



बिरसा मुंडा द्रायबल युनिवर्सिटी Birsā Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Social Work

Master of Social Work (MSW)

Subject Code & Name:- MSW2FWPR01 & Field Work Practice-2

Teaching and Evaluation Scheme:-

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE (Field Work + Viva + Report)		SEE (Viva)	
L	T	P	Total	TH	PWE	TH	PWE
0	0	4	4	-	50	-	50

Programme Name	Master of Social Work (MSW)
Semester	II
Course Code	MSW2FWPR01
Course Title	Field Work Practice-2
Course Content Type (Th. / Pr.)	Practical (Field Work)
Course Credit	4
Field Work Hours	120 Hours
Total Field Work Hours	120 Hours

Learning Objectives

1. To understand the structure, functions and programmes of social welfare agencies.
2. To develop professional skills in working with clients, families, groups and communities in agency settings.
3. To gain practical experience in hospital social work, NGO administration and welfare service delivery.
4. To develop competencies in case work, group work, documentation and referral services.
5. To understand interdisciplinary teamwork and professional ethics in agency practice.
6. To strengthen professional values, supervision and reflective learning.

Learning Outcomes

1. Explain the functioning of hospitals, NGOs and social welfare agencies.



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2. Apply social work methods in agency settings.
3. Demonstrate skills in interviewing, counselling, referral and documentation.
4. Participate effectively in multidisciplinary teams and agency programmes.
5. Prepare professional field work records, case reports and agency reports.
6. Reflect critically on professional practice and ethical issues.

Detailed Contents

Unit	Topic/Sub Topic	Field Work Hours
I	Unit I: Orientation to Agency Based Field Work • Concept, objectives and importance of agency based field work • Orientation to hospitals, NGOs, rehabilitation centres and welfare organizations • Structure, administration and functioning of social welfare agencies • Professional ethics and code of conduct in agencies • Roles and responsibilities of social workers in agency settings	30
II	Unit II: Professional Practice in Agencies • Intake, interviewing and rapport building with clients • Case assessment, case recording and referral services • Participation in case conferences and multidisciplinary team meetings • Group activities, awareness programmes and community outreach • Client follow-up and rehabilitation services	30
III	Unit III: Hospital and NGO Social Work Practice • Medical and Psychiatric Social Work services in hospitals • NGO programmes for children, women, elderly, persons with disabilities and tribal communities • Welfare schemes and social security services • Networking with government departments and community organizations • Observation of agency administration and programme implementation	30



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IV	Unit IV: Documentation, Supervision and Professional Development - Daily diary and weekly field work records - Case studies, group reports and agency reports - Supervision conferences and professional guidance - Evaluation of field work performance and professional competencies - Reflective learning, self-assraisal and final viva preparation	30
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Reference Books

- બાદર, કુરેશી. (2023). *ક્ષેત્રકાર્ય માર્ગદર્શિકા*. અમદાવાદ: પાર્થ પબ્લિકેશન.
- Alfred Kadushin, & Daniel Harkness. (2005). *Supervision in social work*. Rawat Publications.
- Asha Gupta. (2018). *Social work: Methods and practices* (Hindi ed.). Rawat Publications.
- Bishnu Mohan Dash, & Sanjoy Roy. (2021). *Fieldwork training in social work*. Routledge India.
- Bishnu Mohan Dash. (2021). *Social work practicum and supervision*. Routledge India.
- Columbia University School of Social Work. (2015). *Handbook for student social work recording*.
- S. Subedar. (2001). *Field work training in social work*. Rawat Publications.
- R. B. S. Verma, & A. P. Singh. (2010). *Handbook of field work practice learning in social work*. New Royal Book Company.
- R. R. Singh (Ed.). (1985). *Field work in social work education*. Concept Publishing Company.
- S. Narayana Rao. (2002). *Counselling and guidance*. Tata McGraw-Hill.
- Shyama Kumar. (2002). *Methods for community participation: A complete guide for practitioners*. ITDG Publishing.
- Sudha Datar, et al. (2010). *Skill training for social workers: A manual*. New Delhi.

L: Lecture, **T:** Tutorial, **P:** Practical

CCE: Continuous and Comprehensive Evaluation

The CCE (Theory) shall include components such as Mid-Semester Examination, Assignments, MCQ Quizzes, Seminars, Reflective Notes, Class Participation, Case Analysis and Presentations, Surprise/Announced Tests, Attendance, etc., or any appropriate combination of these.

PWE: Practical Work Examination

The PWE Field Work, Field Work Report, Viva-Voce, Simulation Exercises, etc.

SEE: Semester End Evaluation

