

BPHE Society's
Centre for Studies in Rural Development
Institute of Social Work & Research
Ahmednagar

Continuous Internal Assessment

(as per Revised Syllabus Credit Based, Choice Based, Continuous Assessment Pattern Education System (Regulations, Scheme of Examination and Course Content) (w.e.f. Academic Year 2015))

As per the Savitribai Phule Pune University guidelines for completing MSW Degree course, assessment consist of Continuous Assessment (CA) and end of semester examination. Each shall have an equal weightage of 50% (i.e. for each 100 marks papers – 50 marks Continuous Assessment (CA) and 50 marks End of Semester Examination (ESE)).

In view of the University guidelines and in order to maintain standard the Institute has framed the following criteria for Continuous Assessment towards 50 marks.

1. Assessment Criteria –I (Written Test – 25 Marks)

One Written Test to be conducted for each course. The Written Test to be organized at the Institutional level in the form of Internal Examination. The written test schedule will be announced well in advance. The course teachers shall give individual feedback to each student about their performance in the test and areas for further improvement.

2. Assessment Criteria –II (Individual Written Assignment – 10 Marks)

The course teacher will announce written assignment to be submitted by each student individually. The assignments under this category may include tutorials, term paper, library notes, field based mini research or an open book test. The teacher shall announce these assignments and due dates of submission in advance. Assignments are submitted to the office. The Teacher shall collect assignments from the Academic Section after due date, assess them and submit back to academic section with 10 days time. (See Annexure Form A)

3. Assessment Criteria-III (Group /Classroom Assignment – 05 Marks)

The Course Teacher shall prepare the plan for group assignments for each course. The group assignments will have three components Classroom participation and attendance, Classroom Presentation and submission of presentation in written form. Each component will have 05 marks each. Group assignments may include, seminar presentations, short quizzes, field based assignments, mini research etc. (See Annexure Form A)

4. Multiple Choice Question Criteria-IV (05 Marks)

BPHES' CSRD ISWR has introduced the online MCQ testing component in the internal assessment system from the academic year 2017-18. MCQ in the online mode is the widely used examination mode for several competitive examinations such as NET, SET, CET and NEET conducted by the UGC, UPSC and MPSC. In order to give the students experience and competence in attempting online MCQ test, it has been incorporated in the internal assessment system of the Institute. The online MCQ component will make the internal assessment more transparent, objective and reliable. Preparing for MCQ sharpens the learning of the students. By preparing for MCQ, the students get clear and objective understanding of the subject, and various sub topics under the syllabus. The students shall also develop objective understanding on the entire syllabus.

According to the revised internal assessment criteria, all the subject teachers shall prepare at least 50 MCQ and share the same with the students along with the answer keys. All the MCQs are entered in a software which randomly present a set of 20 MCQs to each candidate. 10 marks are allocated for MCQ. The other components of internal assessment include individual assignment for 10 marks, group assignment for 5 marks and internal examination for 25 marks.

Each course teacher for MSW requires to announce and submit assignment plan for the course they are teaching. Also the date of assignment submission must be announced in advance. The Course Teacher required to fill the assignment form and submit the same to the Academic Section of Office alongwith Teaching Plan.

- Written Test marks shall be given by the subject teacher and shall be submitted to the Examination Department within a period of 10 days from the date of Internal Examination.
- All the records related to Internal assignments shall be submitted to the Examination Department alongwith award sheet. The teacher need to share the feedback and comments on assignments to the respective students.

Director
CSRD-ISWR

Copy to

1. Academic Section
2. Examination Section
3. Programme Co-ordinator
4. All Course Teachers

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 Centre for Studies in Rural Development
 Institute of Social Work & Research
 Ahmednagar

Fieldwork Evaluation

As per Savitribai Phule Pune University's rules and regulation, institute facilitates fieldwork assessment for 150 marks at the end of each semester. In order to facilitate this assessment institute has developed fieldwork evaluation forms. Student has to filled up this self assessment form at the end of the fieldwork along with all the fieldwork records.

Details of Maximum Marks as per components:

The fieldwork in first semester will be divided in three major components viz. observation visits, group lab sessions, and concurrent fieldwork including rural camp.

- | | |
|---|-----------|
| i. Observation Visits and Social Work Laboratories: | 30 Marks |
| ii. Rural Camp | 20 Marks |
| iii. Concurrent field placement and Reports: | 100 Marks |

Total:	150 Marks
---------------	------------------

The fieldwork in third semester will be divided in two major components viz. advanced observation visits, micro-planning/other extra assignments related to fieldwork, and concurrent fieldwork. The evaluation of these aspects will be as follows:

- | | |
|--|-----------|
| 1. Advanced Observation Visits and Micro Planning/extra assignments: | 30 Marks |
| 2. Concurrent field placement and Reports: | 120 Marks |

Total:	150 Marks
---------------	------------------

The fieldwork in second and fourth semester was divided in two major components viz. study tour and block fieldwork.

The mark structure will be as follows:

- | | |
|---|----------|
| 1. Rural Camp & Study tour: | 30 Marks |
| 2. Block fieldwork placement and Reports: | 80 Marks |
| 3. Poster Presentation: | 10 Marks |
| 4. Evaluation by Committee: | 30 Marks |

Total:	150 Marks
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i) Assessment of Rural Camp/ Study Tour Performance: (Annexure Form B & C)

A committee consisting of rural camp or study tour in-charge and accompanying faculty will assess the students' performance in rural camp or study tour or both for 30 marks. The total hours spent by MSW first year students on rural camp is 56 hours (7 days) and 16 hours (2 days) for study tour. Whereas MSW second year students have spent 56 hours (7 days) on study tour. The committee will also assess students' professional development in study tour. The criteria for study tour/ rural camp assessment will be as follows:

- **Attendance and Participation:** This criterion includes students' regularity and punctuality, discipline, involvement in planning, preparation and organization of study tour and attentiveness in discussions.
- **Reports:** This will be based on the timely submission, quality of recording, analysis, observations and reflections based on their learning.
- **Presentation:** This criterion will focus on student's involvement in preparation and presentation of study tour experiential learning, participating in the discussion and listening to other presentations.

ii) Assessment of Poster Presentation: (Annexure Form D)

The third component of assessment is fieldwork poster presentations. The same committee as mentioned above will be assessing the presentations of their respective groups. This assessment will be for 10 marks. The poster presentations will be evaluated based on following criteria:

iii) Assessment of Observation /Advanced Orientation Visit : (Annexure Form E)

- **Attendance and Participation:** Students Performance is to be assessed for 10 marks based on their regularity, discipline, involvement in planning, preparation and organization of observation visits.
- **Reports:** Student's reports are given 05 marks based on the timely submission, quality of recording, analysis and observations.
- **Presentation (05 marks):** Student's involvement in preparation and presentation of observation visits, participation the discussion and listening to other presentations.

iv) Assessment by Committee: (Annexure Form F)

The second component is of 30 marks which will be evaluated by committee. This committee will include three supervisors and they will assess their respective students in committee. The committee will assess based on the following criteria:

- **Student understands of agency/community:** This includes understanding about the structure of agency/community, issues, programmes and policies.
- **Adjustment in agency/community:** This aspect will focus on ability to work in interdisciplinary team, ability to take initiatives and accepting others.
- **Nature of assignments undertaken:** This component includes the students' individual and group plan, assignments undertaken in accordance with the plan and agencies/community's context, innovative practices.
- **Review of records and Documentation:** This includes students' ability to write various types of records as per institutes' guidelines such as daily diary, weekly reports, activity based reports, IC/GC reports, case work/group work reports etc.

- **Professional Development:** The committee will also assess the professional development in terms of knowledge, skills and attitude, punctuality and regularity in fieldwork and record submission.
- **Professional Discipline:** Professional development in fieldwork includes purposeful relation with fieldwork supervisor, following the scheduled of IC/GC, regularity and punctuality in fieldwork as well as in record submission.
- **Ability to Express:** The final criterion for assessment is students' ability to express and organise his/her thoughts based on fieldwork experiences. Committee will also assess the confidence level of student while expressing his/her ideas.
 - Content of the presentation
 - Innovative practices in the field
 - Conceptualizing overall presentation & group participation and
 - Creativity and innovations in poster preparation.

v) Assessment by Supervisor: (Annexure Form G&H)

The fourth component of assessment will mainly focus on block fieldwork placement in agency/community. However fieldwork supervisors need to assess the overall performance and development of students in whole fieldwork aspects. In this semester first year students are required to spend 216 hours (minimum) in block fieldwork. Whereas second year students are required to spend 192 hours in block fieldwork.

Based on this respective supervisors will assess students' performance in fieldwork for 80 marks for first year students and 90 marks for second year students. This assessment includes self -evaluation by student and evaluation done by fieldwork supervisor with the help of fieldwork evaluation forms.

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Research Dissertation (200 marks, Total 06 credits)

- i. If opted, MSW student is required to select an appropriate topic for his/her research dissertation/ or term paper during the second semester and complete the dissertation/ term paper and submit it to the Institute before **15th February**, of the fourth semester.
- ii. Completion and submission of the Research Dissertation/ term paper is a pre-condition for appearing at Semester IV Examination. In any case no extension will be permissible for submission.
- iii. The candidate must bring spiral or hard bound copy of dissertation/ term paper in internal as well as external viva voce examination of IVth semester.
- iv. There shall be only one Dissertation of 200 marks or term paper of 100 marks at MSW –II year and it shall be submitted to the University through the Head of the Institution, recommended for submission after Certification and approval of the concerned Research / Term paper Guide/ faculty supervisor.
- v. The research dissertation/ will be assessed and recommended for submission by the Faculty Guide/ internal and external examiner. Combined passing internal, external and viva examination in research and term paper shall be (50%) out of total marks.

Assessment of Dissertation and Term paper	Dissertation Marks
Internal Guide or Examiners or Specialization wise presentation/ open defense (See Annexure Form)	25
External Examiner – Assessment of Dissertation	150
Viva voce by External Examiner on Research	25
Total	200

Annexure Form A

BPHE Society's
Centre for Studies in Rural Development
Institute of Social Work and Research
 Station Road, Ahmednagar

Plan of Internal Assignments

Semester (Please circle the appropriate): I/II/III/IV

Course No. and Title :

Name Course Teacher:

Type of Assignments:

- | | |
|--|----------|
| 1. Assessment Criteria –I (Written Test) | 25 Marks |
| 2. Assessment Criteria –II (Individual Written Assignment) | 10 Marks |
| 3. Assessment Criteria-III (Group /Classroom Assignment) | 05 Marks |
| 4. Assessment Criteria-IV (Multiple Choice Questions) | 10 Marks |

Total: 50 Marks

Sr. No.	Type of Assessment (<u>Attach a separate sheet, if necessary</u>)	Last Date of Assignment
1	Assessment Criteria –II	
2	Assessment Criteria-III	

Signature of the Course Teacher

Name:

Annexure Form E

**BPHE Society's
CSR-D-Institute of Social Work and Research, Ahmednagar
Assessment Criteria for Observation Visits**

Seat No.	Name of Students	Marks obtained			Total Marks (20)
		*Attendance & Participation (10)	**Reports (05)	***Presentation (05)	

Date: _____

Signature: _____

Name _____

Annexure Form G

B.P.H.E. Society's
 CSRD-Institute of Social Work and Research, Ahmednagar
FIELD WORK EVALUATION FORM FOR SELF ASSESSMENT BY STUDENT
 (MASTER OF SOCIAL WORK)

Name of the Student :

Year: Semester: I/ II/ III/ IV

Name of the Placement :

Name of the Supervisor :

Duration of Placement : From..... To

Important Instructions:

The fieldwork evaluation of students are done at the end of each semester

1. Fieldwork supervisors should consider the self-assessment done by students before students' fieldwork evaluation.
2. Students will assess their performance in fieldwork based on following criteria based on given grades.
3. All the criteria are not applicable to all students therefore students are required to assess if it is applicable to them.

Please rank on the scale the point that best describes the student in the given area: Scale:
 1 - Poor; 2 - Satisfactory; 3 - Average; 4 - Good; 5 - Excellent; 6 - Outstanding.

Section I

Understanding and analysis of the Community*(Please Circle the Appropriate No.)*

- | | | | | | | |
|---|----------|----------|----------|----------|----------|----------|
| 1. Ability to understand the village/community –history, demography geographical boundaries, existence of different communities, etc. | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Ability to acquire and assimilate appropriate information about the community, the client group / system etc. | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Extent of identifying the special needs of marginalized Groups. | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Ability to understand current socioeconomic realities and their impact on individuals, groups and communities | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Ability to understand the nature of agrarian structure and linkages with agrarian production regimes | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Ability to understand the rural realities and identifying probable causes for that situation through own observation and analysis | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Ability to understand the linkages and interactions between livelihood needs and natural resources in rural areas | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Extent of understanding structures of local self governance | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. Knowledge of healthcare and education situation of the Community. | 1 | 2 | 3 | 4 | 5 | 6 |
| 10. Knowledge of government programmes and present developmental activities observed within the community | 1 | 2 | 3 | 4 | 5 | 6 |

Understanding the Agency: - (If Applicable)

- | | | | | | | |
|---|---|---|---|---|---|---|
| 11. Understand the administrative structure of agency. | 1 | 2 | 3 | 4 | 5 | 6 |
| 12. Understands the agency evolution, philosophy, objectives, programmes and services. | 1 | 2 | 3 | 4 | 5 | 6 |
| 13. Understands and assesses the agency response in relation to problem situation. | 1 | 2 | 3 | 4 | 5 | 6 |
| 14. Understand and assesses the role of other agencies working in similar fields. | 1 | 2 | 3 | 4 | 5 | 6 |
| 15. Understands the role of social worker in the agency and perceives one's tasks in relation to problem situation. | 1 | 2 | 3 | 4 | 5 | 6 |
| 16. Identifies causes and assesses the magnitude of the problem situation and their effects on individuals, groups and communities. | 1 | 2 | 3 | 4 | 5 | 6 |

Section II

Direct Work with People *(Please Circle the Appropriate No.)*

- | | |
|---|-----------------------|
| 1. Selectively establishes working relationships with Different stakeholders | 1 2 3 4 5 6 |
| 2. Demonstrate respect for the dignity and worth of the Individual | 1 2 3 4 5 6 |
| 3. Sensitivity towards the client group (individual, group, community) | 1 2 3 4 5 6 |
| 4. Non-judgmental attitude | 1 2 3 4 5 6 |
| 5. Understand the client's needs and realities | 1 2 3 4 5 6 |
| 6. Involve the client group in the identification of their own needs | 1 2 3 4 5 6 |
| 7. Maintain confidentiality | 1 2 3 4 5 6 |
| 8. Apply verbal skills, i.e. tone of voice, silence, language and Vocabulary | 1 2 3 4 5 6 |
| 9. Apply non-verbal behavior, i.e. touch, eye-contact, posture, etc. | 1 2 3 4 5 6 |
| 10. Ability to organize people | 1 2 3 4 5 6 |
| 11. Ability to locate oneself in a rural reality –adjusting to the reality, observing the effect of other's behavior on the self and vice versa | 1 2 3 4 5 6 |
| 12. Ability to develop social awareness and learning to express feelings and appropriate reaction / response to other's feelings | 1 2 3 4 5 6 |

Section III

Problem Solving Skills *(Please Circle the Appropriate No.)*

- | | |
|---|----------------------------|
| 1. Identifies and work towards problem solving. | 1 2 3 4 5 6 |
| 2. Shows independence in responding to simple problem situations. Begins to identify your own expertise to respond to particular situations. | 1 2 3 4 5 6
1 2 3 4 5 6 |
| 3. Participates in planning, coordination, implementation and evaluation of projects/activities | 1 2 3 4 5 6 |
| 4 ^u Ability to explore / mobilize community resources | 1 2 3 4 5 6 |
| 5. Understands the dynamics of the agency structure and utilizes appropriate procedures such as: writing letters, drafting appeals, minuting meetings, keeping records, filing and writing project reports. | 1 2 3 4 5 6 |

- | | | | | | | |
|--|---|---|---|---|---|---|
| 6. Attempts to sustain motivation in the client system. | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. With the help of instructor, learns the selective use of various techniques of problem solving. | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Uses innovative programme media. | 1 | 2 | 3 | 4 | 5 | 6 |

Section IV

Professional Development *(Please Circle the Appropriate No.)*

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. Take initiative in work | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Organize one's own work on a day to day basis | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Time management | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Efforts to increase knowledge base | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Ability to learn / unlearn / relearn | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Ability to work within constraints | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Work discipline (punctuality, regularity, keeping appointments, appropriate attire as per norms, dignified code of conduct) | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Develop self-awareness and sensitivity to others in the field situations | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. Understand one's own strength and weaknesses | 1 | 2 | 3 | 4 | 5 | 6 |
| See value conflicts and deal with them | 1 | 2 | 3 | 4 | 5 | 6 |
| Openness to learning in relation to the client system | 1 | 2 | 3 | 4 | 5 | 6 |
| 10. Willingness and ability to contribute as 'part of a team' | 1 | 2 | 3 | 4 | 5 | 6 |
| 11. Sustained interest in work | 1 | 2 | 3 | 4 | 5 | 6 |
| 12. Understand the unique professional role and purpose of social work | 1 | 2 | 3 | 4 | 5 | 6 |
| 13. Develop social awareness and learning to express feelings and appropriate response to other's feelings | 1 | 2 | 3 | 4 | 5 | 6 |
| 14. Ability to relate theory to the field and also relate experiences to theory | 1 | 2 | 3 | 4 | 5 | 6 |
| 15. Makes a conscious use of social work values and principles in one's behaviour as well as in relationship with others. | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Manifest a disciplined use of self in the practice situation (overcoming bias, handling one's emotions and openness to learn) | 1 | 2 | 3 | 4 | 5 | 6 |
| 19. Recognizes the contribution of individuals, organisations, professionals and others in interventions. | 1 | 2 | 3 | 4 | 5 | 6 |
| 20. Manifests a commitment to the community /agency in fulfilling tasks and upholding the image of professional social worker. | 1 | 2 | 3 | 4 | 5 | 6 |

Section V

Recording Skills *(Please Circle the Appropriate No.)*

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. Write clearly and present relevant information in a systematic manner | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Ability to write process recordings (Activities/ work process, feelings, analysis, reflections, follow-up plan, etc.) | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Ability to utilize skills in writing records and utilizing them as tools of learning | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Ability to write various types of recordings as per the requirement (summary, verbatim, process) | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Analyse and reflect on one's feelings, perception and biases | 1 | 2 | 3 | 4 | 5 | 6 |

Section VI

Use of Field Instruction / Supervision

(Please Circle the Appropriate No.)

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. Ability to accept supervision and establish a purposeful relationship with the supervisor | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Ability to recognize the significance of supervision | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Consulting with the field supervisor | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Preparation for the individual and group conferences (regularity in attending, preparing agenda, asking questions, etc.) | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Ability to accept ideological differences | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Indicates willingness to accept comments, positive and negative as being conducive to professional developments. | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Takes initiative in taking up tasks and moving from the simple to the complex. | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. Uses field instruction in the planning and execution of tasks. | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. Submission of records (punctuality, regularity) | 1 | 2 | 3 | 4 | 5 | 6 |

Name and Signature of Student _____

Name and Signature of Supervisor _____

Annexure Form H

B.P.H.E. Society's
CSR-D-Institute of Social Work and Research, Ahmednagar

FIELD WORK EVALUATION FORM
For Fieldwork Evaluation Supervisor/ Student

CONFIDENTIAL

Semester: I / II / III / IV

I. IDENTIFICATION DATA

1. Student's Name:-

2. Agency /Community:-

3. Period of Field Work From To

4. Attendance Record :- Academic Semester

	I / III	II / IV	Total
(a) No of Days Scheduled			
(b) No. of days Attended			
(c) Agency Holidays			
(d) No. of days absent (with permission)			
(e) No. of days absent (without permission)			
(f) Additional days worked			
(g) No. of hours required			
(h) No. of hours put in			
(i) Reasons for putting in additional days			
(j) Reasons for additional time devoted			

	I/III	II/IV	Total
(k) No. of Individual conferences			
(i) No. of Individual conferences attended			
(m) Individual conference/snot attended (PG**)			
(n) Individual conference/s not attended (WP'**))			
(o) No. of Group Conference/s scheduled			
(p) No. of Group conference/s attended			
(q) Group conference/s not attended (PG)*			
(r) Group conference/snot attended (WP)***			
(s) Additional group conference/s scheduled			
(t) Additional group conference/s attended			

5. Reports and Log Sheets**Academic Semester**

	I/III	II/IV	Total
(a) No. of weekly reports required			
(b) No. of weekly reports submitted in time			
(c) Reports submitted late (PG)			
(d) Reports submitted late (WP)			
(e) No. of reports not required to be submitted			
(f) No. of reports not submitted			
(g) No. of log sheets required			
(h) No. of log sheets submitted in time			
(i) No. of log sheets submitted late (PG)			
(j) No. of log sheets submitted late (WP)			
(k) No. of log sheets not submitted			
(l) No. of unsupervised field work reports			
(m) No. of field work days covered under (k) above			
(n) Reasons for (f), (k) and (L)			
(o) Remarks :			

*Only in case both field work days are holidays (Institute and/or Agency).

II. FIELD WORK AGENCY/COMMUNITY:

Brief description of Community/ Agency-its functions and services

III. NATURE OF ASSIGNMENT AND EXPECTATIONS:**IV. EVALUATION OF PERFORMANCE ON ASSIGNMENT:**

(Detailed evaluation of the assignments should be written on the guidelines given in Appendix - I)

V. SELF – DISCIPLINE:

(Acceptance of responsibility and accountability, regularity and punctuality)

VI. STUDENT’S PERFORMANCE IN GROUP CONFERENCES:**VII. ADJUSTMENT TO THE COMMUNITY/AGENCY:**

(Should include ability to relate with co-workers and community leaders/agency staff, ability to work cooperatively with them, ability to accept agency policies and to follow procedural routine)

VIII. QUALITY OF RECORDING: (Ability to write accurately and analytically)

IX. SUPERVISION: (Ability of the student to make use of supervisory guidance)

X. CRITICAL EVALUATION OF AGENCY'S SERVICES/COMMUNITY AND LIMITATIONS OF THE SETTING IN RESPECT OF FIELD WORK

XI. REMARKS: (Including student's personal qualities and limitations)

Signature of the Student

Signature of the Supervisor

Name of the Student:.....

Name of the Supervisor.....

Date.....

Date.....

EVALUATION CRITERIA

Detailed evaluation should be written on the basis of the guidelines given below:-

Community Placement

1. Understanding of the community

Ability to observe and understand the community; the characteristics and dynamics of inter group relationships; the needs and problems including the felt needs of the people; ability to explore the operation of other agencies in the community.

2. Establishing Rapport and Developing Skills

Ease with which the student relates to individuals and groups; sensitivity towards needs and problems, skills in arousing consciousness of the people in regard to their own problems; ability to observe, interpret and assess a problem or a situation in a systematic and orderly fashion showing awareness of social, economic and cultural factors: ability to involve local leaders to help themselves; skills in identifying the community resources (internal and external) and in formulating programmes in a community in the context of the needs of the individuals, groups and community and to maintain sustained interest in the programme. Ability to listen and to communicate and relate knowledge of theory to practice.

3. Helping Process/ Action

Engagement and participation with individuals and groups in the community in the process of change and common welfare tasks (this involves the use of the self and the capacity to establish relationships and a range of skills-in action required by the task at hand).

4. Professional Growth of Student

Self reliance. creativity, investment of self-willingness to accept challenges, ability to strive towards independence and autonomy; assume responsibility for learning and growth, conviction in the philosophy and principles of social work, ability to put their understanding into practice, identification with the role of a professional social worker and self-awareness.

For Agency Placement

1. Understanding of the Agency

Knowledge about the agency, its functions, positive features, limitations and opportunities available for functioning as a professional social worker. Availability of professional guidance from the agency.

2. Understanding of individual/Group

Student's perception, observations and knowledge, his/her ability to take into consideration psychological, social, economic, physical, biological and cultural factors. Student's ability to relate knowledge of theory to practice and his/her ability to listen and to communicate.

3. Diagnostic Assessment Skills

Ordering and organizing perceptions, knowledge and observations for arriving at a diagnosis; realistic recognition and appraisal of factors operating against change including appraisal of student's own/agency's limitations and resources.

4. Helping Process Action

Engagement and participation with individuals and groups in a process of change (this involves the use of the self, capacity to establish relationship and a range of skills-in-action required by the task at hand).

5. Professional Growth

Self-reliance, creativity, investment of self, willingness to accept challenge, ability to strive towards independence, autonomy and assumption of responsibility for learning and growth; conviction in the philosophy and principles of social work and ability to put their understanding into practice; identification with the role of a professional social worker and self-awareness.

FINAL GRADING SHEET

Sr. No.	Evaluation Criteria	Maximum Marks	Obtained Marks
1.	Evaluation on performance of Assignments	30	
2	Self-discipline	10	
3	Students Performance in Group Conference	10	
4	Adjustment to the Community/ Agency	10	
5	Quality of Recording	10	
6	Supervision	10	
	Total	80	

Final Marks obtained: _____ / 80

(In Words _____)

Date: _____

Signature

Name of Supervisor:

Annexure Form E

B.P.H.E. Society's
CSR-D-Institute of Social Work and Research, Ahmednagar
Criteria for Internal Research Evaluation (Viva)

Sr. No.	Seat No.	Name of the student	Statement of the problem	Objectives of the research	Research Methodology	Data analysis	Conclusions	Total Marks
			5	5	5	5	5	25