ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION
MASTER OF SOCIAL WORK
SECOND SEMESTER
470E1240–GUIDELINES FOR CONCURRENT FIELDWORK

A student has to do Concurrent Fieldwork in the *Second Semester* of *Master of Social Work Programme*. The Fieldwork should be done in a Fieldwork Agency for a minimum period of 20 days.

AIMS AND OBJECTIVES OF CONCURRENT FIELDWORK

1) To offer purposeful learning experience to students through interaction with life situations under supervised guidance for professional growth, in terms of knowledge, skills and attitudes.
2) To enable students to develop and deepen their capacity to relate theory to practice and experience to theory.
3) To develop professional attitudes objectively involving impartiality and non-judgemental attitude.
4) To develop professional values, commitments and ideas.
5) To develop professional skills through practical learning for the study of the problems and solving the problems both at micro and macro levels.

ELIGIBILITY CRITERIA FOR FIELDWORK AGENCY

A Student has to select a reputed agency having around 10 years of experience in the field of social welfare / social work.

The fieldwork agency may be Non-government Organisations / Industries / Hospitals / Special schools for differently abled / State and Central Welfare Agencies / Quasi, Semi and Fully Government Welfare Organizations.

ELIGIBILITY CRITERIA FOR FIELDWORK SUPERVISOR

1) Any Social work / Sociology faculty member in college / university with 5 years of field experience.
2) Any Social work professional with PG qualification having 10 years of experience in Non government Organisations.
3) Any Labour Welfare officer / Personnel officer / Human Resource Personnel with PG qualification in industries.
4) Any Headmaster / Headmistress with PG qualification in special schools.
5) Any Medical Social worker / Medical Superintendent / Human Resource Personnel with PG qualification in Hospitals.
6) Any Head / Project Officer / Project Co-ordinator / Supervisor with PG qualification in Quasi, Semi and Fully Government Welfare Organisation.

GENERAL INSTRUCTIONS

1) Two typed copies of the Fieldwork report should be prepared and **one** should be submitted to the Centre for Distance and Online Education.
2) It is the responsibility of the student to identify a suitable Fieldwork Supervisor according to the norms prescribed in the guidelines.
3) The student has to select the fieldwork agency with the help of the fieldwork supervisor.
4) Proforma for approval of fieldwork agency should be sent to the Directorate for approval.
5) In case the proposed Fieldwork Supervisor and Fieldwork agency are not acceptable to the Directorate, the student has to change the Fieldwork Supervisor and Fieldwork agency.
6) The Fieldwork Supervisor will be paid an honorarium of Rs.500/- for guiding each student.
7) The Fieldwork Supervisor should not supervise more than 5 students of M.S.W. Programme of Centre for Distance and Online Education in an academic year.
8) The total number of pages of the report should be between 40 and 80 pages.
9) The report of the Fieldwork should be card – board bound with laminated wrapper sheet. Spiral or any other form of binding will not be accepted.
10) The prescribed form for submission (copy enclosed) and a copy of proforma for approval of fieldwork agency should be enclosed with the fieldwork report.
11) Fieldwork Report should contain a certificate duly signed by the Fieldwork Supervisor, stating that the project report is original and not submitted earlier to any University / Institute.
12) An attendance certificate for 20 days got from the fieldwork agency in which the fieldwork has been done should be enclosed with the Fieldwork report.
13) Fieldwork report and all enquiries regarding the project work should be sent to:

The Director
Centre for Distance and Online Education
Annamalai University
Annamalainagar – 608 002

The **Last date** to submit the Proforma for approval of Fieldwork agency is : **30-10-2026**

The **Last date** to submit the Fieldwork Report is : **31-12-2026**

Late submission of Fieldwork Report will be accepted upto : **15.01.2027**
with a late fee of **Rs.500/-**

DIRECTOR

ANNAMALAI UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION

MASTER OF SOCIAL WORK

CONCURRENT FIELDWORK

PROFORMA FOR APPROVAL OF FIELDWORK AGENCY

Enrolment Number: ....

1. Name and Address of the Student :
2. Name of the Agency :
3. Official Address of the Agency with Phone No/ E-mail ID :
4. Activities of Agency (with date of commencement) :

Signature of the Student:

Date:

Signature of the Fieldwork Supervisor:

Name:

Academic Year:

Number of Candidates: … … …… … …

Encl: 1. Synopsis
2. Bio-Data of the Research Supervisor

(for office use only)

Scrutinised by

May be Approved

HEAD – Sociology Wing

DIRECTOR

ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION

BIO-DATA OF THE FIELDWORK SUPERVISOR

Affix Photograph of Fieldwork Supervisor

NAME :

EDUCATIONAL QUALIFICATION :

DESIGNATION :

NAME OF THE AGENCY :

YEARS OF EXPERIENCE :

OFFICIAL ADDRESS WITH PHONE NUMBERS (Mobile and Landline) :

RESIDENTIAL ADDRESS WITH PHONE NUMBER :

Signature of Fieldwork Supervisor

CONCURRENT FIELDWORK REPORT

Concurrent Fieldwork Report should consist of

1) Observation Report.
2) Casework Report
3) Group work Report

Model Format for observation visit report

I. 1) Name of the Social Work Trainee.
2) Name of the Agency.
3) Date of the Visit.
4) Faculty Supervisor.
5) Agency Supervisor

II. 1) Brief history of the organization. (including geographical location)
2) Aims and objectives of the organization.
3) Structure of the organization.
4) Staffing pattern.
5) Sources of funds, methods of collection, etc.,
6) Programmes and activities in brief.
7) Use of social work methods.
8) Impact of the services on the life pattern of the beneficiaries and on the community as a whole.

MODEL FORMAT FOR THE CASE WORK REPORT

(A student should submit three different case studies under concurrent fieldwork)

1. Intake.

   (Selection of the Client)

2. Study / Fact finding

   a) Nature of the problem

   b) Client feelings and reactions

   c) Client's efforts to solve the problems

   d) Impact of social conditions (family)

   e) Psycho-social development of the client

   f) Personality of the client

3. Diagnosis / Assessment of the problem

   An Explanation formulated in the light of known fact gathered.

4. Treatment

5. Follow – Up

6. Termination

7. Evaluation

MODEL FORMAT FOR THE GROUP WORK REPORT

(A student should form two different groups)

1. Formation of Group

(Need and strength of the group, evolving norms for group activities and orienting the group on it.)

2. Constellation of Group

Personal and Family Data, Problems of the individual.

3. Group Activities

Planning the group programme, assignment of task to the group members, implementation of the group activities, and participation of group members. Problems solving, group therapy.

4. Group Evaluation

FORM FOR SUBMISSION OF FIELDWORK REPORT

(To be submitted separately along with Fieldwork report as duplicate)

I. Name of the Student (in BLOCK letters) :

Enrolment No. :

Programme with subject :

Address of the Student (with phone number) :

II. Name of the Supervisor :

Designation with experience :

Address of the Supervisor (with phone number) : 1. Official:

2. Residential:

Date of submission of Fieldwork report :

In case of late submission, furnish the payment particulars for late fee paid :

Place: Signature of the Student

Date: Signature of the Fieldwork Supervisor

DIRECTOR

Centre for Distance and Online Education