



# *School of Professional Studies*

## **Netaji Subhas Open University**

(Established by WB Act (XIX) of 1997, Recognized by UGC)

Accredited by NAAC with grade "A"

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Ref: MSW/SPS/Guideline/Field Work-MSW-I

Dated: 11/07/2021

### **Guidelines for Field Work of MSW Part I (Paper-7)**

Considering the unprecedented pandemic situation due to spreading of Covid-19, it wouldn't be safe for our learners to be placed in NGOs, conduct field studies, and collect primary data in face to face mode as they can be exposed to risk of getting infected by Coronavirus. By considering the health and safety of our learners and keeping in mind covid protocol and restrictions of govt from time to time, Dept. of Social Work under the School of Professional Studies has develop a guideline for conducting / writing Field Work (Paper 7) for learners of **MSW Part I**.

#### **Section – A**

It may be conveyed that some of the Resource Persons working in the field of health, women, children, aged, education, drinking water, sanitation etc. from reputed NGOs / Agencies / Institutions / Organizations and Government Department will deliver their speech / lecture and highlight their roles in addressing the problems of children, women and other stakeholders for the welfare of the communities. They will also share their organization profile like background of the organization along with history, mission & vision, objectives, areas of intervention and so on. In this way the learners would get an opportunity to know about these organizations without visiting the organization.

#### **Section – B**

Make profile / case study of any 2 NGOs / Social Welfare Agencies / Community Based Organizations (***One International NGO and One National Level NGO***) by looking into their website, reports & other disclosure as available in public domain. Mention in detail about your learnings while doing the case study like any new knowledge, exposure, experience, your observations about the agency and working strategies of the organization etc. You may also highlight any uniqueness if you have find in the organization which might have motivated you to present this case study.

#### **Section-C**

In this section the Learners would have to write a brief overview of COVID-19 situation in their own locality and comment on the activities taken up by the health department, local self-government (Gram Panchayat or Municipality or Municipal Corporations as applicable), NGOs / Social Welfare Agencies and others if any in management & control of speeding of covid-19 in their area / locality and give your observations, views and critical analysis about the kind of interventions made by the concerned authority. .

The final report must be comprises of all the three section in a compiled manner and single report / file.

## **Template for Writing Field Work Report**

### **Section A (Within 1000-2000 Words)**

There are 4 Audio / Video Lectures which will be delivered by our Resource Persons (External Expert) from various Organization. Following points should be covered in this section.

- + Name of the Organization with Address
- + Year of Establishment
- + Registration and Affiliation
- + Staffing Pattern
- + Funding and Collaborating Partners
- + Historical Background
- + Mission and Vision
- + Activities Covered including Schemes and Programmes taken up by the Organization
- + Target Groups and Stake Holders
- + Future plans
- + Your learnings, (any new knowledge / orientation, exposure, experience etc.), observations, comments etc.

### **Section B (Within 1000-1200 Words)**

The Learners may conduct an in-depth study through secondary source like- Websites / Reports etc. and develop a write up about any two NGOs (*One International & One National*) by covering the following suggestive points.

- ❖ Name of the Institution / Organization
- ❖ Address
- ❖ Mission and Vision
- ❖ Institutional objectives
- ❖ Chief Executive Officer / Executive Officer
- ❖ Number of staff members and Nature of Staff
- ❖ History of the organization
- ❖ Sources of funding
- ❖ Recognition and awards if any
- ❖ Registration and Affiliations
- ❖ Relationship with other agencies (Collaborating Partners)
- ❖ Organizational structure (A simple diagram may be drawn. If the agency is a branch of a larger organization, its place in the larger organization can be shown.
- ❖ Type of work (Activities Covered, Scheme / Program Undertaken))
- ❖ Number and nature of beneficiaries (Target Groups and Beneficiaries)
- ❖ Geographical area of work
- ❖ Problems faced by the agency and proposed remedies if any
- ❖ Future Plans (if any)
- ❖ Any other relevant information

- ❖ Social Work Methods / Principles applied as per your opinion / view
- ❖ Your learnings, (any new knowledge, uniqueness about the organization if any) observations, comments and analysis.

**Section C (Within 1000-1800 Words)**

They may write a brief essay on Covid-19 situation in their own locality and give your observations, comments and critical analysis about the kind of interventions made by the concerned health dept., local self-government and NGOs / Social Welfare Agencies in management & control of speeding of covid-19 in their area / locality the concerned authority. They may include the following points.

- Brief overview on Covid situation in your locality.
- The kind of health care facilities available in your community to tackle the health issue.
- Access to health care of community members in pandemic situation.
- Contribution of NGOs/ social welfare agencies in tackling the health issue.
- You may also highlight the psychosocial effects / sufferings of covid victims.
- Your learning and critical analysis of the problem / situation and responses of concerned authority.

For Project Work, learners can do the followings:

- Conduct telephonic interview / survey.
- Prepare an online survey tool and collect data from concerned stakeholders
- Browse internet and read various online journals / resources
- Read Newspapers, Magazines, Books etc.
- Watch TV News
- Attend Webinars

**Kindly follow the CHECK LIST:**

**Before submission please ensure the following:**

<b>Do's</b>	<b>Don'ts</b>
It should be original and unique report.	Do not copy / photocopy / duplicate report of other. Similar writing in report should be avoided.
Should prepare the Report by strictly following the guidelines. Should be neat, clean & easily readable, sequence is correct.	Pages not blurred and not dim; should not change between portrait and landscape.
Field Work Report must be typed either in <b>English</b> or <b>Bengali</b> and also saved in a single pdf format file (soft copy , within 10 MB of file size) by using your own enrollment no.	No handwritten / scanned report will be accepted. No multiple pages or file, combined in a single file pdf.

**The report must be written within 3000-5000 words (Approx. 10-15 pages in A4 size) within 10 MB of file size in single pdf format).**

**The report should be completed within 31/12/2021.**

For academic support you are free to write:

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The learners are advised to be cautious not to fall in traps of unauthorised persons or not to allure by any illegal and unauthorised persons for preparing dissertation, assignments, and examination related matters in lieu of money.

Students are also advised not to share their Enrolment No., Roll No. Date of Birth etc. on social media like Facebook, WhatsApp etc. All the students are requested to maintain their own e-mail ID and registered Mobile No. (As have been recorded in NSOU) till the end of their completion of course.

**For updated and authentic source of information kindly visit the following web portals only ([www.wbnsou.ac.in](http://www.wbnsou.ac.in), [www.lms.nsouict.ac.in](http://www.lms.nsouict.ac.in) and [www.nsouict.ac.in](http://www.nsouict.ac.in)).**

Sd/-  
Monojit Garai  
Asst. Prof of Social Work

Sd/-  
Kasturi Sinha Ghosh  
Asst. Prof of Social Work

**Forwarded by  
Director (i/c), School of Professional Studies**