



DON BOSCO COLLEGE, KOTTIYAM

Affiliated to University of Kerala

Department of Social Work

HAND BOOK

2026

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INTRODUCTION

Fieldwork is widely recognized as the cornerstone of social work education because it immerses students in the realities of social issues and professional practice environments. Unlike classroom learning, which emphasizes theoretical frameworks and conceptual knowledge, fieldwork provides direct exposure to communities, institutions, and individuals facing diverse challenges. Through placements in welfare agencies, hospitals, schools, NGOs, and grassroots organizations, students learn to apply intervention models, understand systemic barriers, and cultivate empathy. This experiential engagement helps them bridge the gap between theory and practice, ensuring that their academic learning translates into meaningful social action.

More importantly, fieldwork in the MSW program is not a one-time requirement but a continuous and transformative journey. It shapes students into competent professionals by fostering critical reflection, ethical responsibility, and resilience in complex social contexts. Supervision, peer discussions, and reflective practice during fieldwork encourage students to internalize values such as social justice, dignity, and human rights. Over time, this process nurtures professional identity, equipping future social workers with the skills to design interventions, advocate for marginalized groups, and uphold ethical standards. Thus, fieldwork becomes the foundation upon which students evolve into socially committed and ethically grounded practitioners.

IMPORTANCE OF FIELD WORK IN SOCIAL WORK EDUCATION

Social work is a profession rooted in practice, and fieldwork serves as the vital link between classroom learning and its application in real-life contexts. It allows students to move beyond theoretical knowledge and immerse themselves in actual service environments. Through guided experiences, learners build confidence and readiness to enter the profession, equipping them to address social concerns with empathy, informed judgment, and practical expertise. Fieldwork is therefore central to social work education for several reasons:

- **Understanding Social Issues in Context** Students gain firsthand insights into challenges such as poverty, inequality, child protection, substance dependence, mental health concerns, domestic violence, disability, and rural development.

- **Developing Professional Competence** Structured placements help students acquire core skills in casework, group facilitation, community organization, counselling, advocacy, research, and program implementation.
- **Exposure to Varied Practice Settings** Field placements provide opportunities to work with government agencies, NGOs, hospitals, child welfare institutions, correctional facilities, and grassroots movements, ensuring wide-ranging professional exposure.
- **Strengthening Analytical and Problem-Solving Abilities** By engaging with real-life situations, students learn to assess community needs, design interventions, and evaluate outcomes, thereby sharpening their critical thinking and decision-making skills.
- **Instilling Ethics and Responsibility** Fieldwork requires adherence to professional values such as confidentiality, respect for human dignity, and advocacy for marginalized groups, reinforcing ethical practice in social work.

FIELD WORK LEARNING OUTCOMES

Practical Application of Social Work Theories and Methods

Students will be able to translate social work principles and intervention approaches into practice, applying them effectively across varied professional settings.

Professional Competence in Social Work Interventions

Learners will acquire proficiency in casework, group facilitation, and community engagement, while also developing skills in crisis response, counseling, advocacy, and policy evaluation.

Working with Vulnerable and Marginalized Groups

Students will gain exposure to diverse populations such as children, women, the elderly, persons with disabilities, displaced communities, and individuals experiencing discrimination.

Policy Awareness and Program Implementation

Fieldwork will strengthen students' understanding of social policies and enhance their ability to design, implement, and evaluate programs that address community needs.

OBJECTIVES FOR FIELD WORK

General Objectives of Social Work

Field Work is an integral component of Social Work Education. It is the practical aspect of the profession. The Two year post graduate program 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
- 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.

Concurrent Field Work

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.

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 program, 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.

Concurrent Field Work Objectives

- To acquire the necessary skills and knowledge to understand social reality beyond the obvious.
- To develop critical understanding of client system and identify structures which inhibit their growth towards greater utilisation of their potentiality.
- To further understanding of welfare and development agencies, their ideologies and functions.
- To understand the application of the method of social work practice in the field.
- To develop ability and skills to intervene effectively in diverse situations and bring about changes at different levels.
- To reflect on policies and practices and their impact of client.
- To develop capacity for planning, organising, and evaluating different agency/community programmes.
- To develop skills in report writing, use of supervision, and for facing interviews.
- To develop an inbuilt system in yourself to enable lifelong learning.

Block Placement Field Work Objectives

- To develop a holistic view of social work and social welfare with special emphasis on the agency's role in human services.
- To develop the ability to involve the client system in the problem-solving process, utilising skills of social work interventions.
- To understand the application of the method of social work practice in the field.
- To develop analytical assessment and intervention skills for social problem at the level of individual, group and community.
- To develop documentation skill to ensure continuity of service and growth of professional competence in the practice of the method of social work.
- To develop self-awareness that is essential for assessing ones' values, attitudes, feelings, strength, interest and performance.

Community Development Specialization Objectives

- To realise how important the organization's vision, mission, and objectives are when planning its projects and programmes for social development.
- To gain knowledge of fundraising and resource mobilisation.
- To familiarise yourself with the numerous organisations involved in the development of urban communities.
- To covers the composition, operations, and management of municipalities and companies' community development institutes.
- To be knowledgeable about the methodologies and intervention techniques used in the field of development.
- To develop the ability to use PRA techniques in the context.

Medical Field Work Objectives

- To gather medical histories, perform physical examinations, and order diagnostic tests.
- To create personalised plan, prescribe medications, and perform procedures.
- To monitor patient progress, adjust treatment plans, and provide education on disease management.
- To interact with patients, families and healthcare teams to ensure comprehensive care.
- To educate patients on healthy lifestyles, disease prevention, and early detection.
- To work with nurse, therapists, and other specialists to provide comprehensive care.

Psychiatric Field Work Objectives

- To conduct comprehensive psychiatric assessments: evaluate patients 'mental health, diagnose psychiatric conditions, and develop treatment plans.
- To develop and implement psychotherapy treatment plans: create personalised plans, conduct individual and group therapy sessions, and monitor patient progress.
- To prescribe and manage medications: order and monitor psychiatric medications, adjust treatment plans as needed.
- To enhance clinical skills: develop expertise in diagnosis, treatment and management of various psychiatric conditions.
- To foster effective communication: interact with patients, families, and healthcare teams to ensure comprehensive care.
- To promote mental health awareness: educate patients, families and communities on mental health, stigma reduction, and early intervention.

METHODS OF SOCIAL WORK

Social work is a professional and academic discipline committed to promoting social change, enhancing human well-being, and ensuring justice and equity for individuals, families, and communities. It is defined as a practice-based profession that applies knowledge, values, and skills to address social problems, empower vulnerable populations, and strengthen social systems. Rooted in principles of human rights and social justice, social work seeks both to support individuals in coping with personal challenges and to transform the structural conditions that perpetuate inequality.

According to Walter Friedlander (1951), social work is a professional service based on scientific knowledge and skill in human relations that assists individuals, alone or in groups, to obtain social and personal satisfaction and independence. The primary objective of social work is to improve quality of life by enabling people to access resources, opportunities, and support systems. It emphasizes holistic development, focusing not only on immediate relief but also on long-term empowerment. Social workers aim to reduce poverty, promote inclusion, and advocate for marginalized groups, while ensuring that interventions are ethical, culturally sensitive, and sustainable.

Core Methods of Social Work



SOCIAL CASE WORK

Social case work is one of the primary methods of social work which is concerned with the adjustment and development of the individual towards more satisfying human relations.

Satisfied and better family life, better housing, improved schooling, hospitals and medical care facilities, protected economic conditions and better relations between religious and other social groups helps the individual in his/her adjustment and development. The adjustment and development of an individual depend on the use of these resources by him/her. But sometimes due to certain internal or external factors, he/she may fail to avail the existing facilities and needs a

person to help him/her. In such situations social case worker helps him/her out. Hence case work is one to one relationship which works in helping the individual for his/her adjustment and development.

Mary Richmond defined casework as “the art of doing different things for and with different people by cooperating with them to achieve at one and the same time their own and society’s betterment”. Social casework is concerned with individual and his adjustment to life and general social welfare.

Phases of Social Case Work

- Intake
- Study
- Assessment
- Diagnosis
- Treatment
- Evaluation
- Termination
- Follow up

SOCIAL GROUP WORK

According to Trecker “Social group work is a method through which individuals in groups and social agency settings are helped by a worker, who guides their interactions in programme activities, so that, they may relate themselves to other people and experience growth opportunities in accordance with their needs and capacities to the end of individuals, group and community development”.

Stages of Social Group Work

- Forming Stage
- Storming Stage
- Norming Stage

- Performing Stage
- Adjourning Stage

Phases of Social Group Work

- Intake
- Study
- Objectives
- Goal Setting
- Intervention Strategy
- Evaluation

COMMUNITY ORGANISATION

Community organization is macro practice while group work and case work are micro practice. The scope of community organization is enormous in a country like India. Even in developed countries many problems can be best solved at the level of the community.

Murray G. Ross (1967) defined community organization as “a process by which a community identifies its needs or objectives, gives priority to them, develops confidence and will to work at them, finds resources (internal and external) to deal with them, and in doing so, extends and develops co-operative and collaborative attitudes and practices in the community”.

Phases of Community Organisation

- Study
- Analysis
- Assessment
- Organisation
- Action
- Evaluation
- Modification and Continuation

SOCIAL WELFARE ADMINISTRATION

Social Welfare Administration is yet another secondary method of social work. Being a secondary method, however, does not lessen its importance. It creates the necessary conditions for an effective performance of the primary methods of social work. Without a sound management, all activities of the agency will go haywire (unorganized) and the result will be chaos. Administration comes from the Latin words ‘ad’ which means to ‘minister’

which means ‘to look after’. According to Ordway “administration is a process of direction, oversight, coordination and stimulation in an agency designed to carry out some agreed purpose with economy and effectiveness in the means employed (material and personnel) and with all possible regard for the claims of the individuals involved. Social welfare administration is a process through which social policy is transformed into social services. It involves the administration of public and private agencies.

According to Harleigh Tracker (1971) “social welfare administration is a process of working with people in ways that release and relate their energies so that they use all available resources to accomplish the purpose of providing needed community services and programmes.

SOCIAL ACTION

Social action is one of the methods of social work used for mobilizing masses, in order to bring about structural changes in the social system or to prevent adverse changes. It is an organized effort to change or improve social and economic institutions. Dowry system, destruction of natural resources, alcoholism, poor housing, and health are some of the problems, which can be addressed through social action. The first Review Committee on social work Education (1965) felt that “for half a century the role of the social worker in India was that of the social reformer. Now that the main aim of social reform has been achieved, the task of the social worker has taken on a different form. He has to look after the needs of children in orphanages, to rehabilitate the unmarried mother and to save children from the stigma of illegitimacy.

Mary Richmond, the first social worker who used the word ‘Social action’ in 1922 defines social action as “mass betterment through propaganda and social legislation”. However, Sydney Maslin (1947) limits the scope of social action by considering it as a process of social work, mainly, concerned with securing legislation to meet mass problems.

SOCIAL WORK RESEARCH

Social work research is a systematic and scientific process of investigating social problems, human behaviour, and welfare interventions to generate knowledge that can improve practice, policy, and community well-being. It involves the careful collection, analysis, and interpretation of data to understand social realities, evaluate programs, and develop evidence-based solutions. By applying both qualitative and quantitative methods, social work research bridges theory and practice, ensuring that interventions are not only contextually relevant but also effective in addressing the needs of individuals, groups, and

communities. Ultimately, it strengthens professional accountability, guides policy formulation, and promotes social justice by giving voice to marginalized populations and highlighting pathways for sustainable development.

SPECIALISATION IN SOCIAL WORK

The MSW Programme offers two specialisations streams that prepares the social work trainees for professional engagement in health care, and community settings:

- Stream A: Medical and Psychiatric Social Work
- Stream B: Community Development

The specialised content is delivered through specialisation papers offered separately under each stream, during the course of the Third and Fourth Semesters, and the social work trainees are expected to undertake concurrent as well as block field placement in their chosen specialisations. The specialisation papers offered are as follows:

	Medical and Psychiatry	Community Development
SEMESTER III	Medical Social Work	Rural and Urban Community Development
	Psychiatric Social Work	Gerontological Social Work Practice
SEMESTER IV	Therapeutic Interventions for Social Work Practice	Development Economies
	Social Work Practice and Health	Social Policy and Planning for Community Practice

The total marks for each semester shall be 100. During the first semester the field work shall include exposure visits to various agencies giving specific social work and social welfare services in addition to the regular fieldwork internship. During the Second Semester the students shall be placed in agencies and communities and shall undergo supervised training in basic methods of social work. During the third and fourth semesters the students shall be exposed to and placed in institutions, agencies and communities practicing specialized services in the areas of their specialized studies.

SOCIAL WORK CALENDER

IMPORTANT DATES	EVENT
January 12	National Youth Day
January 24	National Girl Child Day
January 26	Republic Day of India
February 5	International Day Against Female Genital Mutilations
March 8	International Women's Day
March 15	World Social Work Day
April 7	World Health Day
June 5	World Environment Day
June 12	World Day Against Child Labour
June 26	International Day Against Drug Abuse and Illicit Trafficking
July 30	World Day Against Trafficking in Persons
August 12	International Youth Day
August 15	Independence Day of India
September 5	Teacher's Day
September 25	Social Justice Day
October 1	International Day of Older Person
October 2	International Day of Non-Violence
October 10	World Mental Health Day
October 11	International Girl Child Day
December 1	World Aids Day
December 3	International Day of Person with Disabilities
December 10	Human Rights Day

CRITERIA FOR FIELD WORK

FIELD WORK PLACEMENT CRITERIA

Trainee: _____ Agency:.....

S. No	Activity	MARKS
1.	Regularity and punctuality in reporting for work	10
2.	Quality and content of work done	10
3.	The quality of the reports and the punctuality in submitting the report	20
4.	Participation in group conferences and contribution	15
5.	Diligence shown in seeking individual guidance from the supervisor (individual conference) and reflecting and bringing about personal development	10
6.	Keenness shown in undertaking the practical work, as well as the extra efforts and initiatives being made, to bring in qualitative difference to the work under supervision	15
7.	Special assignments undertaken on behalf of the client and/or agency	10
8.	A viva-voce at the end of the semester, to ascertain the grasp of the theories in practice and application of the host of methods of social work, the principles, and stages of social work intervention.	10

BLOCK PLACEMENT CRITERIA

Trainee: _____ Agency.....

S. No	Activity	MARKS
1.	Regularity and punctuality in reporting for work	10
2.	Quality and content of work done	10
3.	The quality of the reports and the punctuality in submitting the report	20
4.	Participation in group conferences and contribution	15
5.	Diligence shown in seeking individual guidance from the supervisor (individual conference) and reflecting and bringing about personal development	10
6.	Keenness shown in undertaking the practical work, as well as the extra efforts and initiatives being made, to bring in qualitative difference to the work under supervision	15
7.	Special assignments undertaken on behalf of the client and/or agency	10
8.	A viva-voce at the end of the semester, to ascertain the grasp of the theories in practice and application of the host of methods of social work, the principles, and stages of social work intervention.	10

KNOW YOUR VILLAGE

1. Collect a copy of development report of the Panchayath/Municipalities/Corporation, and prepare a short note about the report.
2. Visit the *self-help groups, local clubs*, like *youth clubs*, or any *occupational 'association'* for analysing their functioning.
3. Conduct a transect walk in the village and make a list of geographical features, natural resources and pattern of residential areas
4. Meet at least *5 few senior citizens* to learn the local history and traditions of the village.
5. Interview at least *5 women* and *5 children* to specific issues to understand the problems of the locality.
6. Prepare a detailed report and submit it to the irrespective faculty facilitator for evaluation.
7. Present the report in the class seminar

The following is a model checklist for the students.

1. Panchayath Office
2. Village Office
3. Krishibhavan
4. Anganwadi of Integrated Child Development Services (ICDS) Project
5. P. H. C / Hospitals
6. Police Station
7. Veterinary Hospital
8. Co-operative societies (credit, producers co-operatives like dairy / fisheries)
9. Community Development Society (CDS) of Kudumbasree and Micro Enterprises units
10. Children 's associations, youth clubs and Senior citizen forums /Mahila Samajams
11. Factories / Industries, Public and Private Firms / Small Scale industries)
12. Public libraries / Continuing Education Centres
13. Trade Unions
14. Special Schools / Schools / Colleges

15. NGOs / Orphanages
16. Farmer 's Forums and their farms
17. Religious centres (Churches / Temples / Mosques)
18. Common Facilities (Beach, Railway Station, Bus Stands), and
19. Natural Resources—springs, Rivers, Forest, etc.

The best report and presentation will be selected by a panel of faculty members

FORMAT FOR REPORTS

COMMUNITY PROFILE

Name of the Community

Location

Topographical Profile

Demographic Profile

Economic Profile

Social Profile

- Type of Community
- Power Analysis
- Family Profile
- Religious Profile
- Educational Profile
- Political Profile

Panchayath Development Report

Functions of SHG

Development Issues and Challenges

Government Institutions and Organisations

Non-Governmental Organisations

Observations

Learnings

OBSERVATION VISIT REPORT

Name of Institution

Address

Mission and Vision Statement

Institutional Objectives

Organisational Structure

Activities of the Agency

Number and Nature of Beneficiaries

Geographical Area of Work

Agency Registration Details

Number of Staff Members

History of Organisation

Source of Fundings

Infrastructure Facilities

Future Plans

Recognition and Awards

Affiliations

Observations

Learnings

RURAL CAMP REPORT FORMAT

Date of the Camp

Introduction

Activities Planned

Activities Performed

Observation

Learnings

- Personal Learning
- Professional Learning

Skills Developed or Applied

Evaluation

Outcomes

RURAL CAMP CONSOLIDATED REPORT FORMAT

Introduction

Village Profile

Objectives of the Camp

Pre-Camp Plannings

Committees Formed

Programme Schedule

Activities Performed

Observations

Learnings

Suggestions

Conclusion

CONCURRENT FIELDWORK REPORT

Date of the Field Work

Introduction

Activities Planned

Activities Performed

Observation

Assigned Task

Learnings

- Personal Learning
- Professional Learning

Skills Developed or Applied

Evaluation

Future Plan

CASE WORK SESSION REPORT

Submitted To

Submitted By

Session Number

Date of Interview

Number of Hours

Date of Report

Introduction

Goals/Purpose of Session

Interview

Outcomes

- Strength of the Client
- Weakness

Evaluation

Plan for the Next Session

CASE WORK CONSOLIDATED REPORT

Name of the Client

Age of the Client

Contact Details of the Client

Name of the Agency

Name of Case Worker

Name of Field Supervisor

Date of Intake

Date of Termination

Total Number of Sessions

Total Number of Hours

Date of Submission of Report

Introduction

Assessment

Goal Setting

Treatment Plans/Interventions/outcomes

Problem	Session number and date	Goal negotiated by client and trainee	Task set by trainee	Date of anticipate and accomplishment

Evaluation

Conclusion

GROUP WORK SESSION REPORT

Submitted To

Submitted By

Session Number

Date of Session

Time of the Session

Number of Hours

Date of Report

Group Profile

Objectives of Group Work Session

Group Work Programme

- Activities Planned
- Activities Performed

Group Dynamics

Discussion with the Agency Supervisor

Group Work Evaluation

Plan for the Next Session

GROUP WORK CONSOLIDATED REPORT

Name of Group

Type of Group

Number of Members

Name of Agency

Name of Group Worker

Name of Agency Supervisor

Name of Field Supervisor

Date of Intake

Date of Termination

Total Number of Sessions

Total Number of Hours

Date of Submission of Report

Introduction

Group Profile

Assessment

Goal Assessment

Group Work Programmes and Outcomes

➤ Activities Planned

Session	Activities Planned

➤ Activities Performed

Date	Time	Venue	Members present	Programme Conducted

Group Dynamics

Group Work Learning

Evaluation

Conclusion

COMMUNITY WORK SESSION REPORT

Submitted To

Submitted By

Community Visit Number

Date of Community Visit

Time of Community Visit

Number of Hours

Date of Report

Name of the Community

Community Profile

Objectives

Activities Planned

Activities Performed

Learnings

Evaluation

Plan for the Next Community Visit

COMMUNITY WORK CONSOLIDATED REPORT

Name of Community

Type of Community

Total Number of Members in the Community

Name of Community Worker

Name of Agency Supervisor

Name of Field Work Supervisor

Date of First Visit

Date of Last Visit

Total Number of Hours Taken

Date of Report Submission

Introduction

Community Profile

Objectives

Activities

Visit Number	Date of Visit	Activities Conducted

Evaluation

Conclusion

CASE HISTORY FORMAT

IDENTIFICATION DATA

Name

Age

Sex

Marital Status

Education

Occupation

Income

Residential Address

Religion

Socio-Economic Status

Identification Mark

INFORMANTS

Name

Relationships with Client

Length of Stay with Client

PRESENTING CHIEF COMPLAINT

Onset of Illness

Duration

Course

Precipitating Factor

HISTORY OF PRESENT ILLNESS

PAST PSYCHIATRIC AND MEDICAL HISTORY

TREATMENT HISTORY

First Treated Hospital

Doctor

Diagnosis

FAMILY HISTORY

Genogram

Family Type

Family History of Similar Illness

Alcohol and Drug Dependence

Current Social Situation

PERSONAL AND SOCIAL HISTORY

Childhood History

Educational History

Play History

Occupational History

Sexual History

PREMORBID PERSONALITY

Use of Leisure Time

Premorbid Mood

Attitude to Self and Other

Religious Beliefs

Family Life

ALCOHOL AND SUBSTANCE HISTORY

DIAGNOSIS

TREATMENTS

MENTAL STATUS EXAMINATION (MSE)

GENERAL APPEARANCE AND BEHAVIOUR

General Appearance

Attitude

Behaviour

Speech

Motor Activity

Comprehension

Rapport

Social Manner

SPEECH

Rate and Quantity

Volume and Tone

Flow and Rhythm

MOOD AND AFFECT

Mood

Affect

THOUGHT

Stream and Form

Content of Thought

PERCEPTION

Illusion

Hallucination

COGNITION

Consciousness

Orientation

Attention

Concentration

Memory

Intelligence

Abstract Thinking

INSIGHT

JUDGEMENT

Personal Judgement

Social Judgement

Test Judgement

TRANSCRIPT FORMAT



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TRANSCRIPT OF FIELD WORK PRACTICE

MASTER OF SOCIAL WORK

Introduction

SEMESTER – I

Total Hours:

Field Work Details

Supervisor:

Type of Field Work:

Name of the agency/ Place:

Community:

Types of setting:

Hours:

Major Activities Done

Exposure Visit to Social Welfare Agencies/ NGOs

Sl. No.	Name & Address of the agency	Types of Setting
1		
2		

RURAL CAMP

Place:

Days:

Hours:

Activities Done

EIGHT-EIGHT PROGRAM

Place:

Days:

Hours:

Activities Done

KNOW YOUR NEIGHBOURHOOD

Place:

Days:

Hours:

Activities Done

Conferences and Workshops

SEMESTER - II

Total Hours:

Field Work Details

Supervisor:

Type of Field Work:

Name of the agency/ Place:

Community:

Types of setting:

Hours:

Activities Done

Exposure Visit to Social Service Agencies /NGOs

Sl. No.	Name & Address of the agency	Types of Setting
1		
2		

Block Field Work

Supervisor:

Type of Field Work:

Name of the agency/ Place:

Community:

Types of setting:

Hours:

Activities Done

Conferences and Workshops

SEMESTER - III

Total Hours:

Field Work Details

Supervisor:

Type of Field Work:

Name of the agency/ Place:

Community:

Types of setting:

Hours:

Activities Done

Exposure Visit to Social Service Agencies /NGOs

Sl. No.	Name & Address of the agency	Types of Setting
1		
2		

SEMESTER IV

Total Hours:

Field Work Details

Supervisor:

Type of Field Work:

Name of the agency/ Place:

Community:

Types of setting:

Hours

Activity Done

Concurrent Field Work

Supervisor:

Type of Field Work:

Name of the agency/ Place:

Community:

Types of setting:

Activity Done

Educational Study Tour

Sl. No.	Name & Address of the agency	Types of Setting
1		
2		

Conferences and Workshops

Other Engagement

Additional Course

Duration of Field Work during I, II, III, IV Semesters

Semester	Type of Field Work	Number of Days	Hours
Semester I	Concurrent		
	Exposure visits		
	Rural Camp		
	8-8 Programme		
Semester II	Know your neighbourhood		
	Workshops		
	Concurrent		
	Exposure visits		
	Block		
	Conferences		
	Sneholtasavam		
Semester III	Concurrent		
	Exposure visits		
Semester IV	Block		
	Workshops		

	Additional Course		
	Others		
	TOTAL		

DISSERTATION:

Title:

Brief about Dissertation

Fr. Joby Mathew

HOD & Assistant Professor,

Department of Social Work

FIELD BASED ACTIVITIES

8-8 PROGRAMME

The 8-8 Program (A Meaningful Day in Kollam) is a purposeful initiative that provides first semester MSW students with a full day of exposure to diverse communities, enabling them to gain awareness of different categories of people and the challenges they encounter in everyday life. This program is structured to gain empathy, social sensitivity, and practical understanding beyond classroom learning. It allows trainees to directly interact with marginalized groups, observe the functioning of social institutions and welfare programs, engage in reflective discussions that connect field experiences with theoretical knowledge, and develop a sense of social responsibility and commitment to inclusive practices. By combining observation, interaction, reflection, and responsibility, the 8-8 Program serves as a bridge between academic study and real-world social realities, preparing trainees to approach their future practice with deeper insight and compassion.

AREA FOCUSED

1. Beggars
2. Lottery Seller
3. Headload Worker
4. Street Vendor
5. General and District Hospital
6. Kollam Corporation
7. Vegetable Market
8. Fish Market
9. KSRTC Stand
10. Protest Site
11. Kollam Collectorate
12. Archaeological Monuments
13. Foreigner
14. Transgender
15. Rickshaw Driver
16. Migrant Worker
17. Landmark of the town

WORKSHOPS AND CONFERENCES

Conferences and workshops play a vital role in the academic and professional growth of social work trainees, as they provide opportunities to learn, share, and engage with new ideas beyond the classroom. Attending such programs allows participants to gain exposure to current trends, innovative practices, and diverse perspectives in the field. They serve as platforms for networking with experts, peers, and practitioners, fostering collaboration and exchange of knowledge. Workshops, in particular, emphasize practical skill-building through interactive sessions, case studies, and group activities, which help trainees translate theory into practice. Moreover, these experiences encourage critical thinking, broaden horizons, and inspire commitment to social responsibility. In essence, conferences and workshops are not only about acquiring information but also about cultivating professional identity, enhancing competence, and preparing individuals to respond effectively to the complex challenges of society

SWAYAM COURSE

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. The courses hosted on SWAYAM are in 4 quadrants

- Video lecture,
- Specially prepared reading material that can be downloaded/printed
- Self-assessment tests through tests and quizzes
- An online discussion forum for clearing the doubts. Steps have been taken to enrich the learning experience by using audio-video and multi-media and state of the art pedagogy / technology.

Courses delivered through SWAYAM are available free of cost to the learners, however learners wanting a SWAYAM certificate should register for the final proctored exams that come at a fee and attend in-person at designated centres on specified dates. Eligibility for the certificate will be announced on the course page and learners will get certificates only if this criterion is matched. Universities/colleges approving credit transfer for these courses can use the marks/certificate obtained in these courses for the same.

DISSERTATION REPORT FORMAT AND GUIDELINES

BASIC GUIDELINES

Margin: Top – 2, Inside – 1.5, Bottom – 1.5, Outside – 1.5, Left – 1.5, Right – 1

Font: Times New Roman

Font Size: Heading – 14, Content – 12

Spacing: 1.5

ORDER OF DISSERTATION

- Front Sheet
- Certificate of Approval
- Declaration
- Acknowledgement
- Table of Content
- List of Tables
- List of Figures
- Abstract
- Chapter I Introduction
- Chapter II Review of Literature
- Chapter III Methodology
- Chapter IV Data Analysis and Interpretation
- Chapter V Findings, Suggestion and Conclusion
- References
- Annexure

CHAPTER I INTRODUCTION

- 1.1 Introduction
- 1.2 Background of the Study
- 1.3 Statement of the Problem
- 1.4 Significance of the Study
- 1.5 Chapterisation
- 1.6 Conclusion

CHAPTER II REVIEW OF LITERATURE

- 2.1 Introduction
- 2.2 Literature Review
- 2.3 Research Gap
- 2.4 Conclusion

CHAPTER III METHODOLOGY

- 3.1 Introduction
- 3.2 Title of the Study
- 3.3 Objectives
 - 3.3.1 General Objectives
 - 3.3.2 Specific Objectives
- 3.4 Research Questions
- 3.5 Definition of Concept
 - 3.5.1 Conceptual Definition
 - 3.5.2 Operational Definition
- 3.6 Research Design
- 3.7 Universe of Study
- 3.8 Population
- 3.9 Sampling
 - 3.9.1 Sampling Method
 - 3.9.2 Sampling Size
- 3.10 Data Collection
 - 3.10.1 Method of Data Collection
 - 3.10.2 Tools of Data Collection
 - 3.10.3 Standardized Tool
 - a. Scale
 - b. Name and Year
 - c. Purpose
 - d. Scale Structure
 - e. Subscales
- 3.11 Source of Study
 - a. Primary Source

- b. Secondary Source
- 3.12 Pilot Study
- 3.13 Pretest
- 3.14 Variables
 - a. Dependent Variables
 - b. Independent Variables
- 3.15 Data Analysis and Interpretation
- 3.16 Inclusion Criteria
- 3.17 Exclusion Criteria
- 3.18 Limitation of the Study
- 3.19 Ethical Concern
- 3.20 Chapterisation

CHAPTER IV DATA ANALYSIS AND INTERPRETATION

4.1 Introduction

4.2 Data Analysis and Interpretation

4.3 Conclusion

CHAPTER V FINDINGS, SUGGESTIONS AND CONCLUSION

5.1 Introduction

5.2 Findings based on General Objective

5.3 Findings based on Specific Objective

5.4 Suggestions based on Findings

5.5 Conclusion

REFERENCES

ANNEXURES

Annexure 1 Questionnaire

Annexure 2 Consent Form

FORMS



DON BOSCO COLLEGE, KOTTIYAM

DEPARTMENT OF SOCIAL WORK

UNIVERSITY OF KERALA

Social Work Trainee :

Name of the Agency:

Day	DATE	Signature of Social Work Trainee	Signature Agency Supervisor	Signature Faculty in charge
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Day 11				
Day 12				
Day 13				
Day 14				
Day 15				
Day 16				
Day 17				
Day 18				
Day 19				
Day 20				
Day 21				
Day 22				
Day 23				
Day 24				
Day 25				

Report Submission Form

DON BOSCO COLLEGE, KOTTIYAM

DEPARTMENT OF SOCIAL WORK

Course and Semester:

Faculty Supervisor:

Date for Submission	Name of Candidate	Date of submission	Signature of student	Date of correction	Signature of faculty	Marks	Remarks



FIELD WORK UNIT
DEPARTMENT OF SOCIAL WORK
DON BOSCO COLLEGE

TRAINEE EVALUATION FORM

(From Agency Supervisor)

Name of the Social Work Trainee: Course:

Name of the Agency	
Number of days of fieldwork completed	

Each criteria carries maximum of 5 marks.

Criteria	Marks	Remarks if any
Demonstration of ethical and professional behaviour (Max 5 marks)		
Voluntary Involvement and readiness to follow the supervision (Max 5 marks)		
Time management and punctuality (Max 5 marks)		
Improvisation skills in assigned activities (Max 5 marks)		
Reporting (Max 5 marks)		
Total		

Additional remarks or suggestions to improve:

SOCIAL WORK SKILLS

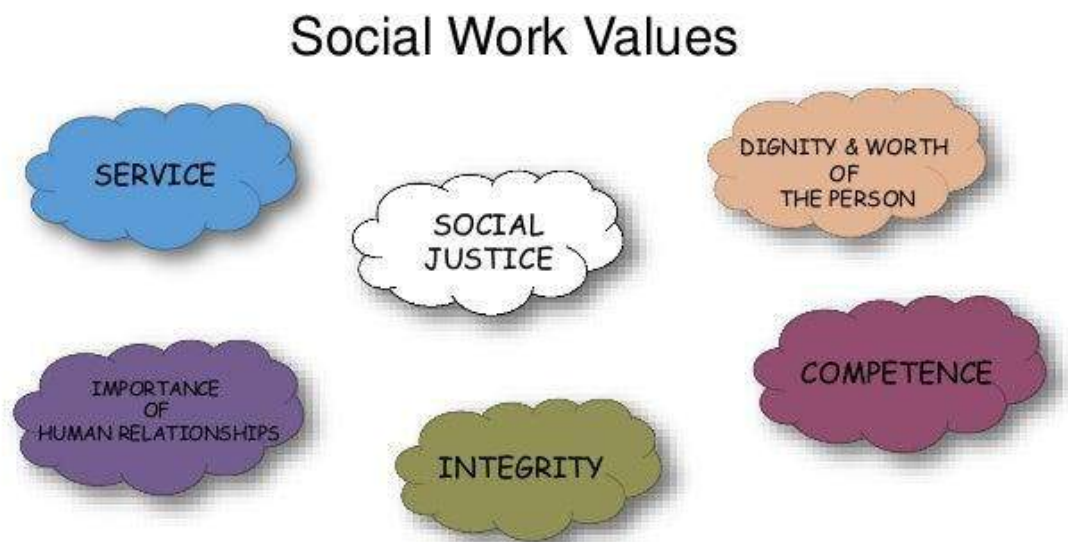
1. Effective Communication
2. Active Listening
3. Empathy
4. Observation
5. Boundary Setting
6. Social Perceptiveness
7. Self-Awareness
8. Organization
9. Coordination
10. Persuasion
11. Cooperation
12. Coping with Stress
13. Coping with Emotions
14. Critical Thinking
15. Tolerance
16. Team Work
17. Time Management
18. Resource Mobilization
19. Interpersonal Relationship
20. Rapport Building
21. Creative Thinking
22. Documentation
23. Advocacy
24. Critical Thinking
25. Patience
26. Professional Commitment
27. Inner Strength

SOCIAL WORK PRINCIPLES

1. Principle of Individualisation
2. Principle of Acceptance
3. Principle of Non-Judgemental Attitude
4. Principle of Controlled Emotional Involvement
5. Principle of Purposeful Expression of Feelings
6. Principle of Self Determination
7. Principle of Effective Communication
8. Principle of Confidentiality
9. Principle of Self-Awareness
10. Principle of Cultural Competence
11. Principle of Client Participation

CORE VALUES IN SOCIAL WORK

1. Service
2. Social Justice
3. Dignity and Worth of the Person
4. Integrity
5. Importance of Human Relationships
6. Competence



FIELD WORK AGENCIES IN KERALA

THIRUVANATHAPURAM

SL.NO	AGENCIES	ADDRESS
1.	District Child Protection Unit	DCPO, First Floor, SJD Annexe, Poojappura TVM, 695012 Tvmcpu2015@gmail.com
2.	State Child Protection Society	SCPS, Near Prison Headquarters, Poojappura TVM 6915012 icpskerala@gmail.com
3.	The Dale View Care Point	Punalal Post, Poovachal TVM 695575 daleviewieca@gmail.com
4.	The Blue Point Organisation	Ruby Plaza, Thampuran Nagar Rd, Althara Nagar, Vellayambalam TVM 695010 bluepointkerala@gmail.com
5.	Malankara Social Service Society	MSSS, St. Mary's Campus, Pattom PO TVM 695004 info@msss.org
6.	Don Bosco Veedu	Don Bosco Nivas, TC 25/913 Near New Theatre Aristo, Thycaud PO TVM 695014 dbveedu@gmail.com
7.	De Care – Vincentian Social Service	De Care Maruthoor, Vincentian Ashram Lane, Chittazha TVM 695028 decaresjp@gmail.com
8.	Kerala State Council for Child Welfare	Model School Road, Housing Board, Thycaud TVM 695014 childwelfaresociety@gmail.com

KOLLAM

SL.NO	AGENCY	ADDRESS
1.	District Child Protection Unit	DCPO 3 rd Floor, Civil Station Kollam 691013 dcpukollam@gmail.com
2.	Quilon Social Service Society	Fathima Road, Kollam 691013 info@qsss.org
3.	Fishermen Community Development Programme	FCDP, Canal Road, Pallithottam Kollam 691006 fcdpkollam@gmail.com
4.	Punalur Social Service Society	PSSS Building, PB.NO.50, Punalur, Kollam 691305 plrsociety@gmai.com

PATHANAMTHITTA

SL.NO	AGENCY	ADDRESS
1.	District Child Protection Unit	DCPO, 4 th Floor, Aranmula, Mini Civil Station, Pathanamthitta 689533 dcpupta@gmail.com
2.	Anugraha Social Service Society	Upasana Pastoral Centre, Attarikom, Omalloor PO Pathanamthitta 689647 info@anugrahapta.org

ALAPPUZHA

SL.NO	AGENCIES	ADDRESS
1.	Integrated Development Society	Mangalam, Kanjiramchira, Alappuzha North, Kerala 688007 idsalappuzha@gmail.com
2.	ATREE-CERC	Amman Kovil Street, Mullakkal, Alappuzha 688001 cerc@atree.org

KOTTAYAM

SL.NO	AGENCIES	ADDRESS
1.	Kottayam Social Service Society	Kottayam Social Service Society, Chaithanya, Thellakom PO Kottayam 686630 info@ksss.in
2.	Total Response to Alcohol and Drug Abuse (TRADA)	TRADA, Manganam PO Kottayam 686018 trainingtrada@gmail.com
3.	Changanacherry Social Service Society	CHASS, Pb.No 20 Changanacherry Kottayam 686101 Chass1966@rediffmail.com
4.	Christuraj Social Service Society	Near Kottaramattom Bustand, Vaikom Road, Opp-Christ Hall Convent Pala PO crsspala@gmail.com
5.	Vijayapuram Social Service Society	Amalanilayam, Pb.No. 1101 Keezhukunnu Kottayam 686002 Mail2vsss@gmail.com
6.	Aravvinda Charitable Society	Anickad PO Kottayam 686503
7.	Mercy Home Charitable Society	Kodinattuumkunnu, Thridodithanam PO Changanasserry 686105

IDUKKI

SL.NO	AGENCIES	ADDRESS
1.	VOSARD	Jose Antony, Secretary, Vosard, Kumily PO Idukki 685509 vosard@gmail.com
2.	Navadarsanagram Psycho Social Development Society	Pullianmala PO Idukki 685515 jaisonchundatt@gmail.com
3.	Peermade Development Society	Peermade Development Society Pb.No. 11Peermade Idukki 685531 pedes@satyam.net.in
4.	Kerala Social Development Society	KSDA, No. 163/97, Karivelikal Complex, Kattappana, Idukki 685515 tperumanaksda@gmail.com
5.	Idukki Malankara Jyothi Integral Development Society	IMIDS, Jyothis Pastoral Centre, School Kavala, Kattappana Imidsidukki2017@gmail.com

ERNAKULAM

SL.NO	AGENCIES	ADDRESS
1.	KITES Foundation	Mythri Ln, Chilavannoor, Kochi, Ernakulam 682020 info@kitesfoundation.org
2.	Ernakulam Social Service Society	Providence Rd, Kacheripady, Ernakulam 682018 esssociety@gmail.com
3.	Project Venda – Fourth Wave Foundation	Panthapalakkal House, Cheriyaakumaro Lane, Mamangalam, Palarivattom Ernakulam 682025 info@fourthwavefoundation.org
4.	Rajagiri outREACH	Rajagiri College of Social Sciences, Rajagiri PO Kalamassery, Kochi 683104 outreach@rajagiri.edu
5.	Don Bosco Welfare Center Society	Don Bosco Welfare Society 23/2139 Aroor-Thoppumpady Road Marunnukada, Palluruthy Kochi 682006 info@dbshabhavan.org
6.	MAGICS	5 th Floor – Krishna Bhat Tower, Pullepady Road, Kochi ngomagics@gmail.com

THRISSUR

SL.NO	AGENCIES	ADDRESS
1.	Atma Foundation	No. 1 Vrindavan Colony, Punkunnam Desom, PO Punkunnam 680002 atmatrust@gmail.com
2.	Kottapuram Integrated Development Society	KIDS, Kids Campus, NH17, Kottapuram, Kodungallur 680667 kidskottapuram@gmail.com
3.	Kuriakose Elias Service Society	Kess Bhavan, Naickanal Thrissur 680001 kesstcr@gmail.com
4.	The Social Action Forum	Cathedral Junctionwest PO Irinjalakuda, Thrissur 680121 socialactionijk@gmail.com

PALAKKAD

SL.NO	AGENCIES	ADDRESS
1.	Aashrayam Rural Development Society	Reg. Tc no. 13/06, Kollengode Palakkad aashrayamindia@gmail.com
2.	Attappady Social Service Organisation	ASSO Bhavan, Pakkulam, Seenkaran Thevalam PO Mannarkkad Palakkad 678582 assoattappady@gmail.com
3.	Attappady Adivasi Development Initiative (AADI)	Mattathukkad PO, Attappady Palakkad 678581 mathewaerthayil@yahoo.co.in
4.	People's Service Society	Diocesan Pastoral Centre, Pallipuram Post, Chakkanthara Palakkad 678006 psspngo@gmail.com

MALAPPURAM

SL.NO	AGENCIES	ADDRESS
1.	Jawahar Social Welfare Society	Jawahar Social Welfare Society, reg No. 6/90 Pookkottumpadam PO 679332 saniljosephjsws@gmail.com
2.	Holistic Development and Research Foundation	Door NO: Xvii 279, Akshaya, Kaliyattamukku, Malappuram hdrfindia@gmail.com
3.	National Service Society, Perinthalmanna	Pb No. 3, Perinthalmanna PO Malappuram 679322 nasscentre@gmail.com

KOZHIKODE

SL.NO	AGENCIES	ADDRESS
4.	Suryakanthi Foundation	Regd. No: 84/1996 - XI Big Bazar, Cherootty Road, Kozhikode 673032 surykanthifoundation@gmail.com
5.	Integrated Development Center Thamarassery	IDC, Near Police Station Thamarassery PO Calicut 673573 idcthamarassery@gmail.com

WAYANAD

SL.NO	AGENCIES	ADDRESS
1.	Youth Social Service Organisation	Sulthan Bathery, Post Wayanad 673592 Aiswarya Auditorium near SBI Bank Kerala Ysso95@gmail.com
2.	SHREYAS Social Service Centre	P.B.NO.77, Near Government School, Ooty Road, Sulthan Bathery, Wayanad 673592 info@shreyas.org

KANNUR

SL.NO	AGENCIES	ADDRESS
1.	The Angadikadavu Don Bosco Society	Angadikadavu PO Irrity, Kannur 670706 angadikadavurector@dbbanglore.org
2.	Dharmagiri Jeevas Social Center	Cherupuzha PO Kakkenchal Kannur 670511 dharmagirisocialcenter@gmail.com

KASARAGOD

SL.NO	AGENCIES	ADDRESS
1.	Better Life Foundation India	Vayalamkuzhi, PO Perumbala, Kasaragod info@betterlifefoundation.in
2.	Akkara Foundation	Reg.No.82/IV/2018, Akkara Guest House, Kotikulam, Kasaragod 671318 akkarafoundation@gmail.com

MEDICAL AND PSYCHIATRY HOSPITALS IN KERALA

SL.NO	HOSPITAL	SETTIN GS	ADDRESS
1.	Mental Health Center, TVM	Psychiatry	Peroorkada PO, Oolampara Trivandrum 695005 mchtvm@gmail.com
2.	SK Hospital TVM	Psychiatry	Edappazhinji, Pangode, Trivandrum 695006 enquiry@skhospital.com
3.	PRS Hospital TVM	Medical	Killipalam, Trivandrum 695002 admin@prshospital.com
4.	Saraswathy Hospital TVM	Medical	Parassala Trivandrum 695502 saraswathyhospital@yahoo.com
5.	Holy Cross Hospital Kottiyam Kollam	Medical and Psychiatry	Near NH66, Holy Cross Hospital Road, Kottiyam Kollam, 691571 inquiry@holycrosskottiyam.org
6.	NS Hospital Kollam	Medical	NH Bypass Road, Palathara Thattamala PO Kollam 691020 nsmimskollam@gmail.com
7.	MGM Muthoot Hospital Kozhencherry	Medical	College Road, Kozhencherry East 689641 gr@muthoothealthcare.org
8.	CARITAS Hospital Kottayam	Medical and Psychiatry	Thellakom PO Kottiyam 686630 mail@caritashospital.org
9.	IMHANS Kozhikode	Psychiatry	Govt. Medical College Campus, Kozhikode 673008 office@imhans.ac.in
10.	Louis Mount Hospital Wayanad	Psychiatry	Chennalode PO Kalpetta, Wayanad 673122 Louismount78@gmail.com