

# Master of Social Work - MSW



**Department of Social Work**

**NEF College of Management & Technology**

A Post-Graduate College affiliated to Dibrugarh University & Approved by Govt. of Assam

GMCH Road, Ananda Nagar, Christianbasti, Guwahati-5, Assam, India

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## OUR VISION

Today the society is becoming more and more complex and varied in its working: its prime slogan being the 'survival of the fittest'. This has increased the number of helpless, deprived and disadvantaged. Here the role of social work comes into play. As a profession, it is committed to the pursuit of social justice, to the enhancement of the quality of life, and development of the full potential of each individual, group and community in the society. Social work utilizes resources to sort out the problems of such people and try to ameliorate and alleviate their pain and suffering. Social workers try to prevent social problems caused by poverty, unemployment, inadequate health and education facility, alcoholism, drug abuse. They also try to improve the life of certain disadvantaged like disabled, old aged, orphan and the destitutes.

Social work is intricately linked with the idea of charity work. However, over a period of time, it has evolved into a profession. Presently, it is not a 'conventional' career, but with issues of disability, drug abuse, poverty, mental illness, problems associated with aging etc. rising constantly, social work has become a vital need of our society.

If you are willing to take up a profession for emotional fulfillment and if your purpose of working is not just financial, this would be the ideal career for you.

## Career Prospects

There are ample job opportunities for MSW degree holders in both the government as well as non-governmental sectors. Opportunity in the government sector is mainly in the community development projects pertaining to health, education, rural development, child, women, tribal welfare etc. Postgraduates in Social Work also have job opportunities in the industrial and corporate sector as well as public settings, including grassroots advocacy organizations, hospitals, hospices, community health agencies, schools, international organizations, employee assistance, philanthropy, and even the military. They may also find job in child welfare and family service agencies for providing mental, health, medical, educational and correctional services. Some MSW degree holders can prefer to be self-employed by establishing their own NGOs. New problems relating to environment has further forced social work to transgress its traditional limit. Now many NGOs and government agencies are working for environmental protection and conservation where people from social work background can find a good as well as lucrative job in India and abroad.

## THE COLLEGE

**NEF College of Management & Technology** is promoted by National Education Foundation (NEF), which is a pioneer non-government minority organization in the North Eastern region engaged in promoting and popularizing professional education. NEF aims at inculcating in the 'new generation' a spirit of competitiveness and innovativeness, enriching their knowledge and developing self-confidence and thereby making them fit to face challenges in their lives.

## RECOGNITION

**NEF College of Management & Technology** is affiliated to **Dibrugarh University** and approved by the Dept of Higher Education, Govt. of Assam.

## CAMPUS / LOCATION

The College functions from its permanent campus located at Christianbasti locality in the heart of Guwahati city.

At present, the College is having a multi-storied built-up area of 24000 sq.ft. which would be 40,000 sq.ft. on its completion. The college campus is self contained, providing an ideal environment with facilities including well furnished classrooms, Seminar Hall. With State-of-Art infrastructure, Wi-Fi Campus Network and calm environment in the midst of the city, the College provides an ideal academic environment to its students.

## MASTER OF SOCIAL WORK (MSW)

**Master of Social Work (MSW)** is a two year (four semesters) full-time post-graduate programme under Dibrugarh University. This programme consists of theory and practice components, taught and learned through a combination of lectures, field work and research project.

The MSW programme is designed to equip the students with sound theoretical knowledge about social work, social welfare and development concerns of the poor, and enable the students to develop skills and insights into working with people at the individual, group and community levels, and their representatives, and network with other groups and professionals working on similar issues.

## NO. OF SEATS : 30

## ELIGIBILITY FOR ADMISSION

The minimum qualification for admission to MSW programme is a Bachelor Degree in any stream under 10+2+3 pattern, from a recognized university securing minimum 45% marks in major or in aggregate (40% for SC, ST & OBC).

## APPLICATION PROCEDURE

Application form and prospectus can be obtained from College on payment of Rs.250/- in person or by sending a DD. It can also be downloaded from [www.nefcollege.org](http://www.nefcollege.org).

Application forms, complete in all respects and with all the stipulated documents, should reach the office of the "Director, NEF College, GMCH Road, Ananda Nagar, Christianbasti, Guwahati-5", on or before the dates notified.

## ADMISSION PROCEDURE

Candidates would be assessed for selection through the following:

### A. Academic background: 30 marks

**B. Written test (1 hour - 50 marks):** The test will be written in English. The written test will assess a candidate's knowledge of and sensitivity to contemporary social issues and his/her proficiency in English –written communication skills, comprehension and analytical abilities. There is no prescribed syllabus or format for the written test.

**C. Group Discussion (20 minutes - 20 marks):** The group discussion is to assess the candidate's ability to conceptualize ideas, communicate effectively, contribute meaningfully in a group, and his/her interactive skills.

**D. Personal Interview (10 to 15 minutes - 50 marks):** The purpose of personal interview before a panel of experts is to find out the level of interest and aptitude for social work, skills of dealing with people, the experiences of helping people and the ability to cope with and learn from new situations.

To qualify for admission, the candidate is required to secure a minimum of 40% marks separately in the personal interview, group discussion and the written test.

Selected candidates are expected to take admission during the office hours on the specified dates.

The following documents are required at the time of admission:

1. Originals and one attested copy each of the mark sheets and certificates of:

- HSLC Examination
- Higher Secondary Examination
- Graduation
- Any other course done by the candidate.
- Transfer certificate
- A character certificate from the institution last attended.
- A letter from the employer, if employed at the time of application, freeing the candidate to attend the course on a full time basis.
- A Fitness Certificate from a registered medical practitioner.
- Four passport size photographs.
- ST/SC/OBC certificate, if applicable
- Migration Certificate

Fees for the first semester are to be paid, at the time of admission.

If any statement furnished by the student is found to be incorrect at any time, she/he is liable to be debarred permanently from the course.

Admission given by the NEF is provisional and subject to the final approval from Dibrugarh University.

**NB:** Original certificates submitted at the time of admission will not be returned to the students during the course of study. The students are therefore directed to keep attested copies of the certificates with them.

## MSW ACADEMIC PROGRAMME

The course of study for Master of Social Work (MSW) extends over two academic years. Each academic year is divided into two semesters. The first two semesters will have common theory papers and field work. The third and fourth semesters will have, besides the common theory papers, specialization and elective theory papers, field work in respective areas of specialization and research project.

Each student is expected to do a research project during the course of study. The research project work will be started in the third semester and continued till the fourth semester. The final report is submitted at the end of the fourth semester for valuation. The student will do a dissertation on a research theme and appear for the viva on the research project.

The Block Field Work after the fourth semester examinations is compulsory for the completion of the MSW course.

The students will organize and participate in a rural camp during the first year and a study tour during the second year.

### SEMESTER - I

1. Introduction to Social Work
2. Society and Indian Social Issues
3. Human Growth & Development
4. Skills for Social Work Practitioners
5. Social Work Practice with Communities
6. Concurrent Field Work-I

### SEMESTER-II

1. Social Work Practice with individuals
2. Social Work Practice with groups
3. Governance, Social Policy, Law and Social Work
4. Quantitative Research in Social Work
5. Qualitative Research in Social Work
6. Concurrent Field Work-II

### SEMESTER-III

1. Administration and Management of Social Welfare Org.
2. Computer Application in Social work
3. Specialisation Paper-I
4. Specialisation Paper -II
5. Elective Paper
6. Concurrent Field Work-III

### SEMESTER-IV

1. Tribal Development
2. Specialisation Paper-I
3. Specialisation Paper -II
4. Research Project
5. Concurrent Field Work-IV
6. Block Field Work

### Specialisation groups are:

1. Community Development
2. Medical and Psychiatric
3. Family & Child Welfare
4. Human Resource Management

### Electives :

1. Disaster Management
2. Project Cycle Management
3. Peace Building
4. HIV / AIDS: Stigma, Discrimination and Prevention

## FIELD WORK

Concurrent Field Work is an integral part of total programme of training in Social Work. Field Work Programme consists of observation visits to the agencies, institutions and community settings, rural camp, study tour and direct practice of social work skills for intervention under the guidance of professional social workers in selected placements. Such placements provide an opportunity to the learner to apply theory to practice and gain first hand experience. Therefore field work in each semester is compulsory in this programme and a student is expected to have 100 percent attendance. Any shortage should be compensated.

In the first semester the field work training would also consist of observational visits, lab sessions, skill based training and placement. In all other semesters, ideally 2 working days per week shall be set aside for concurrent field work of 15 hours per week. Each semester shall have a minimum of 24 days of concurrent field work spread over 12 weeks.

The student is required to submit the report on the field work and the field work diary, before the commencement of classes on the first day of class following the field work days.

At the end of the fourth semester examinations the student is required to do a block placement of 30 days.

## EVALUATION

The evaluation of each paper will be as follows:

(i) In-Semester Assessment for 40% (Tests : 20 marks  
Assignment (written/group project) : 10 marks, Seminar & Library : 10 marks

(ii) End Semester Examination for 60%

(iii) The research project will carry 100 marks and at the end of the fourth semester there would be a dissertation and viva for 100 marks.

A student shall have to secure at least 40% marks in the In-Semester Assessment in order to be eligible to appear in the End-Semester Examinations.

## ATTENDANCE

A student must attend 85% of the lectures delivered during the academic session to be eligible to appear in the End-Semester Examinations as a regular candidate

A student who attends at least 75% of the lectures delivered shall, however, be allowed to appear in the End-Semester Examination as a non-collegiate candidate on payment of the fee prescribed by the university. No candidate shall be allowed to appear in the End-Semester Examinations if the attendance is below 75% in classes.

**Field Work Attendance:** A student is expected to be present on all field work days. Any absence will have to be compensated in consultation with the field work supervisor and the field work agency. While working in an organization, the student would follow the agency holidays and not those of the Institute.

## FEE STRUCTURE

Admission Fee (one time)	: Rs. 1000/-
Tuition Fee (per semester)	: Rs. 12000/-
Other Fee (per semester)	: Rs. 8500/-

Other Fee includes Library & Lab. Fee, Establishment Fee, Electricity & Water Charges, Field Work Fee etc. Fee once paid is not refundable under any circumstances.

In addition to above, students are required to pay University Registration Fee, Examination Fee etc. separately as and when notified by University.

Any candidate who discontinues or leaves the institute at any time during the course of study will have to pay the entire course fee. In such cases, the documents of the concerned students shall be returned only after such payment.

## HOSTEL ACCOMODATION

The College has a full-fledged Boys' hostel. Private hostel arrangement is made for female students from outside, adjacent to the College.

## CODE OF CONDUCT

The College aims at providing education with high moral values. The students are expected to maintain strict discipline and order in and out of the campus. In furtherance of its commitment to an environment of honesty, fairness and mutual respect, the College takes serious cognisance of acts of academic/ professional misconduct that include cheating in academic exercises, plagiarism, misrepresentation etc. All the students will be governed by the rules, ordinance and regulations framed by the University / College and amendments to be effected from time to time.

## NEF LIBRARY & DIGITAL LIBRARY

The College has a well - equipped library with nearly 5000 books & 1260 journals.

The college has a well equipped digital library. The digital library is well stocked with various CDs that have audio visual presentation. Both students and Staffs can access it online. In addition to books it has following encyclopedias:

1. Britannica
2. Encyclopedia of Social Problem
3. Encyclopedia of Social Welfare
4. Encyclopedia of Child Labour ( by Nanjunda C.)
5. Encyclopedia of Child Labour ( Promila Mahajan)
7. Land & People
8. Encyclopedia of Sociology
9. Encyclopedia of Child Development
10. Encyclopedia of IT
11. Encyclopedia of Women & Children problem.
12. World Legal System

Library remains open from 10:30 a.m. to 5:00 p.m. on all working days.

## SCHOLARSHIPS

All the students from Manipur, Nagaland, Tripura and Arunachal Pradesh are eligible for Post-Matric scholarships from their respective Governments of the states. Students of Assam belonging to S.C. and S.T. and minority communities are also eligible for scholarships from the Govt. of Assam / Central Government.