

**DEPARTMENT OF SOCIAL WORK
LOYOLA COLLEGE (AUTONOMOUS), CHENNAI-34**

M.A. Social Work

Established by Rev.Fr. Devasia, S.J., in 1954, the Institute of Social Science initially offered Diploma in Social Work. The Institute was restructured to become the Department of Social Work in 1963 and now has Five Specializations, namely Community Development, Human Resource Management , Medical and Psychiatric Social Work, Welfare of Disadvantaged Sections and Human Rights.

Part-time and Full-time M.Phil., in Social Work was started in 1989, and Ph.D in Social Work in 1993. The Department offers Research and Consultancy for Local, Regional, National and International Organisations and for Central and State Ministries, with particular reference to Capacity Building and Best Practices in Social Work.

Vision of the Department:

“Formation of social work professionals towards a just and equitable society”

Mission of the Department:

Promoting a spirit of inquiry aiming at the development of individual and collective professional selves, facilitating highest standards of social work profession at different levels for sustainable social development in line with the Ignatian paradigm of ‘Preparing Men and Women for and with others’.

Social Work Training at Loyola College:

Aligning with the International standards, the Department adopts the IFSW’s definition of Social Work, that focuses on attaining the goals of enhancing human well being; fulfillment and social justice through direct and indirect services bearing in mind the parameters of a given context and having the Person-in –Environment as the central core of the practice paradigm.

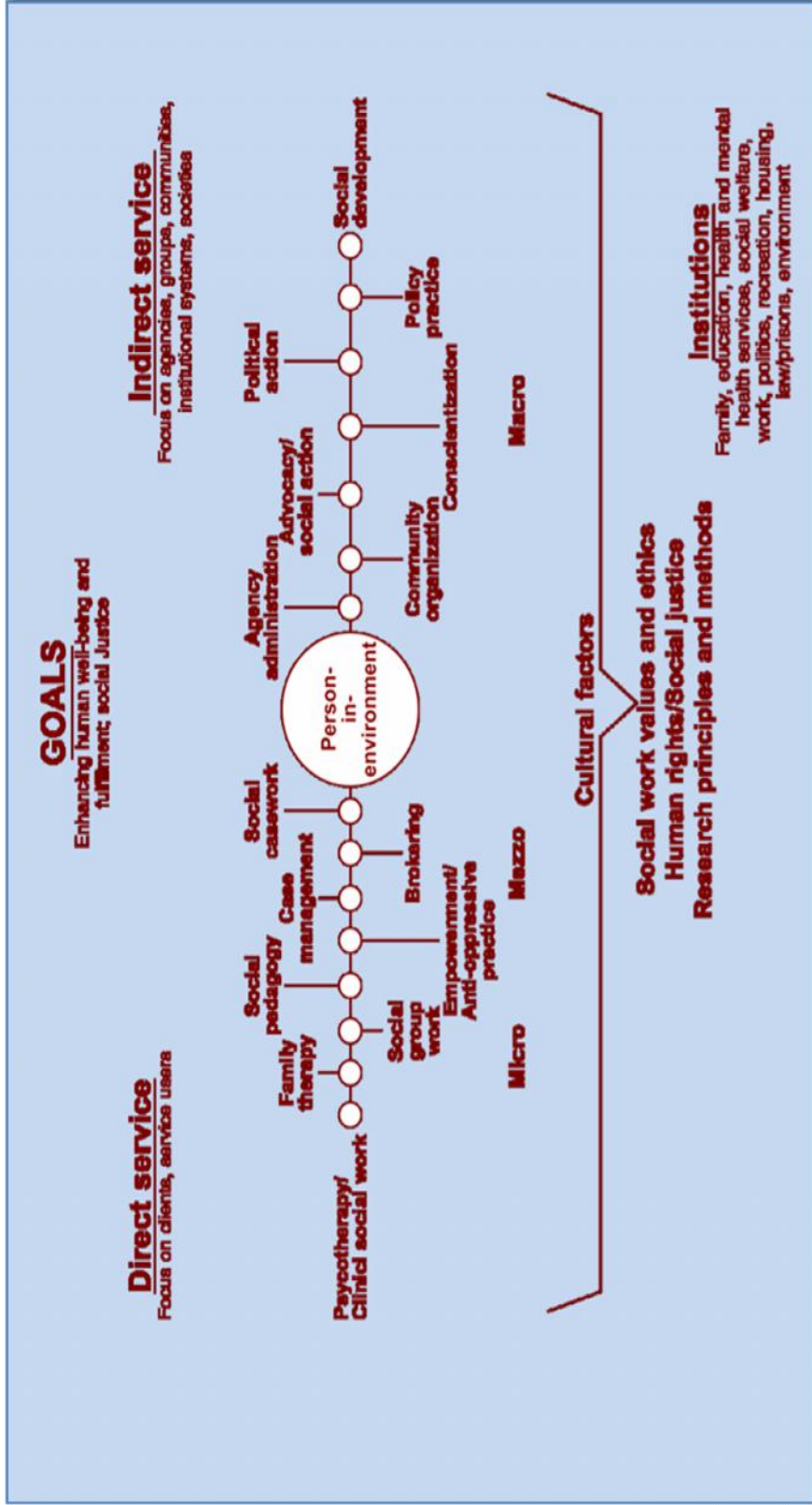
Core Competencies of Social Work:

The Social Work training at the Department aims at enabling the students to acquire the six core competencies of Social Work (CSWE, 2008):

1. Communicate and Engage
2. Promote and Enable
3. Assess and Plan
4. Intervene and Provide Services
5. Work in Organisations
6. Develop Professional Competence

The training exposes students to barriers, inequalities and injustices that exist in society and infuses them with capacities, skills and techniques not only to address crises & emergencies but also everyday personal and social problems with the holistic focus on persons and their environments.

DEFINITION OF SOCIAL WORK



Scope:

Social Work Profession promotes social change, problem-solving in human relationships and the empowerment and liberation of people to enhance well-being. Utilizing theories of human behaviour and social systems, Social Work intervenes at the points where people interact with their environments. Principles of human rights and social justice are fundamental to Social Work
(Source: International Federation of Social Workers, 2000)

Post Graduate students of Social Work are trained to plan and execute an extensive range of social services, social welfare activities, and work in Welfare Departments of the Government, Non- Governmental Organizations, commercial and industrial establishments.

Professional Social Workers are employed in a variety of settings such as in Social Welfare Agencies as Supervisors, Coordinators and Directors, in Urban Community Development Projects as Welfare Officers; in companies and industries as Human Resource Managers, Labour Welfare Officers, C.S.R, in Hospitals as Medical and Psychiatric Social Workers and Counselors, in Colleges and Universities as Student Counselors and coordinators of N.S.S & Y.R.C.S., Extension Services ; as Social Development Professional; in Schools as School Social Workers and as Human Rights Defenders or Educators. Since they are trained in research methodology and project work, they get employed as research officers and investigators. They can also enter the Central and State Government services by writing competitive examinations. Many Professional Social Workers function as Independent Consultants with regard to Human Resource Training and Development, Project Evaluation of NGO's, Psychotherapist and Family Therapists. They are also trained to get themselves qualified with UGC-NET to enter into academics.

COURSE CONTENT AND STRUCTURE:

The Post Graduate course in Social Work is a two year full time Professional Course. In the First year, students acquire the knowledge of Science of Human Behaviour, Skills in Human Relationship, functioning of Social Systems and Institutions practicing the methods of Social Work and values of the profession. In the Second year, students specialize in any one of the following fields:

- a. Community Development
- b. Human Resource Management
- c. Medical and Psychiatric Social Work
- d. Welfare of the Disadvantaged Section
- e. Human Rights

The curriculum has three important components: Theory, Field Work and Research. It enables the students to acquire necessary knowledge of Sociology, Psychology, Philosophy and Methods of Social Work and practical experience in Social Work Research. To facilitate the above complex learning process, the Components of the course include independent study, lectures,

seminars, research, Concurrent and Block Field Work Training, Rural camp and Educational tour.

COURSE OF STUDY:

FIRST YEAR

- Social Work Profession.
- Social Casework
- Social Group work
- Sociology for Social Work
- Dynamics of Health and Behaviour
- Community Organization and Social Action
- Social Work Research and Statistics
- Social Work Administration
- Social Policy and Social Legislation

SECOND YEAR

Papers are from any one of the following fields of Specialization

- Community Development
- Human Resource Management
- Medical and Psychiatric Social Work
- Welfare of the Disadvantaged Sections
- Human Rights

- CONCURRENT AND BLOCK FIELD WORK
- RESEARCH PROJECT
- RURAL CAMP
- EDUCATIONAL TOUR

DURATION OF THE COURSE:

As an Autonomous College, Loyola College has adopted the Semester-cum- Choice Based Credit System. At the Post-Graduate level the curriculum of M.A. Social Work is for two Academic Years. Each Year is divided into Two semesters. The duration of each Semester is 90 contact days.

SCHEME OF EVALUATION:

The performance of students in each Subject will be evaluated on the basis of Continuous Assessment and Semester Examination. Equal weightage (50%) will be given to Continuous Assessment and Semester Examination. A candidate who secures a minimum of 50% of marks in the aggregate (Continuous Assessment and Semester examination marks taken together) and a minimum of **50%** in the Semester examination will be declared to have passed in that Subject. For conducting the Semester Examination, the question papers will be set and the papers will be

valued by those who teach the various subjects and by External Examiners. The Chairperson and the External Examiners shall approve the Question Papers and the Valuation of the answer paper.

SCHEME OF EXAMINATION:

CHOICE BASED CREDIT SYSTEM – 2012

SEMESTER-I

Subject Code	List of Subjects	Subject	Credits
SW 1805	Social work Profession	MC	4
SW 1951	Sociology for Social Work	ES	2
SW 1952	Dynamics of Health and Behaviour	ES	2
SW 1806	Social Case Work	MC	4
SW 1807	Social Group Work	MC	4
SW 1808	<i>Field Work – I</i>	MC	4

SEMESTER-II

Subject Code	List of Subjects	Subject	Credits
SW 2811	Community Organisation & Social Action	MC	4
SW 2812	Social Work Research and Statistics	MC	4
SW 2813	Social Work Administration	MC	4
SW 2814	Social Policy and Social Legislations	MC	4
FC 2702	<i>Human Excellence and Development [Life Skills for Social Workers]</i>		2
SW 2815	<i>Rural Social Work Perspective (Rural Camp)</i>	MC	4
SW 2816	<i>Field Work – II</i>	MC	6
	<i>Summer Placement Training</i>	INTERNSHIP	1

SEMESTER-III

Subject Code	List of Subjects	Subject	Credits
SW 3807	<i>Research Project</i>	MC	4
SW 3875	<i>Computer Application for SW (Inter-Disciplinary)</i>	ID	5
	<i>Self Study Paper</i>	SELF STUDY	2
Specialisation : CD			
SW 3808	Development Economics	MC	4
SW 3809	Rural Community Development	MC	4

Specialisation : HRM			
SW 3810	Human Resource Management	MC	4
SW 3811	Labour Legislations and Case Laws	MC	4
Specialisation : M & P			
SW 3812	Mental Health and Psychiatric Disorders	MC	4
SW 3813	Public Health in India	MC	4
Specialisation : WDS			
SW 3814	Gender and Development	MC	4
SW 3815	Children and Social Work	MC	4
Specialisation : HRT			
SW 3816	Human Rights: International Perspective	MC	4
SW 3817	Human Rights in India: The Constitutional and Legal Frame Work.	MC	4
SW 3818	<i>Field Work – III</i>	MC	5
SW 3819	<i>National Social Work Perspective (Educational Tour)</i>	MC	1

SEMESTER-IV

Subject Code	List of Subjects	Subject	Credits
SW 4955	<i>Counselling (Elective Subject)</i>	ES	4
Specialisation : CD			
SW 4805	Urban Community Development	MC	4
SW 4806	NGO Management	MC	4
SW 4807	Developmental Strategies	MC	4
Specialisation : HRM			
SW 4808	Industrial Relations & Labour Welfare	MC	4
SW 4809	Organisational Behaviour	MC	4
SW 4810	Strategic Management	MC	4
Specialisation : M & P			
SW 4811	Psychiatric Social Work	MC	4
SW 4812	Medical Social Work	MC	4
SW 4813	Therapeutic Interventions in Social Work Practice	MC	4
Specialisation : WDS			
SW 4814	Empowerment of the Marginalised	MC	4
SW 4815	Forced Migration and Social Work Practice	MC	4
SW 4816	Conflict Transformation and Peace Building for Social Work	MC	4
Specialisation : HRT			

SW 4817	Contemporary Issues In Human Rights	MC	4
SW 4818	Human Rights And Social Work Practice	MC	4
SW 4819	Social Exclusion and Inclusive Development	MC	4
SW 4820	<i>Field Work - IV</i>	MC	6
SW 4821	<i>Block Field Work (Comprehensive)</i>	MC	2

FIELD WORK PRACTICUM

1. THE FIELD WORK PROGRAMME

Field Work is an integral component of Social Work Education. It is the practical aspect of the profession. The Two year post graduate programme in Social Work incorporates Field Work as an essential component, designed to train students to meet the following objectives:

- Train professional social workers for practice with diverse client systems from socially and economically marginalized groups, which require support for problem solving process and for their development within a social justice and human rights perspective.
- Gain knowledge, attitude and skills for intervention at the levels of individuals, families, groups, communities, organizations and other social systems
- Develop a professional identity and commitment consistent with social work values and ethics.

Field work training requires regular work in a social welfare agency under a field work supervisor for 7 1/2 hours a day and two days a week throughout the semester. At the end of each semester the student develops increasing competency to practice the methods of social work.

2. OUTLINE OF THE FIELD WORK PROGRAMME:

S.No	Semester	Course Title	Course Code	Credits
1	I	FIELD WORK –I	SW 1808	4
2	II	RURAL SOCIAL WORK PERSPECTIVE	SW 2815	4
3	II	FIELD WORK -II	SW 2816	4
4	III	SUMMER PLACEMENT	Internship	4
5	III	FIELD WORK-III	SW 3815	5
6	IV	EDUCATIONAL TOUR	SW 3819	1
7	IV	FIELD WORK –IV	SW 4820	6
8	IV	BLOCK PLACEMENT	SW 4821	2

3. ORIENTATION TO THE PROFESSION:

The following field based activities are designed to provide the students with the specialized orientation requisite for the profession of social work:

At the Entry Level

- Field Work Orientation
- Observation Visits

During First Year

- Rural Camp
- Summer Placement

During Second Year

- Educational Tour
- Block Field Work Placement/ Internship

4. NATURE OF CONCURRENT FIELD WORK

Field work blends theory with practice, combines philosophy with action, and integrates the understanding about people with methods of helping them. Thus field work is learning through doing. The Concurrent Field Work is the core of Field Work training. It indicates the process of simultaneous, systematic, synchronized and cumulative acquisition of knowledge, skills and values for professional competence. Concurrent Field Work provides the student an opportunity to translate class room learning into practical skills. Through guided practice the students develop professional ways of reaching out to the needy. The students are placed in selected Welfare Organizations that have well defined practice training programme, and is willing to provide facilities for the training of students.

During Concurrent Field Work the students are placed for Field Work training in an approved agency on two consecutive days (as decided by the Department) in a week. Students are required to put in 15 hours of field work per week (7.5 hours a day). Theory classes and field work are arranged on a concurrent (parallel) basis. On concurrent field work days there will be no class room lectures and on such days the student will report to the allotted field work agency. On the days other than Field Work the students will be reporting for theory classes in the college.

5. FIELD WORK IN FIRST YEAR M.A. SOCIAL WORK:

Supervised Concurrent Field Work in an approved Field Work Agency is a vital part of the Training Programme for M.A. in Social Work course. The concept of Concurrent Field Work explains the co-existing nature of theoretical input sessions given during the class hours and the hands on training for practical exposure acquired during Field Work. The enduring supervision provided both in the agency and by the concerned faculty enrich the student in becoming

competent in terms of practice. The synchronization of theory and practice enables the student to imbibe components essential to harmonize oneself in becoming a professional.

5.1 Components of Field Work Practicum- II Year

- Field Work Orientation
- Observation Visits
- Concurrent Field Work-I & II
- Rural Camp
- Summer Placement

5.2 Field Work Orientation:

Field Work Orientation takes place following admission of the students into the department and before the commencement of field visits and placements. The focus of the orientation is to provide an insight and understanding to the students on:

- The nature and significance of field work practice in Social Work education
- The meaning of concurrent field work in an approved agency
- Importance of guided practice
- Different fields of social work
- Guidelines on ways to relate to issues and field problems

5.3 Observation Visits:

The first year students come from a variety of disciplines, and hence field observation visits help them to get oriented to the profession. The students are taken for observation visits to Governmental and Non -Governmental Organizations to get acquainted about the ongoing services by different groups and individuals in response to people's needs. Students are exposed to different sectors like disability, health, vulnerable groups, urban & rural community and industry. A faculty member would accompany the students during the visits to facilitate the learning process.

(i) Objectives of the visits:

- To get exposed to various social welfare organizations
- To observe and develop a spirit of inquiry.
- To get acquainted with the structure, functioning, staffing pattern and activities of the organization.
- To understand the problems and constraints faced by the organization.
- To develop skills in reporting.

(ii) Tasks to be carried out:

1. Active Participation in the visits
2. Observe, interact and enquire about the organization and its functioning

3. Record all information pertaining to the organization

(iii) Skills to be acquired:

Organizing & Participatory skills, Observation & Interactive skills, Listening & comprehending skills, Analytical skills, Interpersonal skills, and Documentation skills.

5.4 Concurrent Field Work - First Semester

(i) Objectives:

- To develop a holistic view of social work and social welfare with special emphasis on the agency's role in human services.
- To familiarize with the vision, mission, system, processes and objectives of the welfare organizations
- To develop an understanding of the socio-economic, cultural and political structures in the society and its role in the causation and sustenance of human deprivations at different levels
- To understand the application of the methods of social work practice in the field
- To develop analytical assessment and intervention skills for social problems at the level of individual, group and community.(Micro-Messo-Macro levels)
- To develop documentation skills to ensure continuity of service and growth of professional competence in the practice of the methods of Social Work.
- To develop self-awareness that is essential for assessing one's own values, attitudes, feelings, strengths, limitations, interests and performance.

(ii) Tasks to be carried out:

1. Understand the existence of social disparities and its impact on human sufferings/deprivations
2. Understand the objectives, goals, functions of the agency and prepare a complete document on the agency
3. Identify oneself and work with the agency
4. Understand the communities attached to the agency and prepare a community profile on any one community
5. With the guidance of the agency supervisor help in the administrative functions of the agency like drafting letters, handling correspondences, record keeping etc
6. Identify individuals who need assistance in handling concerns and reach out to them through planned interventions
7. Identify women, children and youth groups and work with them on specific need based programmes
8. Initiate formation of new groups and organize them into effective functioning ones
9. Identify community concerns & needs and accordingly create awareness in empowering the community to address the concerns
10. Organize purposeful programmes and celebrations to bring about solidarity and unity among the groups

11. Locating and tapping resources for the realization of individual or group goals
12. Collaborate and build networks with related organisation

(iii) Skills to be acquired:

Listening, observation, responding, critical analysis, collating information, documentation, interviewing, networking, public relations, interpersonal skills, interviewing, problem identification & solving, goal setting, resource mobilization, negotiation and collaborative skills

5.5 Field Work Requirements for First Semester

1. Social Case Work-Two detailed case studies
2. Social Group Work- Minimum of 10 Sessions
3. Detailed Community Profile

5.6 Concurrent Field Work - Second Semester

(i) Objectives:

- To understand the critical role of the Professional Social Worker in the organization and imbibe the core values of the profession
- To evolve appropriate interventions at Community / Civil Society/ State/ National level with respect to policies and programmes relevant to the field of welfare
- To develop the capacity to integrate class room theory and practice knowledge
- To inculcate professional growth and development

(ii) Tasks:

- With the guidance of the agency supervisor help in the administrative functions of the agency and understand the role of a professional social worker
- Identify individuals who need assistance in handling concerns and reach out to them through planned interventions
- Identify women, children and youth groups and work with them on specific need based programmes
- Initiate formation of new groups and organize them into effective functioning ones
- Identify community concerns & needs and accordingly create awareness in empowering the community to address the concerns
- Locate and tap resources for the realization of individual or group goals
- Collaborate and build networks with related organizations
- Initiate theory informed practice and practice informed theory building

(iii) Skills to be acquired:

- Listening, observation, responding, critical analysis, collating information, documentation, interviewing, networking, public relations, interpersonal skills, interviewing, problem identification & solving, goal setting, resource mobilization, negotiation and collaborative skills

5.7 Field Work Requirements for Second Semester

1. Social Case Work- Three detailed Case work
2. Social Group Work- 15 sessions targeting Two specific Groups
3. Community based activities / Training Programmes / Workshops / Awareness Programmes
4. Micro Level Research

5.8 Rural Camp:

Theme based rural camp will be organized by the I.M.A. Social Work students with the guidance from the department. The camp will be after the first semester examinations for a duration of 10 days. It is a mandatory requirement for all the students to attend the rural camp. The main objective of the rural camp will be to enable the students experience rural life and group living. The students with the support and guidance from the faculty will involve themselves in all the planning and executing activities of the camp. This includes identification of the village, pilot visits for identification of projects in the village and liaise with various NGOs and Government officials. The entire class will be divided into various committees to facilitate division of work and participation of each student. A camp leader elected from the student group, will co-ordinate along with the camp in-charge faculties for efficient execution of the camp. A periodic evaluation of the camp will be conducted in the department. The students are expected to document and submit a report on their experiences and learning in the Rural Camp.

(i) Objectives:

- To expose the students to Rural realities
- To provide an experience of Group living and understand its dynamics
- To provide an opportunity for the students to organize themselves in planning and execution of tasks.
- To identify and bring out leadership initiatives
- To enable the students in identifying and mobilizing resources

(ii) Tasks:

1. Selection of a theme for the rural camp
2. Identification of a suitable village-Pilot study
3. Formation of committees and allocating work
4. Planning the programmes to be executed during the camp
5. Implementation of the programmes

(iii) Skills:

Co-operating, planning, participation, adaptability, accommodating, co-ordination, organizing, networking, leadership skills, fund raising, accounting, self evaluating skills and documenting skills.

6. FIELD WORK IN II M.A. SOCIAL WORK

6.1 Nature of Specialisation Based Concurrent Field Work

In the second year (III & IV Semester) the students will be placed for Concurrent Field Work training based on their specialization. The objectives of the III & IV semester field work are related to the fields of specialization. The students are expected to acquire knowledge and skills for rendering efficient service to people in the fields of their specialization. They are expected to develop an understanding of individual, group and institutional needs and problems, apply appropriate knowledge and the methods of Social Work to meet specific needs and solve problems. Students are expected to acquire the knowledge and skills of Professional Social Workers who are employed in the respective fields of their specialization.

6.2 Components of Field Work Practicum- Second Year

1. Specialisation based Concurrent Field Work
2. Specialisation based Field Visits
3. Study Tour
4. Block Field Work

6.3 Specialisation Based Concurrent Field Work- Third & Fourth Semester

COMMUNITY DEVELOPMENT

(a) Rural Community Development

(i) Objectives:

1. To help the trainee gain insight into the components of Rural Community.
2. To develop an understanding of need and importance of rural community development
3. To provide access to understand the emerging trends in rural community development
4. To enrich technical competencies to assess and analyse rural problems, needs and service delivery.
5. To enhance the capacity to recognise the linkage between Rural community development and the practices in the field in terms of policy and programmes.

(ii) Tasks to be carried out:

1. Observation visit to rural community / village
2. Analysis of their socio-economic condition.
3. Application of the principles of Rural community development
4. Application of both direct and indirect methods of professional social work in rural setting
5. Identify/ study/ explore the rural problems covering the following aspects:

- a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, occupation, housing, available social services etc.
- b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem
- c) The problem as perceived by the i) rural community/ village / client system ii) rural local body iii) field work agency and iv) professional social work trainee.

(iii) Skills to be acquired:

Develop skills in relating to people of different social, economic and cultural background in the rural community, facilitative skills, skills in evaluating rural behaviour, skills in analyzing rural problems, skills in identifying and developing grass root rural leadership, skills in organizing and mobilizing rural community/ village in participatory mechanisms/ structures, communication skills, fact finding skills, fund raising skills, budgeting, report writing, skills in rural community project formulation, management and appraisal and evaluation.

(b) Urban Community Development

(i) Objectives:

1. To help the trainee gain insight into the components of Urban Community.
2. To develop an understanding of need and importance of urban community development
3. To provide access to understand the emerging trends in urban community development
4. To enrich technical competencies to assess and analyse urban problems, needs and service delivery.
5. To enhance the capacity to recognise the linkage between urban community development and the practices in the field in terms of policy and programmes.

(ii) Tasks to be carried out:

1. Observation visit to urban community / slums
2. Analysis of their socio-economic condition.
3. Application of the principles of Urban community development
4. Application of both direct and indirect methods of professional social work in urban setting
5. Identify/ study/ explore the urban problems covering the following aspects:
 - a) The physical, ecological, socio-economic and political structure, living pattern, social roles, community power structure, occupation, housing, available social services etc.
 - b) The general nature of the problem, the pre-existing condition, the existing situation, and the major units of the client system concerned with the problem
 - c) The problem as perceived by the i) urban community/ slum / client system ii) urban local body iii) field work agency and iv) professional social work trainee.

(iii) Skills to be acquired:

Develop skills in relating to people of different social, economic and cultural background in the urban community, facilitative skills, skills in evaluating urban behaviour, skills in analyzing urban problems, skills in identifying and developing grass root urban leadership, skills in organizing and mobilizing urban community/ slums in participatory mechanisms/ structures, communication skills, fact finding skills, fund raising skills, budgeting, report writing, skills in urban community project formulation, management and appraisal and evaluation.

MEDICAL & PSYCHIATRIC SOCIAL WORK

(a) Medical Social Work

(i) Objectives:

- To equip the students with the necessary assessment skills to understand the psycho-social problems of the patient and family with respect to the consequences of the illness
- To enable the students to develop appropriate intervention skills necessary for working with the client system.
- To enable the students to practice the methods of Social Work, particularly, Social Case work and Social Group Work
- To enable the students to function as a member of the Multidisciplinary team with respect to the Medical, Physical and Psychological Treatments
- To enable the students to develop a Rehabilitation Plan with respect to long-term illness & Disability.

(ii) Tasks to be carried out:

1. Involve in the preparation of psycho-social assessment of the patient in relation to the consequence of the illness.
2. Develop and implement intervention strategies with family and community as social support systems
3. Undertake 5 case work per semester (includes identification, assessment, intervention, and follow-up)
4. Plan and execute a minimum of one rehabilitation work with a client
5. Organise a need based & setting based community health programme
6. Identify & undertake group based therapeutic sessions (15 sessions per semester)
7. Function as a member of the multidisciplinary team
8. Prepare setting based Field Work Assignments.

(iii) Skills to be acquired;

Psycho-social Assessment skills, Skills in Case Recording, skills in planning an intervention, rehabilitation skills, resource mobilization, collaborative skills, analytical skills, organizational skills, therapeutic skills, networking, etc...

(b) Psychiatric Social Work

(i) Objectives:

- To equip the students with the necessary skills for Psychosocial assessment (both Cross-sectional and Longitudinal) and clinical Diagnosis of the patient
- To apply the methods of Social Work, in particular, Social Case Work & Social Group Work- involve the family in the treatment process and enable them to accept the patient at his Optimal functional Level in spite of the Mental Disability.
- To enable the students to develop various skills in practicing the Psychosocial Treatment Methods.
- To enable the students to function as a member of the Multidisciplinary team
- To enable the students to develop and implement a programme of Community Mental Health Services at Primary, Secondary and Tertiary levels.

(ii) Tasks to be carried out:

1. Familiarize with Psychiatric Case History Taking
2. Understand the importance of Psycho-social Assessment
3. Undertake 5 Case work per semester (includes identification, assessment, intervention and follow-up)
4. Plan and execute a minimum of one rehabilitation work with a client
5. Identify & undertake Group based therapeutic sessions (15 sessions per semester)
6. Practice various Psycho-social treatment methods based on the specific need of the client
7. Work with the families of the clients-involving them in the treatment process
8. Organize a Community Mental Health Programme
9. Prepare setting based Field Work Assignments.
10. Incorporate the latest intervention strategies relevant to the client population

(iii) Skills to be acquired:

Skills in Case History Taking, diagnostic skills, Psycho-social assessment skills, skills in planning an intervention, rehabilitation skills, resource mobilization, organizational skills, therapeutic skills, networking, etc...

HUMAN RESOURCE MANAGEMENT

(i) Objectives:

- To familiarize with the manufacturing process in view of understanding its implications on personnel policies and programmes
- To understand the relevance of the structure and functions of the Human Resource Department from the Employee and Labour perspective
- To understand the concept of Industrial Relations and to acquire the related competencies

- To cultivate relevant Human Resource skills to contribute to the strategic functions of the organization.
- To familiarize with the governing Labour Legislations
- To learn to apply the various Methods of Social Work in various Industrial Settings
- To understand the application of Behaviour Therapy in Industrial and Non- Industrial sectors
- To acquire knowledge about the various Labour Welfare measures
- To develop insight into the value addition by the Human Resource Development Department to further the business goals of the organization.

(ii) Tasks to be carried out:

(A) Organisational Profile

- History of the Organization
- Organization Chart
- The Products/ Services
- Branches/Units
- Workforce
- Brief account of the various Departments
- Human Resource Development Department

(B) Areas of Personnel Functions

- Human Resource Planning: a) Need Analysis
- Recruitment: a) Advertisement b) Consultancies c) Campus d) Other Bureaus/ Sources
- Selection: a) Interview b) Written test c) Group Discussion d) Physical examination etc.
- Induction and Placement
- Training and Development: a) Need Analysis b)Types b)Outsourcing
- Promotion and Transfer
- Retention and Dismissals: Exit interviews
- Retirement
- Time Office: a) Daily Attendance b) Swiping Cards c) Attendance Register
Hours of Work: a) Time In b) Break c) Movement Register d)Period of Rest
- Time Out
- Leave and Holidays: a) Casual Leave b) Medical Leave c) National and Festival Holidays d) Others
- Wage and Salary Administration: a) Daily b) Monthly c) Hourly d)Time- Rate
e) Piece- Rate
- Social Security Benefits: a) Social Insurance b) Social Assistance

- Employee Service Register
- Communication
- Performance Appraisal System: Traditional and Modern Techniques

(C) Industrial Relations Functions

- Industrial Relations at Shop Floor and Plant Level: a) Works Committee b) Joint Production Committee d) Joint Management Councils
- Grievance Handling: a) Grievance Settlement Procedure
- Works Standing Orders: a) Employee Discipline b) Domestic Enquiry c) Absenteeism d) Alcoholism e) Punishment
- Trade Unions
- Collective Bargaining: The Agreements
- Strikes, Lock-Out, Lay-off, Closure and Retrenchment
- Employers' Association

(D) Labour Welfare Measures

- Intra Mural & Extra Mural-Statutory and Non Statutory Measures: a) Housing b) Crèche c) Canteen d) Credit and Consumer Co-operatives
- Safety and Accident Prevention
- Industrial Health and Hygiene: a) Occupational Diseases/Hazards
- Industrial Mental Health: a) Screening and Detection b) Stress / Fatigue / Burn out c) Employee Counselling
- Workers' Education
- Recreation
- Other Welfare measures

(E) Legislations

Legislations governing the Organization

(F) General

1. Total Quality Management
2. Six Sigma
3. Kaizen
4. S
5. Outsourcing
6. International Organization for Standardization (ISO)
7. Use of Organizational Development Techniques
8. Balance Score Card

(iii) Skills to be acquired:

Observation, Networking with various internal and external departments, skills required for Collective bargaining, understanding the nuances of labour legislations, practice of methods of social work, application of HRM functions, use of TA, skills of employee counseling and Behaviour Therapy and application of Labour Welfare Measures

WELFARE OF THE DISADVANTAGED SECTIONS

(i) Objectives:

- To enable the students to understand the socio-cultural and economic dynamics with specific reference to the Marginalized sections of the society.
- To help the students to identify specific issues that require immediate attention and intervention with reference to marginalized groups in the field setting
- to provide opportunities to the trainees to practice the principles, methods and skills of Professional Social Work relevant to the field of specialization
- to enable the students to develop skills and strategies for taking up Advocacy and Rights based issues covering Disadvantaged sections of the society as encountered in their field setting
- To facilitate greater understanding of specific programmes and schemes provided by various Government Departments and NGO sector for the Marginalized Sections by arranging field visits
- To create opportunities for field level understanding on the issue of Displacement.

(ii) Tasks to be carried out:

1. Four Case Reviews- includes identification, assessment, intervention, rehabilitation and follow-up
2. Understanding Social Audit
3. Drafting project proposals
4. Visiting Four NGOs related to the field of specialization
5. Organizing and conducting an action programme related to the field
6. Participation in review meetings, studying Policies and Programmes related to the field
7. Incorporating latest intervention strategies relevant to the target population.

(iii) Skills to be acquired:

Skills in Crisis intervention, Project proposal drafting, Implementation of projects, evaluation, Fact finding & Reporting, Critical analysis of Policies & Programmes, Advocacy & networking skills.

HUMAN RIGHTS

(i) Objectives:

- To introduce the students to Human Rights interventions at various levels with a Social Work perspective
- To enable students to understand the application of various available Human Rights Mechanisms
- To develop Lobbying and Advocacy Skills.
- To enable the students to understand Social Work intervention in the community
- To collaborate with other Human Rights professionals and implement innovative methods of issue based advocacy and lobbying
- To actively network with State and other Stake Holders to intervene effectively in Human Rights issues.

(ii) Tasks to be carried out:

1. Identify issues concerning individuals and groups and intervene using human rights instruments.
2. Work on issue based campaigns
3. Identify current issues in human rights and advocate for policy change through networking, lobbying and campaigning.
4. Involve in community based social work interventions for human rights.
5. Develop a network of human rights professionals and organisations to advocate for specific issues.
6. To interact with state and Non-State actors.

(iii) Skills to be acquired:

Working with individuals, groups and communities, networking, advocacy, communication, reporting, documentation, fact finding.

6.4 Specialization Based Visits:

The students are encouraged to organize appropriate specialization based visits to organisations & institutions. These visits would enable them to acquire wider knowledge and perspective in terms of the specific area of study. The faculty in charge of each specialization will guide the students in planning and organizing these visits.

6.5 Study Tour:

The II M.A. Social Work students will organize a study tour after their III Semester examination. The main aim of the study tour is to provide an opportunity to the students to identify and visit organizations related to their area of specialization. It is a method of training the students through recreation and observation.

(i) Objectives:

1. To provide an opportunity to the students to experience group dynamics and understand the importance of social relationships
2. To get exposed to the various the socio-cultural patterns, value system and social practices in different parts of the world and mould their views and perspectives
3. To visit various reputed organization related to their field of Specialisation and understand the functioning of such successful organizations.
4. To build in competencies related to planning, implementation and execution of tasks related to the Study tour.
5. To impart training in Social Work Education through purposeful recreation, sight- seeing and discussions in different places and atmosphere.

(ii) Study Tour Process

The students are involved in the entire planning of the Study tour- beginning from the selection of the places for visit, getting prior permission, drafting the schedule for the entire visits & arranging for travel and accommodation. Two faculties would be in charge for the tour. They would be guiding the students in the whole process of planning and execution and also accompanying them for the visits.

(iii) Tasks to be carried out:

1. Actively take part in the process of planning for the study tour
2. Formation of committees, allocation and execution of concerned responsibilities
3. Understanding the group dynamics and uphold the morale of the group
4. Respecting individuality and accommodating oneself for the cause of the group
5. Implementing the suggestions and guidance of the Faculty

(iv) Skills to be acquired:

Skills in Planning, Organizing, Execution, Group Living, collateral contacting, Rapport Building, Budgeting, Accounting, Time Management, Leadership etc..

6.6 BLOCK FIELD WORK

(i) Objectives:

1. To provide an on-job training for students to refine all their skills and practice methods before venturing as a full fledged Professional.
2. To imbibe the spirit of a professional social work and understand the ethical component in Social Work Profession.

3. To get exposed to Pre- Employment Training.

(ii) Rules and Regulations for Block Placement Training

- 1) The trainee has to report to the Professional Social Work Supervisor in the Organization regularly, signing in the Attendance Register maintained by the Organization and discusses with the supervisor his / her activities in the Organization during the Training Period. The trainee is expected to apply the knowledge of Professional Social Work Practice, the Values, Methods, Principles, Skills and Techniques of Professional Social Work, with respect to his/her work with the Client
- 2) As per UGC norms, the trainee is expected to fulfill the requirement of 100 percent attendance during Block Placement Training. The trainee should obtain prior permission of Agency Supervisor in case he/she is not able to report to the Agency System of the Agency. **Therefore, even a single day of absence needs to be compensated by the trainee.**
- 3) The trainee is expected to report for training on all working days of the organization, continuously for a period of one month. The trainee has to follow the work timings and Code of Conduct of the Organization. During the training period the trainee is expected to wear the student ID card and follow the prescribed dress code.
- 4) The trainee has to submit Fortnightly Reports of his/her work to the concerned faculty in-charge of field work supervision. These reports need to be certified by the Supervisor at the Organization. After the completion of the Block Placement Training, the trainee has to submit a certificate of Attendance, duly signed by the Head of the Organization and the Professional Social Work Supervisor (with qualification and Designation in the Organization) with date and Seal to the HOD, Department of Social Work, Loyola College,.
- 5) The Evaluation Proforma has to be signed by the Head / Professional Social Work Supervisor of the Organization and sent through the trainee, in sealed cover, addressed to the Head of the Department of Social Work, Loyola College, Chennai – 600 034.
- 6) All expenses incurred by the trainee as part of the traveling for the Organization during the Block Placement Training, may kindly be met by the Organization, as far as possible. In case the trainee is paid any stipend or payment during the Block Placement Training Period the matter may be notified to the Head, Department of Social Work, Loyola College, and Chennai.

7. FIELD WORK RECORDING:

Documentation is an essential skill to be developed during Social Work training. The students are expected to inculcate and advance this skill by efficiently maintaining record of all their activities in the prescribed format.

7.1 Purpose of Recording:

- To enable the student to organize and present information in a chronological manner with personal feelings and professional learning
- It serves as a tool for supervision during practice
- Helpful for self-evaluation

- Enables integration of theory and practice
- A Source of documentation of the social work interventions

7.2 Nature of Field Work Recording

For the purpose of Field Work recording the students are expected to maintain the following types of records:

7.3 Field Work Diary- issued by the Department- includes the Field Work Attendance & Time Sheet

7.4 Field Work Record- issued by the Department- for the purpose of Analytical and Descriptive recording.

7.5 Special Records- includes a record of Agency profile, Community profile, Social Case Work, Group work, Community Organisation, Self evaluation, (personal and professional learning) Rural Camp & Study Tour Reports. These records should be maintained separately by the student as a bound copy.

7.6 FIELD WORK RECORDING / DOCUMENTATION FORMAT:

I. Recording of observation visit:

The students are expected to keenly observe and enquire about the following during their Observation visits and document the same:

- Name & Address of the agency
- Nature of organization: Government or voluntary organization
- Year of establishment
- Mission & vision statement
- Aims and objectives
- Administrative structure & staffing pattern
- Funding/ Pattern of resource mobilisation
- Programmes, Projects & Types of beneficiaries
- Observations / Suggestions
- Learning Experience

II. Plan of action / Activity plan for the semester:

The students are required to come up with a proposed activity plan for the semester, keeping in mind the nature of agency in which they are placed, the target population with whom they are working and the field work requirements.

III. Agency Profile:

- Introduction
- History
- Mission & vision of the agency
- Administrative structure

- Staffing pattern
- Programmes and projects of the agency
- Geographical specifications of the agency

IV. Community profile:

Details about the community:

- Name of the Community
- Origin or establishment history
- Geographical characteristics & location
- Type of community
- Population indicators(includes no. of houses, families, religion & caste, male & female ratio, birth rate, death rate etc)
- Housing facilities (type of housing, water & drainage facility, electric facilities etc)
- Economic status & main occupation
- Educational status
- Health & Medical Status (women, children & men)
- Recreational or leisure activities
- Community festivals & gatherings
- Welfare, civic or social activities
- Major problems (felt/ seen /expressed)
- Needs of the community
 - a. **Social mapping-** a diagrammatic / pictorial depiction of the community with geographical indication.
 - b. **Resource mapping-** diagrammatic representation of the resources available in the community.

V. Social Case Work

(A) Face sheet

Client No:

Name of the client:

Age:

Sex:

Address:

Educational qualification:

Occupation & income:

Family constellation:

S.No	Name	Relationship to client	Age	Sex	Education	Occupation	Income	Remarks

Reason for intervention:

Date of Identification:

Date of Intake:
Date of Termination:
Total No. of sessions:
Name of the social Work Trainee:
Name of the Agency:
Name of the supervisors: Agency:
Faculty:

(B) Genogram of the client’s family

(C) Assessment of client’s strengths:

Criteria (Eg)	Available resources	Needs
Living condition		
Education & Vocation		
Financial condition		
Health		
Leisure activity		
Social support		

Personal characteristics of the client:

(D) Resource mapping: Diagrammatic representation of the resources (material, manpower, financial etc) available for the client.

The above assessments help the Social worker to indentify the resources available and needs of the client. To analyse the intervention strategies appropriate for the specific need of the client. To organize and implement intervention plans by mobilizing various resources.

(E) Social Diagnosis: (Detailed report about the client & the presenting problem)

(F) Intervention plan:

(G) Objectives of the intervention:

(H) Interventions (includes date of meeting the client, sub-objective of the day’s visit, the process involved, activities carried out, observations and outcomes, further plan of action)

(I) Follow-up

(J) Evaluation

(K) Termination

VI. Social Group Work

(A) Group Profile

- Name of the group
- Type of group: (specify the target population)
 - Treatment group

- Task group
 - Nature of group: (permanent/ floating, homogenous/ heterogeneous)
 - Total no. of members in the group:
 - Name list of the participants
 - Demographic details of the group (percentage wise distribution)
 - (a) Age
 - (b) Education
 - (c) Occupation
 - (d) Income
 - (e) Marital status

(B) Objectives of the group

- Long term /short term goals
- Group norms/ rules & regulations formulated

Plan of Action for the Group Work sessions to be organized in this semester

Title	Group	Contents	Methodology	Resources used	Date	Expected outcomes

(C) Process recording of the Group Work Sessions:

- Title of the group work session:
- Objectives:
- Members present for the session:
- Members absent for the session:
- Contents of the session: (record in detail)
- Methodology used:
- Resource persons involved/ agencies co-ordinated

(D) Group Work Process:

(i) Group Dynamics

1. level of communication and interaction in the group
2. level of attraction and cohesion in the group
3. Group culture during the session
4. adherence to the expected norms
5. emotional reactions to the session
6. relationship with the Group worker

7. leadership pattern followed
 8. level of participation of the members
- (ii) Sociogram / Sociometry** (diagrammatic representation of the communication and interaction pattern that existed in the group)
- (iii) Professional Assessment**
- Barriers encountered during the session
 - Overall Assessment
 - Principles of Group Work applied
 - Skills developed
 - Evaluation & Personal Reflections

VII. Community Organisation

1. The identified need / problem
2. Reason for prioritizing the need/problem
3. Description of the nature and implications of the need /problem
4. Support systems in the community
5. Alternatives to address the need / problem
6. Reason for selection of the appropriate approach
7. Action-Plan (describe the need, objective, plan of action, methodology involved, 8. financial aspects, collaborating bodies and the proposed outcome)
9. Implementation of the action plan (record in detail the actual implementation)
10. Evaluation & feedback
11. Personal Reflections

VIII. Self Evaluation

Includes recording of the key competencies (Personal & Professional) gained in terms of incorporating the knowledge, skills and values of the profession acquired in the process of the field work practicum during the semester.

- (a) Personal Learning
- (b) Professional Learning

8. FIELD WORK EVALUATION

Field Work Evaluation is a continuous process of field work practice. Evaluation of the student is done to determine the level of professional competence achieved by the student during the training period. Field Work evaluation is done based on various aspects such as regularity and punctuality in Field Work Practice, Record submissions and attending field work conferences.

8.1 Field Work Conference

Field work conference is an essential component of field work training. It provides an opportunity for guided supervision of field work activities done by the student, gives space to

voice concerns, raise doubts and seek clarifications and get guidance from the faculty for effective practice. The students should attend Fieldwork conference without fail. Being absent for fieldwork conference will have a bearing on assessment and evaluation.

8.2 Field Work Record Submission

The Shift-I students shall submit the field Work Record on the day stipulated by the Department before 8.10 A.M. and the Shift-II students, before 1.25 P.M. However, if the date of submission of report falls on a holiday, the Field Work Record should be submitted on the subsequent working day.

8.3 Field Work evaluation has two main components:

A) Continuous Internal Assessment:

The student will be monitored continuously and evaluated both by the agency and the faculty supervisors. The internal evaluation will be done with the prescribed evaluation proforma format and in relation to the fulfillment of the requirements for field work. The internal evaluation carries 50% of the total field work marks.

B) External Assessment (Fieldwork Viva Voce):

At the end of each semester fieldwork viva voce will be conducted by a panel of external experts as a part of external evaluation. This will be in addition to internal assessment by the agency and the faculty supervisor. The students who fail to fulfill the field work requirements will not be allowed to take the viva voce examination. The external evaluation carries 50% of the total field work marks.

8.4 Scheme of Evaluation

Semester	Course code	Course title	Internals	External	Total marks	Credits
I	SW 1804	Field work-I	50	50	100	3
II	SW 2804	Field work-II	50	50	100	3
III	SW 3804	Field work-III	50	50	100	4
IV	SW 4804	Field work-IV	50	50	100	4

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8.5 Grading System

Range of Marks	Grade Points	Grades	Description
90-100	9-10	O	Outstanding
80-89	8-8.9	D+	Excellent

75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
Absent	0	AAA	Absent

9. FIELD WORK RULES & REGULATIONS

1. **ATTENDANCE:** 100% of Field Work attendance is a mandatory requirement for completion of the degree in M.A. Social Work. Under unavoidable circumstances, if a student is not able to attend field work intimation should be given to the agency and to the faculty supervisor. In such cases the student should compensate for the same as per the instruction of the faculty supervisor at the earliest.
2. **CODE OF CONDUCT:** The students are expected to follow utmost modest behavior in relating to all concerned in the field work.
3. **DRESS CODE:** The students should be dressed in formals on all field work days.
 - (a) Boys: Shirts and Trousers (wearing T. shirt and jeans are not permitted)
 - (b) Girls: Sarees or salwar kameez with dupatta (jeans and short top not permitted)
 Any student violating the dress code will be sent back from the agency.
4. **TIMINGS:** The student should report for field work according to their respective agency timings. A minimum of 15 hours of supervised Field Work per week (two days per week /71/2 hours per day) throughout the course is mandatory for each student. Out of the 15 hours, a minimum of eight hours should be spent in the agency. The remaining hours could be utilized for collateral contacts, special programmes, writing Field Work reports, Field Work Conference in the agency and preparing assignments connected with the Field Work.
5. **MOBILE USAGE:** Students should avoid usage of mobile phone or sending messages during field work hours.

A student who does not fulfill the field work requirement during the given semester will not be eligible to continue with the course, until he/she repeats the field work training programme for that semester to the satisfaction of the Department.

ASSOCIATION OF SOCIAL WORKERS

The Staff and Students of the Department of Social Work, shall constitute the Association of Social Workers otherwise called as General Body of the Association (GB). The GB formulates a Plan of Action for each year and empowers the Executive Committee to execute the Plan.

The Aims of the Association:

1. To provide opportunities for students to promote Social Work as a profession especially in matters relating to professional values, standards, ethics and Human Rights.
2. To collaborate with Academic Institutions and Organisations in promoting the participation of Social Workers in the enhancement of Social Work Knowledge, Training, Skills, Values and Professional standards of Social Work.
3. To provide opportunities for discussion and exchange of ideas and experience through meetings, study visits, research projects, publications and other methods of communication.
4. To establish, maintain relationships and promote the views of Social Work Organisations and their members relevant to Social Development and Welfare.

CONSTITUTION OF THE ASSOCIATION

- Rector, Secretary & Principal - Patrons of the Association
- Head of Department - Chairperson of the Association
- President - Faculty Member nominated by the Department

EXECUTIVE COMMITTEE

The Executive Committee comprises of the President of the Association, Teaching Staff members of the Department and Elected Student Office Bearers. The Association shall have the following Student Office Bearers – Vice-President, Secretary, Treasurer, Joint- Secretary elected by the General Body of the Association and respective class representative of I & II year students. In case, no girl student is elected as an office bearer, the Department has the discretionary powers to nominate a girl representative.

The Vice-President shall maintain close contact with all Members and elicit their cooperation for the smooth functioning of the Association and active participation in all the programmes of the Association.

The Secretary is assisted by the Joint Secretary to organize and execute the activities of the Association and maintain Records of the Association.

The Treasurer is responsible for maintaining Accounts and preparation of all financial documents necessary for the Audit.

Activities of the Association:

(a) The association will provide opportunities to study important aspects of Social Work by conducting seminars and symposia involving experts in the field. A Study Conference on Social Work shall be held each year in which students from other colleges and institutions where Social Work is taught will be invited to take part.

(b) Emphasis is laid on the principles and techniques and to enable the members to apply them to the real problems in the field. For this purpose the Association shall undertake minor Welfare Activities through Social Casework practice for the needy and the maladjusted, social surveys of the backward areas through the welfare centers visited by the students, leadership training programmes and cultural entertainment programmes.

Activities of the Association and the involvement of each member should be recorded and submitted along with the Field Work report.

RIGHTS AND OBLIGATIONS OF MEMBERSHIP

All Members shall:

1. Endorse and promote the Document "The Ethics of Social Work, Principles and Standards" adopted by International Association of Social Workers (IFSW).
2. Apply the ethical principles of the Association.
3. Contribute to and promote Association activities.
4. Participate in the work of Committees.
5. Be entitled to full participation in Association Elections.
6. Attendance is compulsory for all members at Association Meetings and Programme.
7. Membership subscription is annual.

M.Phil. Social Work

Eligibility

The University of Madras granted recognition to the Department of Social Work for Master of Philosophy of Social Work, in July 1989. The M.Phil. (S.W.) is Methods based, Practice oriented Course comprising three levels sequentially- Theory Classes, Field Work Practicum and Dissertation, in an Academic Year. Candidates are systematically trained to integrate knowledge, skill and values utilizing Theory and Methods of Social Work Practice to understand the complexity of human problems and provide interventions for persons affected especially the weaker and vulnerable sections of society. The Agency context provides the framework for the candidate to achieve Professional Competence as a Practitioner, Researcher and Teacher without compromising the Ethical dimension of the Social Work Profession.

I Semester: 90 days = Credits:18

Course Code		Title of the paper	Marks			Credits
			Internal	External	Total	
SW 1115	Paper I	Advanced Social Work Research and Social Statistics	50	50	100	5
SW 1116	Paper II	Social Work and Social Development	50	50	100	5
SW 1117	Paper III	Field Work Practicum	100	-	100	8

SW 1117 Field Work Practicum

The Candidate in consultation with his/her Supervisor will develop a model of Professional Social Work Practice which he/she will apply in a Social Welfare Agency where he/she will work for 30 days (200 hours). At the end of the period the Candidate will submit a Monograph on his/her work. The Monograph will contain a syllabus that the candidate will formulate as a result of his/her work in the Social Welfare Agency. The Practicum will be a preparation for the Dissertation in the II Semester of the Course.

The marks for Paper III (SW 1117) will be awarded as follows:

- | | |
|---|----|
| 1. Continuous Assessment by the Supervisor: | 40 |
| 2. Typed Report (Monograph) : | 40 |
| 3. Seminar: | 20 |

Total **100**

A Candidate has to ensure a minimum of 50 marks in the 1st Semester Theory for each Paper to pass. If a candidate fails in First Semester Theory he/she is allowed to continue in Semester II for his/ her Dissertation. A Candidate is allowed 3 attempts and has to pass the First Semester within 3 years.

II Semester: 90 days = 18 credits

SW 1215 Dissertation

The M.Phil. Candidate shall write a Dissertation on the topic approved by his/her Supervisor. The Dissertation will be based on Original Empirical Research and should fall within the purview of Social Work Research.

There will be a Viva Voce for the Candidate in relation to the Dissertation. The Viva Voce will be conducted by a Committee consisting of one External Examiner connected with the evaluation of the Dissertation, Head of the Institution, Head of M.Phil. Department and the Supervisor of the respective Candidate.

The marks for the Dissertation will be as follows:

S.No	Descriptions	Dissertation	Viva	Total
1.	Supervisor	75	25	100
2.	External Examiner	75	25	100

For Part-Time Candidates:

Part- Time candidates will take the Theory Examination at the end of the First Semester and submit the Dissertation at the end of the Second Academic Year.

Ph.D (SOCIAL WORK)

Eligibility: M.A Degree in Social Work, Full time/ Part Time of a Recognised University

Pre- Ph.D Requirements

The candidates registered for the Ph.D Degree are required to successfully complete the following pre Ph.D requirements to be eligible to proceed with the course for the Research Degree.

- Paper I (Written Examination): Research Methodology which would include Social Work Research Methods, Advanced statistics and Computer Applications.
- Paper II (Written and Oral Examination): Three Assignments based on Field Practicum of 200 hours in the Research area chosen by the Candidate.

M.Phil Degree holders in Social Work are exempted from the above Pre-Ph.D requirements subject to the satisfaction of the Doctoral Committee.

Ph.D THESIS:

A Doctoral Committee will be formed by the Supervisor for each Candidate. This Committee will comprise of the Research Supervisor and Two External Members.

The following requirements are to be fulfilled by every Candidate, prior to the submission of the Thesis:

- 1) Each Candidate has to publish a minimum of 2 papers related to his/ her study in a scientific Journal / as part of a Book / as part of an Edited volume, prior to submission of the Thesis.
- 2) Each Candidate has to present a Paper in a Seminar related to his/ her study or organise a Seminar in the area of his/her research prior to the submission of the Thesis.

Note:

- Ph.D Candidate with M.Phil Social Work Degree shall work for 2 Academic Years as Full-Time Candidates and 3 Academic Years as Part-Time Candidates.
- Ph.D Candidates with M.A. Degree in Social Work shall work for 3 Academic Years as Full-time Candidates and 4 Academic years as Part-time Candidates.
- Also Refer Rules and Regulations for Ph.D Candidates of the University of Madras.

Qualifying candidates can register as Professional Social Workers as per the requirement of Professional Social Work Councils in India and Abroad.
