

REGULATIONS AND SYLLABI

Course : **MBA (Retail Management)**
Pattern : Semester System
Mode : Distance Education
Duration : Two years
Eligibility : **Any degree from a recognised University**
Medium : **English only**

COURSES OF STUDY AND SCHEME OF EXAMINATIONS

Subject Code	Title	Total Marks
I SEMESTER		
1.1	Management – Principles and Practices	100
1.2	Organizational Behaviour	100
1.3	Managerial Economics	100
1.4	Quantitative Techniques	100
1.5	Financial and Management Accounting	100
II SEMESTER		
2.1	Research Methods	100
2.2	Business Environment	100
2.3	Business Laws	100
2.4	Management Information System	100
2.5	Human Resource Management	100
III SEMESTER		
3.1	Marketing Management	100
3.2	Financial Management	100
3.3	Principles of Retail Management	100
3.4	Shopper Behaviour and Relations Management	100
3.5	Retail Sales Management and Selling Skills	100
IV SEMESTER		
4.1	Retail Logistics and Supply Chain	100
4.2	Stores and Mall Management	100
4.3	Retail Trends	100
4.4	Retail Technology Management	100
4.5	Growth Management	100
Total		2000

REGULATIONS AND SYLLABI

Course : **MBA (Technology Management)**
Pattern : Semester System
Mode : Distance Education
Duration : Two years
Eligibility : **Any degree from a recognised University**
Medium : **English only**

COURSES OF STUDY AND SCHEME OF EXAMINATIONS

Subject Code	Title	Total Marks
I SEMESTER		
1.1	Management – Principles and Practices	100
1.2	Organizational Behaviour	100
1.3	Managerial Economics	100
1.4	Quantitative Techniques	100
1.5	Financial and Management Accounting	100
II SEMESTER		
2.1	Research Methods	100
2.2	Business Environment	100
2.3	Business Laws	100
2.4	Management Information System	100
2.5	Human Resource Management	100
III SEMESTER		
3.1	Marketing Management	100
3.2	Financial Management	100
3.3	Management of Innovation and R&D	100
3.4	Re-engineering and Flexi Systems	100
3.5	Technology Policy, Ethics and IPR management	100
IV SEMESTER		
4.1	Manufacturing, Maintenance and Waste Management	100
4.2	Knowledge and Change Management	100
4.3	Management of Technology Transfer and Absorption	100
4.4	Growth Management	100
4.5	Quality Management	100
Total		2000

REGULATIONS AND SYLLABI

Course : **MBA (Logistics Management)**
Pattern : Semester System
Mode : Distance Education
Duration : Two years
Eligibility : **Any degree from a recognised University**
Medium : **English only**

COURSES OF STUDY AND SCHEME OF EXAMINATIONS

Subject Code	Title	Total Marks
I SEMESTER		
1.1	Management – Principles and Practices	100
1.2	Organizational Behaviour	100
1.3	Managerial Economics	100
1.4	Quantitative Techniques	100
1.5	Financial and Management Accounting	100
II SEMESTER		
2.1	Research Methods	100
2.2	Business Environment	100
2.3	Business Laws	100
2.4	Management Information System	100
2.5	Human Resource Management	100
III SEMESTER		
3.1	Marketing Management	100
3.2	Financial Management	100
3.3	Modern Logistics Operations	100
3.4	Packing and Packaging Management	100
3.5	Rail – Road – Logistics	100
IV SEMESTER		
4.1	Warehousing Management	100
4.2	Maritime Logistics and Documentation	100
4.3	Air – cargo Logistics	100
4.4	Logistics Marketing and Technology	100
4.5	Growth Management	100
Total		2000

REGULATIONS AND SYLLABI

Course : **MBA (Corporate Management)**
Pattern : Semester System
Mode : Distance Education
Duration : Two years
Eligibility : **Any degree from a recognised University**
Medium : **English only**

COURSES OF STUDY AND SCHEME OF EXAMINATIONS

Subject Code	Title	Total Marks
I SEMESTER		
1.1	Management – Principles and Practices	100
1.2	Organizational Behaviour	100
1.3	Managerial Economics	100
1.4	Quantitative Techniques	100
1.5	Financial and Management Accounting	100
II SEMESTER		
2.1	Research Methods	100
2.2	Business Environment	100
2.3	Business Laws	100
2.4	Management Information System	100
2.5	Human Resource Management	100
III SEMESTER		
3.1	Marketing Management	100
3.2	Financial Management	100
3.3	Company Law and Practice	100
3.4	Global Business & MNCs	100
3.5	Securities Laws and Financial Markets	100
IV SEMESTER		
4.1	Corporate Social Responsibility and Ethics	100
4.2	Corporate Finance and Tax Management	100
4.3	Corporate Governance	100
4.4	Corporate Audit and Compliance Management	100
4.5	Corporate Restructuring	100

ALAGAPPA UNIVERSITY
(Accredited with “A” Grade by NAAC)
KARAIKUDI – 630003
DIRECTORATE OF DISTANCE EDUCATION
MASTER OF SOCIAL WORK (MSW)

REGULATIONS AND SYLLABUS

1. Name of the Programme: MSW (Master of Social Work)

2. Objectives of the Course :

- a. To advance social work profession with a view to bring about social transformation, and to train the learners to be aware of various social work methods and also to attaining professional knowledge in identifying the social problems and means to solve it with effective people participation
- b. To prepare Post-Graduate learners with a view to provide professional knowledge in Social Work Fields so as to implement wide-ranged social services, social welfare activities and thus to prepare them to work in the welfare departments of the Government, Non-governmental Organizations, Commercial and Industrial Establishments.

3. Duration:

The duration of the MSW programme is two academic years under Semester pattern (Four Semesters) through Distance Education

4. ELIGIBILITY:

A pass in any Under Graduate degree from a recognized Indian Universities or Foreign Universities is eligible for admission into MSW programme.

5. MEDIUM OF INSTRUCTION: ENGLISH

6. COURSE STRUCTURE AND SCHEME OF EXAMINATIONS

MASTER OF SOCIAL WORK (MSW) PROGRAMME

Paper Code	Title of The Paper	Marks
	1st Semester	
1.1	Social Work Profession	100
1.2	Social Science for Social Workers	100
1.3	Psychology for Social Work	100
1.4	Social Case Work	100
1.5	Information Communication and Technology For Social Work	100
	2nd Semester	
2.1	Social Group Work	100
2.2	Community Organization and Social Action	100
2.3	Social Work Research and Statistics	100
2.4	Social Welfare Administration and Legislation	100
2.5	Field Work Report	100
	3rd Semester	
3.1	Human Resource Management	100
3.2	Disaster Management	100
3.3	Gender and Development	100
3.4	Counseling	100
3.5	Field Work Report	100
	4th Semester	
	Specialization (Optional Papers)	
	Group A Community Development	
4.1.1	Rural and Urban Community Development	100
4.1.2	Welfare of Weaker Sections	100
4.1.3	Management of Non-Government Organization	100
	Group B Medical and Psychiatry	
4.2.1	Medical and Psychiatric Social Work	100
4.2.2	Foundation of Psychiatry	100
4.2.3	Medical Social Work	100
	Group C Personnel Management and Industrial Relations	
4.3.1	Fundamentals of Personnel Management	100
4.3.2	Labour Welfare and Legislation	100
4.3.3	Industrial Relations	100
	Group D Rehabilitation and Resettlement	
4.4.1	Social Work for Rehabilitation and Resettlement	100
4.4.2	Emerging Trends in Rehabilitation and Resettlement	100
4.4.3	National & International Agencies for Rehabilitation and Resettlement	100
4.4	Block Placement and Project Report	200
	Total	2000

7. PERSONAL CONTACT PROGRAMMES (PCP) AND PRACTICALS:

Each year there will be one contact programme of 50 hours duration in total comprising of theory. Learners can choose 30 days (each 10 days for paper no: 2.5, 3.5 and 4.4) in the first year as well as Second year for field work (Practical). 75 % of the attendance of these programmes is compulsory

8. EXAMINATIONS:

For each year, two semester examinations will be conducted during the month of December and May.

A candidate will be permitted to go to the second year if he/she has been permitted to sit for the first year examinations irrespective of his/her performance in the first year examinations

The examinations shall consist of theory and practical. Each candidate should submit their field work experience as a Field Work Report (Paper code No: 2.5/3.5) as well as Project report (Code: 4.4) along with the attendance of his/her practical work done in prescribed format recommended by the University.

9. PASSING MINIMUM

A candidate appearing for the whole examination shall be declared to have passed the examination if he/she secures not less than 50 % of the total marks in all papers including Field Work. All other candidates shall be deemed to have failed in the examination.

10. COMPLETION OF THE COURSE

The students have to complete their course within five years from the year of completion of the course, failing which their registration will stand automatically cancelled and they have to register afresh, if they want to continue the course subject to the availability of the programme.

12. CLASSIFICATION OF CANDIDATES

1. Candidates who secured 60 % and more marks in aggregate in the whole examination shall be declared to have passed the examination in the First Class.
2. All other successful candidates shall be declared to have passed in second class

13. OTHER REGULATIONS

Besides the above, the common regulations of the DDE, Alagappa University shall also be applicable to this programme

14. PATTERN OF QUESTION PAPER:

Part I	:	Five out of Eight Questions 5 X 8 = 40 marks
Part II	:	Four out of Seven Questions 4 X 15 = 60 marks
Total	:	100 Marks

Front Page format for MSW Project Report

TITLE OF THE PROJECT

Project Report submitted to
Alagappa University
In partial fulfilment for the award of the degree of

MASTER OF SOCIAL WORK (MSW)

By
(Name of the Student and Enrolment No.)

Under the guidance of
(Name & Designation of the Guide)



DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY
KARAIKUDI – 630 003.

Month and Year

MASTER OF SOCIAL WORK (MSW) : GUIDELINES FOR PROJECT

OBJECTIVE

The objective of the Project is to help the student to develop his/her ability to apply multi-disciplinary concepts, tools and techniques to solve Social Problems and/or to evolve new/innovative theoretical frame work.

NATURE OF PROJECT

The project may take any one of the following forms:

1. Comprehensive Case Study (covering only specific social problem /Application of one or more social work methods for identifying/analyzing/ implementing /Evaluating any specific social problem and to provide practical suggestions to overcome such problem)
2. Social, Economical, Psychological, Health Problems which affected individual or society.
3. Problems related to their respective specializations. For example Community Development, Medical and Psychiatry, personnel Management and Industrial Relations or Rehabilitation and Resettlement.

PROJECT PROPOSAL (SYNOPSIS)

PROPOSAL FORMULATION

Synopsis of the project should be prepared in consultation with the guide and sent to The Director, Directorate of Distance Education, Alagappa University, Karaikudi – 630 003 for approval. The synopsis should clearly state the objectives of the study, scope of the study, tools to be employed for data collection, methodology and chapter scheme of the proposed project to be undertaken. It should cover adequate details of rationale of the study, sampling method, data collection, statistical tools and limitations of the study.

A PROJECT GUIDE: ELIGIBILITY

- (i) Faculty Members having Master's degree in Social Work (Institutions in the department of Social Work affiliated to any Indian University recognized by the UGC and having *minimum 3 years of teaching experience* or
- (ii) Professionally Qualified Social Workers Working in any Government organization or Head of the Department of Government Departments like Panchayat(Village Level)/ Block Level/ District/State Offices and Social Welfare/Rural Development/ Women Development/ Health Departments/ AIDS Control Board Society/ Physically and Mentally Challenged Schools/ Orphanage/ Old age Homes/ Noon meals Schemes Department/ Hospitals/ Industry. NGOs, Private Hospitals and Industry or
- (iii) Professionals holding Master's degree in Social Work with respective areas of Social Work (Community Development/ Rural Development/ Rehabilitation and Resettlement/ Medical and Psychiatry/ Personnel Management and Industrial Relations) having *minimum of 3 years work experience* in the relevant area.

Note:

- Learners are advised to send their project synopsis as stipulated above with duly signed bio-data of the guide along with attested copy of PG degree Certificate to the Director, Directorate of Distance Education, Alagappa University, Karaikudi – 630 003.
- In case the proposed guide is not found eligible by the Directorate, the student shall be advised to resubmit the proposal afresh, with the prior approval of the Director.

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In order to facilitate the learners, Directorate of Distance Education, Alagappa University, Karaikudi, has uploaded a list of approved guides who belong to various Heads of Departments / NGOs or Institutions / Eligible Guides in the State of Tamil Nadu and other States in our website www.alagappauniversity.ac.in. The Learners may also contact them and get their acceptance.

Learners are advised to select guides who are active professionals in the relevant area of selected topic, i.e., if the topic is in the areas of Social Work, the guide should be a specialist in Social Work and so on. Guides are also advised to restrict guiding projects to ten candidates only per year in their core specialization area only.

PROJECT PROPOSAL SUBMISSION AND APPROVAL

After finalizing the topic and the selection of the guide, the student should send the Project Proposal Proforma along with a Copy of the synopsis and Bio-Data of the guide (along with attested copy of the eligible educational qualification prescribed by the university) to The Director, Directorate of Distance Education, Alagappa University, Karaikudi, for approval. *Proposals found incomplete will be rejected. Learners are advised to retain a copy of the synopsis. The Project Proposal/synopsis shall be submitted during their IV semester on or before 15th March for learners admitted in the Academic year and 15th October for learners admitted in the Calendar year.*

COMMUNICATION OF APPROVAL

A Written communication regarding the approval/non-approval of the project proposal will be sent to the student concerned within one month of the receipt of the proposal by the Director, Directorate of Distance Education.

RESUBMISSION OF PROJECT PROPOSAL

In case of non-approval of the proposal, comments / suggestions for reformulating the project will be communicated to you by the Director. In such cases, the revised project synopsis should be submitted with (i) revised project proposal and (ii) a copy of the rejected synopsis bearing the comments of the evaluator.

PROJECT REPORT

FORMULATION

- a) The Project Report may contain a minimum of 90-100 typed pages in one-half line space
- b) The Report must adequately explain the rationale and objectives of the study, sample design, statistical tools, limitations of the study, chapterisation and the directions for future research.
- c) The Project Report should also contain the following:
 - i) Copy of the approved Project Synopsis
 - ii) Certificate of originality of the work duly signed by the student and the guide.
 - iii) Attendance Certificate from the respective Block Placement Agency

SUBMISSION OF PROJECT REPORT

Two typed copies of the project report have to be submitted to the Director, Directorate of Distance Education, Alagappa University, Karaikudi.

ENQUIRIES

Enquiries (i) regarding the project approval should be addressed to The Director Directorate of Distance Education, Alagappa University, Karaikudi
(ii) Regarding results, it should be addressed to: The Controller of Examinations, Alagappa University, Karaikudi – 630 003.

MASTER OF SOCIAL WORK (MSW)



FIELD WORK MANUAL

DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY
(Accredited with “A” Grade by NAAC)
KARAIKUDI – 630003

Eligibility To Become A Field Work Instructor

- (iv) Faculty Members having Master's degree in Social Work (Institutions in the Department of Social Work affiliated to any Indian University recognized by the UGC and having *minimum 3 years of teaching experience* or
- (v) Trained Social Workers or Head of the Department of Government Departments like Panchayat(Village Level)/ Block Level/ District/State Offices and Social Welfare/Rural Development/ Women Development/ Health Departments/ AIDS Control Board Society/ Physically and Mentally Challenged Schools/ Orphanage/ Old age Homes/ Noon meals Schemes Department/ Hospitals/ Industry. NGOs, Private Hospitals and Industry or
- (vi) Professionals holding Master's degree in Social Work with respective areas of Social Work (Community Development/ Rural Development/ Rehabilitation and Resettlement/ Medical and Psychiatry/ Personnel Management and Industrial Relations) having *minimum of 3 years work experience* in the relevant area.

Field Work in Social Work Education: An Overview

Field Work is considered to be an integral part of social work education by all the Schools of Social Work in India. In order to maintain the academic quality of social work education, Directorate of Distance Education, Alagappa University also prepared structured Social work curriculum. Distance learners also acquire theoretical as well as field work knowledge in social work as per the guidelines formulated by the Review Committee on Social Work Education (1978). It has mentioned the following objectives of field work:

1. Development of professional skills through learning to use knowledge for the study and analysis of problems and selection of appropriate means to solve them;
2. Development of skills in problem-solving at the macro and micro levels
3. Integration of class room learning with field practice
4. Development of skills required for professional practice.
5. Developing skills required for professional practice at the particular level of training;
6. Development of professional attitudes, values and commitment; and
7. Development of self- awareness and professional ideal.

Further UGC Model Curriculum (2001) prepared by the University Grants Commission recommended that Field Work is a learning task. The Field Instructor is required to select tasks from these areas systematically. The sequencing of tasks is to range from simple to complex. The broad aim is to provide opportunities for applying the knowledge and the information gained in the theoretical background to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. The Six areas are:

1. Understanding both the agency and the clients as systems.
2. Developing knowledge about administrative procedures, programme management, and utilizing these skills in practice.
3. Developing Skills of problem solving process, and practice based research.
4. Acquiring skills in communication – writing client records, documentation of agency records, correspondence, and public relations skills.
5. Using instruction to learn practice.
6. Developing as a professional.

Objectives of the First Year Learner (Paper Code 2.5)

UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following objectives for the first year learners:

1. Develop knowledge of the socio-economic and cultural realities, and their impact on the client system with specific focus on marginalized groups.

2. Develop beginning skills to analyze the impact of the wider social system on individuals, families, groups, communities and organizations.
3. Understand the agency as a system – its philosophy, thrust, objectives, structure and management of service/programmes.
4. Develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research.
5. Develop skills in documenting practice.
6. Develop skills in identifying and utilizing the community resources both government and voluntary.
7. Develop ability to work as a member of a team.
8. Reinforce belief in the inherent strength of the people to meet their needs and resolve problems.
9. Make consciousness use of professional values and ethics.

Note to the Field Work Instructor:

Work assigned should be with the Individuals, Families, Groups or Communities who are victims of circumstances /Marginalized. For example – Exploited women, migrant workers, landless laborers, school dropouts, street children, neglected elderly, and HIV or AIDS affected persons, persons with various disabilities. Etc.

Areas of Work Assignment to First year Social Work Learners:

UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following areas of work assignment for the first year learners:

Area 1: Social Work in the Organization/Community

Understanding the agency /community

Task provided should aid learner to.

1. Understand the socio-economic and cultural realities and their impact on the organization/community and the client system.
2. Understand the administrative structure, the communication patterns, leadership, power structure, decision making and functions of personnel, in government and voluntary agencies.

3. Understand the programmes, programme management and participate in their delivery with the use of appropriate programme media. Show ability to write proposals for new programmes and initiate them.
4. Understand the relationship of the organization to others, and its overall physical/ human environment and appreciate need for networking.
5. Understand the financial management, including source of funds, efforts at fund raising.
6. Understand and appreciate the role of the social worker and the learners in the organization.

Area II: Developing Knowledge of Administrative Procedure and Programme Management.

1. Involve learners in day to day administration planning, implementation and evaluation.
2. Tasks like preparing project proposals for new programmes.
3. Administration of ongoing services, maintaining accounts, ledgers.
4. Correspondence and records of the organization.
5. Budgeting and Fund raising.
6. Working with various categories of personnel in the organization and also as a member of a team
7. Planning and implementing short term training programmes for personnel in the organization.

Area III: Problem Solving Process and Practice Based Research

1. Identify problems and analyse them
 - a. Analyse the causative factors and dynamics in the problem situations.
 - b. Select appropriate strategy, methods and techniques of problem solving.
2. Establish and maintain relationships.
3. Identify focus of work together with client, groups/communities.
4. Involve the client system in the problem solving process.
5. Identify and utilize resources – human material and financial

6. Select and utilize appropriate tools for problem-solving, such as interviews – individual/groups, home visits, programme media and research.
7. Integrate theory and practice and utilize the integrated approach in social work practice.
8. Conduct a small practice based research.

Area IV. Develop Skills for Communication

1. Records to indicate :
 - a. Selection of material for recording
 - b. Sequential arrangement
 - c. Clarity and consistency
 - d. Feeling and attitudes
 - e. Perception of dynamics of interaction
 - f. Beginning ability to operationalize theoretical inputs in field practice.
 - g. Growth as a professional practitioner
2. Ability to write different types of records like memos, letters, referral letters, Minutes, reports, document practice.
3. Use appropriate media when presenting reports.

Area V: Learners Practice to Manifest

1. Internalization of Social Work principles like: respect for persons, social justice, confidentiality, empathy, human dignity, right to decision making, gender sensitivity.
2. Develop understanding of strengths and weakness, ability to see preconceived notions of people and issues, recognize habitual patterns of behavior and make efforts to change.
3. Openness to learn, in relation to client system, authority, team members and others.
4. Conscious use of self as growing professional.

Area VI: Responsibility towards Self/ Profession/ Learn Practice

1. Responsibility Towards Self

- a. Regularity and Punctuality at work and appointments

- b. Recognition of the need for an on-going assessment of own capacity to assume and manage responsibility.
- c. Not giving false assurance.
- d. Preparation of self and client system for termination.
- e. Makes efforts to fulfill responsibilities assigned within the stipulated time and gives importance to tasks.
- f. Gradual identification with the agency and the profession.

2. Responsibility to the Profession

- a. Develop a commitment to the profession, its ethics, and for social change
- b. Work towards enhancing the status of the profession
- c. Disseminate information of the profession
- d. Assume conscious responsibility for actions
- e. Value efforts as more important than success and failure.
- f. Dress appropriately and consciously develop behavior as a disciplined self.

3. Using Instruction to Learn Practice

- a. The Learner and the instructor use field instruction as a tool for mutual professional growth.
- b. Understand the importance of recording and their regular submission
- c. Integration of theory and practice should be reflected in records and be discussed at conferences.
- d. Shows willingness to accept strengths and limitations, and uses guidance to for professional development.
- e. Demonstrate self-discipline in practicing social work ethics and values and norms to observe in behavior and dress.
- f. Takes responsibility for learning by planning conferences and participating in them through discussions.
- g. Receive guidance for practice based research.

Type of Work Assignment at the Final Year Level

Note to the Field Instructor

Encourage the learner to locate the problems in larger groups, and understand the relationship between micro and macro systems, and work with issues affecting large groups and work with communities/group/individuals, for the same. The practice to show more reflective ability along with that of task oriented work.

Encourage the learner to progress from Individual/families to issue based practice and reinforce previous year's learning.

Area I. Social Work Communities and Organizations

1. Develop skills to analyze complex situations, and evaluate the agencies functions in relation to needs/ problems of the client system.
2. Critically analyze the philosophy, policy, thrust and traditions of the organization within the frame work of the national policy, constitutional rights, human rights and international programmes.
3. Identify gaps in policy, develop initiative and use advocacy skills to bring about change at local, state and national level.
4. Use selective skills of social worker and different roles to enable people meet challenges.

Area II Working in Teams

1. Enhance skills of working with inter-disciplinary teams to support people's quest to meet needs and goals.
2. Take initiative, and leadership roles while working with teams.

Area III (A) Programme Management

1. Encourage learner involvement in programmes for social issues/concerns, and projects, prepare proposal for new programmes.
2. Develop skills for evaluation of programmes, prepare reviews, and document.
3. Develop plans and implement these for staff development.
4. Develop skills to guide and train front-line workers, like NSS and other volunteers.

5. Collect information of other similar programmes, and develop skills of networking effectively with other agencies.

Area III (B) Records

1. Records
 - i. Analysis of problem solving situations for new and significant areas of problem solving.
 - ii. Internalization of professional values.
2. Independently prepares and utilizes records like summary records, case studies, agency reports – annual and six monthly, minutes of meetings, press releases.
3. Masters skills for documentation of activities like projects, programmes, case studies etc.

Area III (C) Plan

1. Plan, implement and evaluate programmes independently.
2. Be analytical and evaluate agency functions in relation to needs and problems of the client systems.
3. Takes the initiative in leadership while working with various teams, consciously assume different roles to suit different situations, and takes leadership and helps other to do so.
4. Provide opportunities to use selectively, skills of social work and utilize them to effect change.

Area IV Practice Strategies and Tools

Manifest selective and rational use of approaches, skills, techniques.

Introspect, in relation to own behavior, values-relative, absolute, intrinsic and extrinsic and utilize this for growth.

Appreciate others contribution, however small, in the field.

Area V (A) Responsibility towards Self

Professional responsibility and concern for the client system is manifested below:

1. Mastery in time management, regularity and sincerity in work.
2. Demonstrates social work values.
3. Uses participatory approaches and problem solving skills.

4. Preparation for termination with a view to helping the client system for self dependence.

Area V (B) Responsibility Towards the Organization

1. Functions confidently as a representative of the organization with respect to tasks undertaken.
2. Guides Junior Colleagues/Volunteers to develop skills.
3. Provides leadership in specific tasks in the team of social workers, as well as in the inter disciplinary teams.
4. Shows responsibility towards other organizations
5. Practices professional ethics.

Area VI. Profession and Professional

1. Enhances faith in the profession which is committed to social change. Willingly takes up challenging tasks with confidence.
2. Represents the profession :
 - a. TO the public and other disciplines at meetings, seminars and enhances the image of profession.
 - b. Writing

Conducts self as the bearer of professional values.



**DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY
(Accredited with “A” Grade by NAAC)
KARAIKUDI – 630003**

MASTER OF SOCIAL WORK (MSW)

CONFIDENTIAL RECORD

FIELD WORK - EVALUATION (1ST YEAR)

Name of the Candidate :
Enrolment Number :
Name of the Field Instructor :
Name of the Field Work Agency :

Details of Field Work	Maximum Marks	Marks Obtained
Social Work in the Community	10	
Administrative Procedure and Programme management	10	
Problem solving process and Practice Based Research	10	
Skills for Communication	10	
Learners Practice to Manifest Responsibility Towards Self/ The Profession/To Learn Practice	10	
Total	50	

Signature of Field Work Instructor

Head of the Institution

Seal:



**DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY
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KARAIKUDI – 630003**

MASTER OF SOCIAL WORK (MSW)

CONFIDENTIAL RECORD

FIELD WORK - EVALUATION SHEETS (FINAL YEAR)

Name of the Candidate :
Enrolment Number :
Name of the Field Instructor :
Name of the Field Work Agency :

Details of Field Work	Maximum Marks	Marks Obtained
Social Work in the Community	10	
Working with Groups	10	
Programme Management (Developing strategies and maintaining records)	10	
Responsibility towards self/ organization	10	
Over all Social Work Practice	10	
Total	50	

Signature of Field Work Instructor

Head of the Institution

Seal: