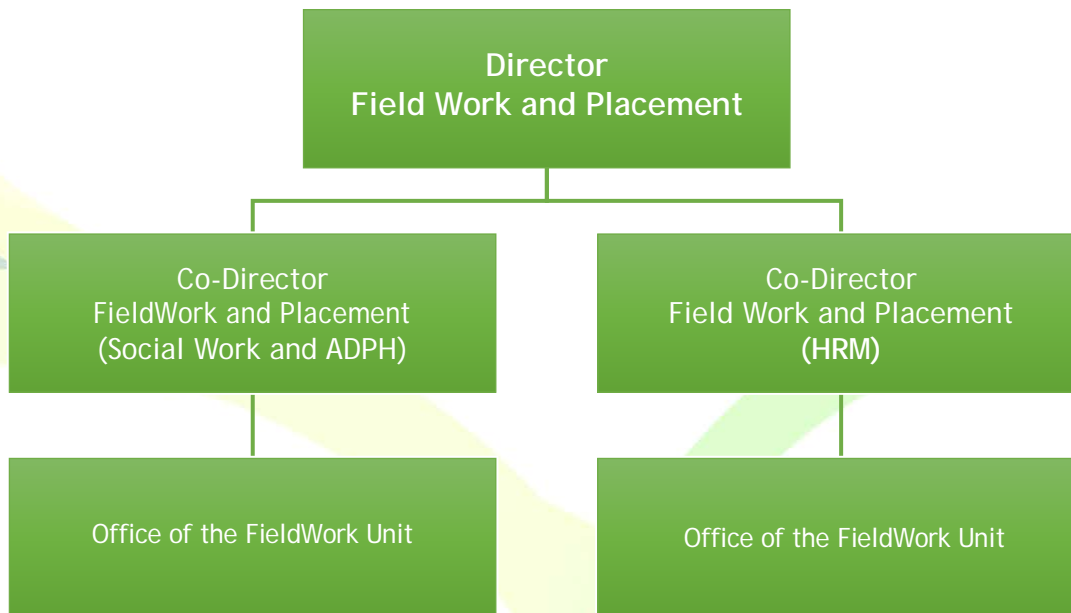
Course Highlights



The Papers (including: Core theory and ability enhancement) for the four semesters are as follows:

Semester I	Semester II
<ul style="list-style-type: none"> History and philosophy of Social work Social Science Concepts for Social Work Group Work Community Work Skill Lab-I 	<ul style="list-style-type: none"> Psychology for Social Work Social Case Work Social Work Research Social Action and Social Movements Skill Lab II Rural Camp
Semester III	
<ul style="list-style-type: none"> Social Welfare Management Marginalized communities: Issues and Challenges Health: Issues and Concerns Social Policy & Social Legislation Skill Lab III 	
Semester IV: Specialisation Semester	Semester IV: Specialisation Semester
<p>SOCIAL WELFARE</p> <ul style="list-style-type: none"> Family Practice Counselling: Theory and Practice Social Defense and Social Work Medical and Psychiatric social work Skill lab IV- Social Welfare Practice Dissertation 	<p>SOCIAL DEVELOPMENT</p> <ul style="list-style-type: none"> Development Theory and Practice Urban and Rural Community Development Poverty and Livelihood Environment and Disaster Management Skill Lab IV- Social Development Practice Dissertation

The Field Work Structure



Field Work Committee (FWC): FWC is a policy making body for all the matters pertaining to field work. It is a sub-committee constituted by the Board of Studies of the Department and consists of all the faculty members supervising field work. The meeting of the committee is chaired by the Head of the Department.

Director, Field Work and Placement: The Director is appointed by the Board of Studies from amongst the Professors and Associate Professors for a period of two years by rotation on the basis of seniority and is responsible for the administration of field work training. Following are the major responsibilities of the Director:

1. To convene the field work committee meeting/s.
2. To co-ordinate the work of the field work unit in the department.
3. To develop policies and procedures for field work.
4. To identify new field placement opportunities for students.
5. To prepare a field work schedule for the academic year.
6. To finalize the field placements for students.
7. To facilitate on-site faculty supervision.
8. To facilitate job placement for the students.
9. To strengthen alumni networking.

Co-Director, Field Work and Placement: The Co-Director, is appointed by the Board of Studies from amongst the Assistant Professors for a period of two years by rotation on the basis of seniority. The Co-Director is responsible for assisting the Director, Field Work and Placement in the fulfilment of the mandate of field work. Following are the major responsibilities of the Co-Director Field Work.

1. To coordinate the work of the fieldwork unit in consultation with the Director, Fieldwork and placement.
2. To coordinate with the Director to develop policies and procedures for fieldwork.
3. To identify new field placement opportunities for students in consultation with the Director.
4. To assist in the preparation of annual fieldwork schedule.
5. To finalize the field placement agencies for the students in consultation with the Director.
6. To facilitate job placement for the students along with the Director.
7. To strengthen alumni networking.

Objectives, Components and Tasks of Field Practicum

Objectives of field practicum for the respective semesters have been worked out in tune with the theory papers in each semester. Every semester has a set of components and tasks to be completed by the student.

Components of Field Practicum Semester I and Semester II

Components of Field Practicum Semester I	Components of Field Practicum Semester II
<ul style="list-style-type: none">• Concurrent Field Work (twice a week)• Weekly Report submission• Individual Conferences	<ul style="list-style-type: none">• Concurrent Field Work (twice a week)• Weekly report submission• Individual Conferences• Group Conference• Rural Camp• Viva Voce

MSW Semester – I

Nature of Field Work Placement: The students are placed in organizations which are working with urban, semi urban or rural communities located in and around Delhi.

Field Work Objectives

1. To develop an understanding of the agency, context and its areas of intervention.
2. To get an orientation to the community and critically understand its social realities.
3. To learn the process of community work by identifying its needs and problems, developing the basic nucleus in the community and understanding the intervention process.
4. To learn about the various methods and techniques of social work.
5. To develop skills in recording and ability to use supervision for professional growth.
6. To develop professional ethics and values.

Tasks for Field Practicum

1. Developing an agency profile which would include history of the organization, its ideology, structure, funding, programmes and policies; and roles and functions of various functionaries in the agency.
2. Developing a community profile which would include history of the community, social structure, dynamics, resources, amenities, facilities, social services therein, etc.
3. Beginning to form a core group/basic nucleus of children /youth/women/ men for addressing one or more of the concerns identified above and introducing a process of self-help.
4. Identifying formal and informal leaders from within the community and maintaining regular liaison with them.
5. Assisting the agency in its ongoing interventions.
6. Relating theory with practice.

MSW Semester – II

Nature of Field Work Placement The students continue their field placement in the same organization where they were placed in the first semester.

Field Work Objectives

1. To develop an in-depth understanding of community dynamics and its impact on the lives of people.
2. To strengthen the basic nucleus/groups for addressing the identified concerns in the community.
3. To learn to mobilize the identified internal and external resources for the benefit of the community.
4. To learn to practice individualized interventions with the identified groups/ families /individuals.
5. To strengthen the ability to translate consciously theoretical inputs into the practice realm.
6. To develop the ability to undertake analytical recording.
7. To develop self as a professional.
8. To attempt to draw out plans for making the interventions sustainable.

Task for Field Practicum

1. Engaging in continuous discussions with the community at large, the formal/informal leaders and the functionaries of the various systems that are linked to the community.
2. Identifying needs and problems in the community.
3. Facilitating the core group/basic nucleus to work towards the implementation of the plan of action evolved.
4. Facilitating the core group to identify ways and means by which their interventions could be sustained after the withdrawal of the student trainee.
5. Preparing a children's group for participation in the inter agency meet.
6. Identifying and networking with other agencies that could be utilized by the individuals units being worked with.
7. Assisting the agency in its ongoing programmes.
8. Relating theory with practice.
9. Bringing out issues, concerns or dilemmas encountered during field work through a planned paper presentation in the scheduled group conference.

Components of Field Practicum Semester III and Semester IV

The thrust of the field work in MSW – III & IV semester is determined by the specialization opted by the student. Further the objectives for the third and fourth semester are seen in a continuum and are thus not bifurcated strictly.

Components of Field Practicum Semester III	Components of Field Practicum Semester IV
<ul style="list-style-type: none"> • Concurrent Field Work (twice a week) • Weekly Report submission • Individual Conferences • Group Conference • Dissertation 	<ul style="list-style-type: none"> • Concurrent Field Work (twice a week) • Weekly report submission • Individual Conferences • Viva Voce • Dissertation & Dissertation Viva voce

MSW Semester – III and IV – Social Welfare

Nature of Placement: The students are placed in organizations where opportunities for intensive individual and group level interventions are available. Illustratively students are placed in mental health settings, statutory or non-statutory institutions involved in child protection, de-addiction facilities, statutory and non-statutory institutions working on issues of domestic violence, services for differently-abled, institutions offering counseling and care and support services for persons who are infected or affected with HIV/AIDS.

Field Work Objectives

1. To develop an understanding of the placement organization with respect to its ideology, vision, design, interventions and human resource policies.
2. To begin to develop an understanding of the legal environment within which the organization functions.
3. To begin to understand and analyze the social policies and legislations relevant to the client group of the agency.
4. To develop skills of assessment at an individual and group level and to develop skills of drawing out plans of intervention in the light of the above.
5. To understand and implement the intervention plan using the skills and techniques drawn from various therapeutic approaches.
6. To develop the skills of different forms of recording.
7. To learn to work as part of an interdisciplinary team.

Tasks for Field Practicum

1. Developing an agency profile which would include history of the organization, its ideology, structure, funding, programmes and policies; and roles and functions of various functionaries in the agency.
2. Analyzing the relevant legal instruments pertaining to the issue of intervention of the field work agency.
3. Critically analyzing the social policies and programmes relevant to the client group of the agency.

4. Developing the ability to understand the client system.
5. Developing the micro and mezzo level skills for direct intervention with the client system.
6. Designing and implementing the intervention plan using various therapeutic approaches.
7. Developing linkages and networking with other agencies to strengthen the client support system.
8. Writing different types of records: narrative, process, summary and case records.
9. Integrating theory with practice.

Note: Since the placement agency of the student will ordinarily remain the same in semester III & IV, there is continuity in the work and assignments carried out by the students. Therefore, the objectives are designed in a comprehensive manner to address the concerns of both the semesters - III and IV.

MSW Semester – III & IV – Social Development

Nature of Placement Agencies: Students opting for social development are placed with organizations having significant focus on research, documentation, policy analysis, advocacy, training and networking. Illustratively students are placed in organizations engaging on issues of public health, child protection, gender equity, governance, environmental protection, homelessness, informal sector, marginalization etc.

Field Work Objectives

1. To develop an understanding of the placement organization with respect to its ideology, vision, design, interventions and human resource policies.
2. To begin to develop an understanding of the legal environment within which the organization functions.
3. To begin to understand the socio-political-economic context that impacts the issue being addressed by the organization.
4. To begin to understand and analyse the social policies and legislations relevant to the issue being addressed by the organization.
5. To begin to recognize the relevance and scope for using various tools so as to create a macro level impact.
6. To directly experience the usage of any one of the above tools and bring out a document based on the above.
7. To begin to understand and participate in the process of project formulation.
8. To develop skills of different forms of recording.
9. To learn to use supervision at faculty and agency level.

Tasks for Field Practicum

1. Developing an agency profile which would include history of the organization, its ideology, structure, funding, programmes and policies; and roles and functions of various functionaries in the agency.
2. Analyzing the relevant legal instruments pertaining to the issue of intervention of the field work agency.
3. Critically analyzing the social policies and programmes relevant to the client group of the agency.
4. Developing the ability to understand the issue in the socio-political and economic context.
5. Developing the mezzo and macro skills for direct intervention with the client system.
6. Developing the ability for using various tools such as research, documentation, advocacy, training etc.
7. Designing and implementing the advocacy campaign/research project/ training module/monitoring and evaluation tool etc.
8. Strengthening linkages and networking with other agencies on the issue of intervention.
9. Developing the ability for process documentation.
10. Integrating theory with practice.

Note: Since the placement agency of the student will ordinarily remain the same in semester III & IV, there is continuity in the work and assignments carried out by the students. Therefore, the objectives are designed in a comprehensive manner to address the concerns of both the semesters - III and IV.

Dissertation

Dissertation is a compulsory component of Field work training for M.A. Social Work (third and fourth semester) students which starts immediately after the commencement of third semester field work i.e. in the month of August. The purpose of the dissertation is to develop research skills, understand the research process and come up with a dissertation in consultation with the faculty supervisor (same as that of concurrent field work of that year) and face a viva voce examination at the end of the fourth semester. The synopsis for the dissertation is to be developed in consultation with the faculty supervisor during the field work placement of third semester, which is to be forwarded through the supervisor to the field work unit by the end of September. Literature review and tool development including pre-testing has to be completed by the end of November. The student shall complete data collection in the winter vacations. In the fourth semester the student shall complete data analysis and write the dissertation report as per the time line given by the field work unit. This will be followed by the final submission of the dissertation through the supervisor to the FW Unit and subsequent Viva voce. The dissertation will be checked for plagiarism before submission and the plagiarism certificate will be attached with it.

Dissertation Guidelines

- **Domain of Research:** To be decided in consultation with the supervisor
- **Agency Attachment:** Field Work Agency of MSW-III & IV Semester
- **Nature of Research:** Preferably based on primary data. In exceptional cases, research based on secondary data may be undertaken after taking prior permission from competent authority

Time Line

Identification of Issue and Development of Proposal	August-September (III Semester)
Literature Review and Tool Development including Pre-Testing	October-November(III Semester)
Data Collection	Winter Vacation
Data Analysis	January-February (IV Semester)
Report Writing & Submission	April (IV Semester)
Viva	April (IV Semester)

Note: Dissertation is a separate component of Field work and its process and field of research will be the same as agency of fieldwork placement in Semester III and IV. The Viva of dissertation will be separate and shall be held before the theory papers.

Individual Conference

Supervision is a dynamic educational process involving the faculty supervisor, students, his/her peers and agency supervisor to develop knowledge, skills and attitude in accordance with the professional standards of social work practice. Supervision holds the key in the professional development of a social worker. Effective supervision requires clarity about their respective roles as supervisor and supervisee. Each student is placed with a faculty member who is referred to as faculty supervisor. Supervision is participatory process and the role of student is significant as he/she is expected to clearly identify her/his learning needs and take initiative to benefit fully from the supervisory process.

Individual Conferences (IC), a critical tool of supervision, is arranged to facilitate interaction, sharing and feedback between supervisor and supervisee in a systematic, planned and confidential setting. ICs are supposed to be held every week during the assigned time. It provides a platform to discuss the issues and concerns arising out of field work. The supervisor is expected to facilitate the students to relate theory with practice, and monitor their progress in terms of accomplishment of field work tasks and objectives and improvement in quality of reporting. It provides the student an opportunity to reflect on their own strengths and weaknesses and work on them for the betterment. All students are mandatorily required to attend all such Supervisory conferences. Field work without IC is considered as unsupervised field work and stands a chance of being cancelled.

The responsibilities of the Faculty Supervisor could be summarized as:

- Making student comfortable with the field setting and its requirements.
- Assisting the students to develop their thinking, attitude and behavior and action in relation to the values and ethics of the profession.
- Working out a work schedule in consonance with the field work objectives.
- Enabling students in learning to relate theory with practice.
- Sharing with students the evaluation criteria, performance indicators and other expectations in terms of recording, use of supervisory process, etc.
- Providing periodic feedback to students about their professional growth.
- Maintaining regular contact with the placement agency and agency supervisor for monitoring purposes.

Group Conference

Group conference is a vital part of the field work training, as it enables the students to develop some of the basic skills to become an effective social work professional. In M.A. Social Work, Group Conferences will be held twice in the whole course duration: one during semester II, and the other during Semester III.

Objectives of the Group Conference:

- To get exposure to a variety of social work practice areas and contexts.
- To provide each student exposure to the role of Chairperson, Paper Presenter and Rapporteur at least once in each Group Conference.
- To serve as forum for shared group learning.
- To develop a resource base of indigenous literature on Social Work.

Group Conference Modalities

Group Conference Paper in the second Semester shall be process documentation of any social work intervention based on field work. It shall be based on students field work and shall include the situational analysis of the field, discourse on any one problem and intervention with specific reference to social case work, social group work or community work as methods of Intervention or based on area of Intervention, issue, target beneficiary of the field work Agency or it may be a dilemma faced by the student.

Group Conference Paper in the Third Semester shall be emanating from the field work objectives and tasks. The paper shall be based on the agency of field work placement and could be a situational analysis, policy analysis, legislation analysis or based on literature review, area of Intervention, issue, target beneficiary of the field work Agency or it may be a dilemma faced by the student.

Rural Camp

The rural camp is an important component of Field Work. It shall be of 100 marks and four credits. Conditions of attendance as per field Work requirement shall be applicable to the rural camp as it is a Field Work Component. The rural camp shall be organized by the department for a period of 10 days preferably in a rural area for the students of M.A. Social Work - II Semester.

The objectives of the rural camp are as follows:

1. To develop in students the experience of group living and effective team work.
2. To help students develop capacities and attitudes suitable for a group living.
3. To help students experience the social realities in diverse setting.
4. To help students understand the ground reality through situational analysis through people engagement.
5. To develop in the students an ability to engage in participatory need identification.
6. To help students practice the skills in programme planning and execution.
7. To undertake any other assignment as decided by the Camp Director.

Inter-Agency Meet

The inter-agency sports and cultural meet is held every year to commemorate the birth anniversary of late Dr. Zakir Hussain, the former President of India and Vice Chancellor of Jamia Millia Islamia on or around 8th February. In this meet, the students are required to bring children from their respective field work communities to participate in the sports and cultural activities organized by the students under faculty supervision. These children mostly belong to disadvantaged and underprivileged groups, etc. The meet is an opportunity for the children to overcome their inhibitions and feel motivated as well as showcase their talents.

The objectives of this activity are:

- To instill in students a sense of responsibility towards the various stakeholders.
- To develop planning, organizing, coordination, management and budgeting for organizing a major Field Work event.
- To develop leadership and team building skills in students.
- To instill in them organizational pride and fraternity.

Supervisory Meet

Supervisory meet shall be conducted by the field work unit in the month of May preferably before the commencement of summer vacations. The purpose of the Meet is to strengthen the field work practicum, maintain organizational networks, facilitate job placement activity, keep abreast of the field developments for updating the curricula and foster field-academia co-operation.

Job Placement

Job Placement is a largely student driven activity initiated, coordinated and conducted by students mentored by the field work and placement unit of the department. Its objectives are to:

- To prepare a placement brochure.
- To update the placement data base through data bank and alumni lists.
- To facilitate on-campus placement of the students on the basis of their ability, interest and other skills.

The department is known for facilitating job opportunities to its students by providing them a stepping stone into the social sector. For job placement different NGOs, CSRs and other civil society organizations are continuously approached by the department. A placement brochure, which is prepared annually, is also circulated among the potential organizations and alumni. Subsequent to this a systematic follow up is carried out on behalf of the department by the student's placement committee. On campus placement entails a pre-placement talk followed by the individual selection processes. Campus placement is an extremely transparent and student led activity with close facilitation provided by the field work team. The student placement committee under the guidance of field work unit shall organize the alumni meet to strengthen the job placement activity.

Annexure I: Field Work Rules for Concurrent Field Work

1. Attendance

Attendance in fieldwork is compulsory. The students are required to attend fieldwork on all the fieldwork days during fieldwork period. Only the agency holidays will be observed. However, the department may announce additional holidays, if required. The students will be required to observe working hours of the agency. It is expected that a student will normally spend a minimum of six to eight hours per day in the field. However, the students may be required to put in more time due to the exigencies of work and/ or the nature of their assignments.

2. Leave

The students will be permitted leave only for 10 percent of the scheduled Field Work days during a semester including illness/exigencies. Further:

- a. In case of illness/exigency, the student has to report to the department within three days through email/SMS/ by post about his/her illness/exigency.
- b. In case of illness, the student is required to submit a medical advice/certificate, from a registered MBBS doctor, to the department within seven days of the illness.
- c. In case of illness, the student is required to produce a fitness certificate at the time of resumption of fieldwork.

3. Evaluation (M.A Social Work)

- a. Evaluation of fieldwork is an ongoing process and regular feedback shall be provided to the student with the help of individual and group conferences. However, fieldwork shall be evaluated in terms of marks at the end of each semester according to the fulfillment of the field work objectives as mentioned above. The fieldwork and its various requirements for all the classes shall be evaluated by the faculty supervisor as per the process and guidelines adopted and with the help of the tools developed for the purpose by the Department. Mere fulfillment of attendance requirements by the students shall not guarantee their successful completion of fieldwork.
- b. If a student fails to attain 75% attendance (including medical leave) in any of the fieldwork components of the respective semester, he/she shall not be considered eligible for evaluation and shall be declared to have failed in fieldwork in the concerned semester. A student who fails in fieldwork shall not be allowed to take theory examinations and shall be treated as having failed in the semester.
- c. If a student fails to obtain 90 per cent attendance in any of the components of fieldwork (Concurrent field work, individual conference, submission of fieldwork reports and group conference, Viva Voce and Rural camp) as required in each of the semester his/her fieldwork evaluation may be adversely affected.
- d. The department shall notify the names of students who fail to complete the field work requirements at the end of each semester. Such students shall not be allowed to continue with the semester and shall not be entitled to take theory examinations for that semester. The students of M.A Social Work (Semester I), if detained on account of non- completion

of fieldwork requirements will have to seek readmission as fresh candidates next year. The students of the remaining semester (i.e., II III IV), however, may be readmitted with the corresponding semester next year, provided that they have passed in the preceding semesters or qualify for promotion under the promotion rules of the M.A Social Work as approved from time to time by the competent bodies.

Annexure 2: Guidelines and Evaluation for Group Conference

Nature of Paper Presentation

1. The presentation should evolve from field work practicum being pursued by the student.
2. It should focus on agency profile, field work tasks and challenges faced if any.
3. The student is required to do a situational analysis of the problem that they are presenting and link it to the larger socio-economic and socio-political environment.
4. The student should then write a detailed background of the issue on which he or she proposes to initiate discussion in the group discussion.
5. The paper should finally focus on a particular issue in which the student has actively engaged himself/herself and this can be open for group discussion.

Format of Group Conference Paper

1. Preliminaries- this include information like name of the presenter, chairperson, recorder, time and date of presentation, and the venue of presentation.
2. Title of the Paper and name of Placement Agency. Name of the presenter and Supervisor.
3. Introduction of the organization/ Agency and task planned by the field work trainee.
4. Main content presentation (Max 750 words)
5. Each presentation should be with the help of a power presentation to a maximum of 10 minutes duration. The presentation will be followed by a discussion of 10 minutes duration.

Structure of the Group Conference: Each student will perform the three roles of a Paper Presenter, Chairperson and a Rapporteur. These roles are as detailed below:

Role of Chairperson

1. Welcome the presenter, Rapporteur and resource persons.
2. Introduce the theme of the paper
3. Explain the rules of the conference
4. Encourage participation of the group
5. Maintain discipline
6. Time Management
7. Seek feedback from resource persons and faculty supervisors on the issue raised
8. Summarize the discussion

Role of Rapporteur

1. To record the proceedings of the group conference
2. To submit the written copy of the report to the assigned faculty member in 3 days time
3. The report should cover the following: Name of the members present in the Group Conference, Summary of the presentation, Queries raised after the presentation and a summary of discussion.

Rules:

1. Attendance in the group conference is mandatory for the students
2. The paper to be presented should reach Field Work unit 3 days prior to the group conference in print form. 15 copies of the same have to be provided to the field work unit.
3. The Group Conference will be held as per the schedule announced by the field work unit.
4. Students will normally be given only one opportunity to make a presentation. If the students fail to avail this, it may reflect negatively on the evaluation of his/her field work.
5. 15 marks are allocated for one Group Conference. The evaluation is made on the following three criteria: presentation, punctuality and participation, and timely submission of report.

Criteria for evaluation of Group Conference for M.A in Social Work

SNo.	Broad Components	Marks	Specific Parameters
1.	Paper	8	<ul style="list-style-type: none">• Content• Clarity• Organisation
2.	Presentation	3	<ul style="list-style-type: none">• Content• Clarity• Communication
3.	Participation and Punctuality	3	<ul style="list-style-type: none">• Attendance and adherence to time• Level of participation• Alertness
4.	Chairing	3	<ul style="list-style-type: none">• Initiation• Managing discussion• Timekeeping
5.	Recording	3	<ul style="list-style-type: none">• Content• Clarity• Timely submission of minutes*
	Total Marks	20	

(The recorder is required to submit the minutes of the GC within the next two working days to the Field Work Unit for evaluation by the Field Work co-Director)

Annexure – 3: Field Work Evaluation

Annexure 3(a): Field Work Evaluation Proforma for Students (Semester I & II)

SELF EVALUATION PROFORMA

Name of Student:

Name of Faculty Supervisor:

Name of Agency:

1. Briefly describe the nature of placement Agency (Brief History, functions, programmes, organizational philosophy and organizational structure).
2. Discuss the nature of the community you were placed in (type of community, size, major population groups, occupational structure, general level in terms of: education, health, socio-economic status, availability of basic amenities etc. and kind of intervention made by the placement agency).
3. Discuss the major assignments handled during the period and the accompanying learning outcomes (This may include new insights gained, skills acquired, techniques utilized etc.)
4. In what ways you feel fieldwork training thus far had contributed to your professional growth and development. Following are the suggested constituents of professional development. These may be used to evolve a framework for discussing your professional development. Cite field examples to substantiate.
 - a. Commitment to the Professional Ethics, Attitude and Value.
 - b. Awareness of the self in relation to the demands of the work situations (personal qualities and limitations that may be considered as either facilitating or hindering factors in professional development).
 - c. Conscious use of theoretical knowledge in practice.
 - d. Self-motivation: Ability to strive towards achievement of objectives, even when the work environment was perceived as not being conducive enough.
 - e. Striving towards independence and self-reliance: Ability to take up assignments with minimal guidance, ability to create relevant and productive work for one self, making a conscious effort to move from dependence to self direction.
 - f. Sense of responsibility and discipline: Regularity, punctuality, meeting deadlines, accomplishment of tasks assigned and accountability.
 - g. Creating a helping environment to maximize learning opportunities and outcomes.
 - h. Inter personal competency to deal with a variety of work and human relation situations.
5. Use of Supervisory Guidance:
 - a. Discuss the ways in which you tried to make use of supervisory guidance available at the Department and the organization.
 - b. Highlight your abilities to receive and provide feedback and to incorporate the feedback in the day to day work situations.
 - c. Illustrates how you tried to minimize dependence on supervisors leading to self-directed approach to learning.

6. Writing Records:

- a. Ability to write in a clear and articulate manner.
- b. Ability to present facts and observations in an organized manner.
- c. Ability to relate day to day work situations with the theoretical knowledge.
- d. Ability to present facts and observations within an analytical framework.

7. Discuss the problems faced in operationalizing the field work objectives and how did you try to overcome these.

8. Faculty Supervisor's Remarks:

Signature of Student

Date:

Signature of Supervisor

Date:

Annexure 3 (b): Field Work Evaluation Proforma for Students (Semester III & IV)

SELF EVALUATION PROFORMA

Name of Student:

Name of Faculty Supervisor:

Name of Agency:

1. Briefly describe the nature of placement Agency (Brief history, functions, programmes, organizational philosophy and organizational structure).
2. Discuss the major assignments handled during the period and the accompanying learning outcomes (This may include new insights gained, skills acquired, techniques utilized etc.)
3. In what ways you feel fieldwork training thus far had contributed to your professional growth and development. Following are the suggested constituents of professional development. These may be used to evolve a framework for discussing your professional development. Cite field examples to substantiate.
 - a) Commitment to the Professional Ethics, Attitude and Value.
 - b) Awareness of the self in relation to the demands of the work situations (personal qualities and limitations that may be considered as either facilitating or hindering factors in professional development).
 - c) Conscious use of theoretical knowledge in practice.
 - d) Self-motivation: Ability to strive towards achievement of objectives, even when the work environment was perceived as not being conducive enough.
 - e) Striving towards independence and self-reliance: Ability to take up assignments with minimal guidance, ability to create relevant and productive work for one self, making a conscious effort to move from dependence to self-direction.
 - f) Sense of responsibility and discipline: Regularity, punctuality, meeting deadlines, accomplishment of tasks assigned and accountability.
 - g) Creating a helping environment to maximize learning opportunities and outcomes.
 - h) Inter personal competency to deal with a variety of work and human relation situations.
4. Use of Supervisory Guidance:
 - a) Discuss the ways in which you tried to make use of supervisory guidance available at the Department and the organization.
 - b) Highlight your abilities to receive and provide feedback and to incorporate the feedback in the day to day work situations.
 - c) Illustrates how you tried to minimize dependence on supervisors leading to self-directed approach to learning.

5. Writing Records:

- a) Ability to write in a clear and articulate manner.
- b) Ability to present facts and observations in an organized manner.
- c) Ability to relate day to day work situations with the theoretical knowledge.
- d) Ability to present facts and observations within an analytical framework.

6. Discuss the problems faced in operationalizing the field work objectives and how did you try to overcome these.

7. Faculty Supervisor's Remarks:

Signature of Student
Date:

Signature of Supervisor
Date:

Annexure – 3(c)

Weightage of Marks for Field Work Components

M.A Social Work (Semester I and II)

S.No	Components	Semester I	Semester II
1	Professional Development	80	70
2	Work Habits	40	40
3	Recording	40	35
4	Use of Supervision	40	35
5	Rural Camp	No camp	100
6	Group Conference	No. G.C	20
8	Viva-voce	No Viva	50
9	Grand Total	200	350

M.A Social Work (Semester III and IV)

S.No	Components	Semester III	Semester IV
1	Professional Development	70	80
2	Work Habits	40	40
3	Recording	35	40
4	Use of Supervision	35	40
5	Group Conference	20	No GC
6	Viva-voce	No Viva	50
7	Total	200	250
8	Dissertation Dissertation Viva	NA	100 50
	Grand Total	200	400

Annexure - 4

Rules for Dissertation M.A. Social Work (III & IV Semester)

1. Procedural Rules for Dissertation

- 1.1 Dissertation will be carried out as per the guidelines provided in the syllabus.
- 1.2 Dissertation will be carried out in Semester III & IV through the Field Work Agency only.
- 1.3 Dissertation will begin and end strictly during the specified period failing which it will not be possible for the department to recommend for the award of M.A. (Social Work) degree.
- 1.4 The entire cost of undertaking the dissertation and production of the dissertation shall be entirely borne by the student.
- 1.5 Time line regarding the Dissertation would be issued by the Director, Field Work & Placements at the beginning of the third semester and the time line provided in the syllabus would be reference for it.
- 1.6 The faculty supervisor for the purposes of the research shall be the same as the field work supervisor for third and fourth semester. The faculty supervisor may be changed by the staff council only under extraordinary circumstances.
- 1.7 In case of any failure on the part of the student to comply with the timelines of the dissertation, the faculty supervisor will report the same to the Director, Field Work & Placements. The Director, Field Work & Placements will subsequently issue a show cause notice to the student to which the student is expected to respond within five working days. In case if the student's response is not found to be satisfactory by the faculty supervisor, then a warning will be issued by the Director, Field Work & Placements. A maximum of two warnings will be issued to the student after which the student will be declared failed in dissertation and the student will not be allowed to appear in the semester end Examinations as he/ she shall be declared failed in the field work component of dissertation.
- 1.8 The dissertation shall normally be of 75-100 pages with proper references and scientific organization.
- 1.9 The dissertation is to be typed in Times New Roman, Font 12 and 1.5 line space.
- 1.10 Dissertation should be submitted in spiral bound/soft bound copy in triplicate (one each for student, supervisor and department) to the Research Assistant in the department.
- 1.11 The references are to be written in the APA style.
- 1.12 The responsibility for ensuring the originality of the dissertation is that of the faculty

supervisor. The dissertation will be checked for plagiarism by the faculty supervisor and the certificate will be attached with the dissertation at the time of submission.

1.13. The dissertation submitted to the department shall be duly certified by the faculty supervisor.

2. Evaluation

2.1 The dissertation shall initially be examined by the supervisor and certified for submission. The faculty supervisor shall evaluate the dissertation for 100 marks.

2.2 Only those candidates whose dissertation is certified shall be examined externally through a viva-voce examination. The viva-voce examination carries 50 marks which will be held at the end of Semester IV.

2.3 In case a dissertation is not certified by the faculty supervisor prior to the viva-voce, the candidate shall not be allowed to appear for the viva-voce and shall be declared failed in the dissertation.

2.4 In case a student is unable to submit the dissertation within the specified time as notified by the Department, he/she shall not be given another chance in that academic session to complete the dissertation and shall be marked as failed in the dissertation.

2.5 A student marked as 'failed' in the dissertation shall have the opportunity to complete the dissertation in the next academic year. Decision regarding the faculty supervisor under such circumstances shall be taken by the Field Work Committee.

2.6 In cases, where the student is unable to submit the dissertation within the specified time due to illness or other exigencies, the matter shall be placed before the Field Work Committee to take a decision.

Note: None of the requirements of Field Work can be compensated; however, in exceptional circumstances the decision of the field work committee shall be final. In case any problem arises on account of interpretation of the above rules and/or for clarifications needed the Field Work Committee which is a sub-committee created by the Board of Studies (BOS) of the Department of Social Work will be the competent body to provide the same and its decision shall be final. Rest of the field work rules and provisions as contained in the field work Manual or as modified from time to time shall also continue to apply.

Annexure- 5
M. A. Social Work Course Outline (w.e.f 2019)

Papers	Course Title	Marks	Credits*	Weekly Engagement hours**
Semester I				
Core Courses				
MSW-SI-01	History and Philosophy of Social Work	100	4	4
MSW-SI-02	Social Science Concepts for Social Work	100	4	4
MSW-SI-03	Group Work	100	4	4
MSW-SI-04	Community Work	100	4	4
Field Work Practicum (Skill Enhancement)				
MSW-SI-05	Field Work (Concurrent)	200	8	15
Ability Enhancement Course				
MSW-SI-06	Skill Lab –I	50	2	4
Total (Marks & Credits)		650	26	
Semester II				
Core Courses				
MSW-SII-07	Psychology for Social Work	100	4	4
MSW-SII-08	Social Case Work	100	4	4
MSW-SII-09	Social Work Research	100	4	4
MSW-SII-10	Social Action and Social Movements	100	4	4
Field Work Practicum (Skill Enhancement)				
MSW-SII-11	Field Work (Concurrent)	200	8]	15
	Viva Voce	50	2]10	
MSW-SII-12	Rural Camp	100	4	24hrs*10days
Ability Enhancement Course				
MSW-SII-13	Skill Lab II	50	2	4
Total (Marks& Credits)		800	32	
Semester III				
Core Courses				
MSW-SIII-14	Social Welfare Management	100	4	4
MSW-SIII-15	Marginalised Communities: Issues and Challenges	100	4	4
MSW-SIII-16	Health: Issues and Concerns	100	4	4
MSW-SIII-17	Social Policy and Social Legislation	100	4	4
Field Work Practicum (Skill Enhancement)				
MSW-SIII-18	Field Work (Concurrent)	200	8	15
Ability Enhancement Course				
MSW-SIII-19	Skill Lab III	50	2	4
Total (Marks& Credits)		650	26	

Semester IV: Specialization I (Social Development Practice)				
Core Courses				
MSW- SIV(D)-20	Development Theory and Practice	100	4	4
MSW- SIV(D)-21	Urban and Rural Community Development	100	4	4
MSW- SIV(D)-22	Poverty and Livelihood	100	4	4
MSW- SIV(D)-23	Environment and Disaster Management	100	4	4
Field Work Practicum (Skill Enhancement)				
MSW- SIV(D)-24	Dissertation	100	4	
	Dissertation Viva Voce	50	2	
MSW- SIV(D)-25	Field Work (Concurrent)	200	8]	15
	Viva Voce	50	2]10	
Ability Enhancement Course				
MSW- SIV(D)-26	Skill Lab IV - Social Development Practice	50	2	4
	Total (Marks & Hours)	850	34	
Semester IV: Specialization II (Social Welfare Practice)				
Core Courses				
MSW- SIV(W)-20	Family Practice	100	4	4
MSW- SIV(W)-21	Counselling: Theory and Practice	100	4	4
MSW- SIV(W)-22	Social Defence and Social Work	100	4	4
MSW- SIV(W)-23	Medical and Psychiatric Social Work	100	4	4
Field Work Practicum (Skill Enhancement)				
MSW- SIV(W)-24	Dissertation	100	4	
	Dissertation Viva Voce	50	2	
MSW- SIV(W)-25	Field work (Concurrent)	200	8]	15
	Viva Voce	50	2]10	
Ability Enhancement Course				
MSW- SIV(W)-26	Skill Lab IV - Social Welfare Practice	50	2	4
	Total (Marks &Credits)	850	34	
Grand Total (Marks & Credits) of Semester I-IV		3150	118	

*Each theory paper shall be of 4 credits

**Includes both teaching & Fieldwork hours

About M.A. (Social Work)

The Course Structure of M.A. in Social Work is a 4 semester (2 year) post-graduate program with a generic base. The program is open to graduates of all academic disciplines and is designated to meet the expanding human resource requirements in the field of Welfare and Development. The Program lays a foundation in Social and Behavioural Science and Social Work methods in the first two semesters. Advanced knowledge and exposure to Welfare or Development perspective (as per the chosen stream by the students) is provided in the final year. Students who opt for Social Welfare as their stream in the third and fourth semester are provided with specialized inputs for working at the micro and meso level. Skill labs are also aimed at strengthening their competencies for direct intervention with the client system. The students opting for Social Development are trained to analyse macro social realities and understand its implications for human deprivation.

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