

समाज कार्य विभाग
महात्मा गॉधी काशी विद्यापीठ, वाराणसी-2

व्यावहारिक कार्य मूल्यांकन प्रतिवेदन

एम0एस0 डब्ल्यू प्रथम/द्वितीय/तृतीय/चतुर्थ सेमेस्टर 20.....

	निर्धारित कार्य	वास्तविक कार्य	निर्धारित से कम कार्य
सप्ताह			
दिवस			
घण्टे			

यदि निर्धारित से कम प्रतिवेदन प्रस्तुत किया गया है, तो उसका कारण.....

.....

निरीक्षक की आख्या.....

.....

व्यावहारिक कार्य मूल्यांकन प्रतिवेदन

प्रत्येक छात्र व्यावहारिक कार्य मूल्यांकन प्रतिवेदन अधोलिखित प्रकार से तैयार करेंगे—

1. अभिकरण मूल्यांकन प्रतिवेदन (अधोलिखित बिन्दुओं पर प्रस्तुत किया जायेगा) नाम, पता, उद्देश्य, प्रकृति, अधिकारी-कर्मचारी का नाम, अभिकरण में प्रशिक्षित सामाजिक कार्यकर्त्ताओं/पदाधिकारियों के नाम व पद, वार्षिक बजट-आय व्यय के स्रोत, कार्यक्रम, लाभार्थी, सामुदायिक सहभागिता, अन्य समाज कल्याण/सेवा संस्थाओं से समन्वय, समाजकार्य अभिकरण की स्थिति, सीमाएँ, व कठिनाइयों, सुझाव।

2. व्यावहारिक कार्य सारांश—

(अ) प्रत्येक कार्यकर्त्ता को सेमेस्टर में किये गये कार्यों का पृथक-पृथक सारांश प्रतिवेदन प्रस्तुत करेंगे (प्रतिवेदन सारांश हेतु प्रोफार्मा/प्रारूप संलग्न है।)

(ब) विद्यार्थी द्वारा प्रत्येक क्षेत्र में प्रयुक्त समाज कार्य के सिद्धान्तों प्रविधियों व अवधारणाओं का भी पृथक-पृथक उल्लेख किया जायेगा।

3. आत्म मूल्यांकन प्रतिवेदन (आत्म मूल्यांकन प्रतिवेदन निम्नलिखित बिन्दुओं पर आधारित होगा।)

मानवीय मूल्यों व मानवीय व्यवहार की समझ, सामाजिक प्रक्रियाओं का ज्ञान, व्यवसाय के प्रति गम्भीरता, भावनाओं पर नियंत्रण करने की योग्यता, अभिकरण के साथ सामंजस्य की क्षमता, प्रतिवेदन आलेख की क्षमता, समय प्रबन्धन की क्षमता, कार्यक्रम आयोजन की क्षमता, अन्य सहकर्मियों के साथ समन्वय स्थापना, निरीक्षकीय परामर्श के उपयोग की क्षमता, संचार तकनीकों के उपयोग की योग्यता, समाज कार्य व्यवसाय के मूल्य, दर्शन, सिद्धान्त विधियों के उपयोग की क्षमता आदि।

DEPARTMENT OF SOCIAL WORK
Mahatma Gandhi Kashi Vidyapith, Varanasi-2

FACESHEET – SOCIAL GROUP WORK

1. No. of group members :.....
2. Age range :
3. Date of group formation :..... If transferred by whom
-
4. Initial Problems :.....
-
-
-
-
5. Brief history of the group :.....
-
-
-
-
-
6. Closed or Handed over to :.....
7. Closing Remarks :.....
-

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Mahatma Gandhi Kashi Vidyapith, Varanasi-2

SOCIAL CASE WORK – FACESHEET

Client's Name:.....Age:.....Occupation:.....

Address:.....

Caste:Head of the Family:.....

Age:.....Occupation:.....Address:.....

.....

Family Composition

S.No.	Name	Age	Occupation	Education	Relation with the Client
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Name of Family Members:..... Family Income:.....

Date of Referral:..... Referred by:.....

Problem as Referred:.....

.....

.....

.....

.....

Closing Date:..... Closed by the worker/Client withdrew.....

Closing Date:.....

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GROUP WORK EVALUATION PROFORMA

1. Community Contacts : Hours.....
2. Contact with Agency Personal-Hours.....
3. Time devoted with others (Specify) Hours.....

GENERAL INFORMATION:

1. Community and Agency

- (i) The place of agency in knowledge base addressing the community needs and problems of community agencies.
- (ii) Agency-goal, structure, programme staff, budget problems, membership, limitations, strength, relations, with community people, community participation etc.

2. Group Work Practice

- (i) Process of group formation-size, sex, needs and interest.
- (ii) Group goal-how involved
- (iii) Group nomination organization- structure, rules, constitution, office bearers, (if any) etc.
- (iv) Group programme activities how used.
- (v) Group experience problems and achievement the growth of group new experiences gained, any change in problems solving techniques, new values acquired, use of inside and outside resources, any sub-group conflict etc.
- (vi) Group's leadership to what extent leader was accepted by and helpful to group, type of leadership, did leadership style change with worker's help.
- (vii) Group moral and Cohesion general feeling of group members towards each other, Sense of belongingness and oneness with group; better tolerance of each other in spite of difference, team spirit.

3. GROUP ACHIEVEMENT :

- (i) What were individual's needs and interests, when they joined?
- (ii) Patterns of relationship with group members-socio-gram.
- (iii) How individual was helped with his problems through worker-group activity?
- (iv) How individual's potentialities were used by group and worker?
- (v) What growth-changes were noticed during this period?
- (vi) Need for referral a further help.

4. SELF EVALUATION :

- (i) What changes were made in the thinking feeling and behavior of worker?
- (ii) How far supervision was helpful in these changes?
- (iii) Worker's identification with agency goals, staff, programmes and with social work methods, principles and skills.
- (iv) What are worker's existing blocks on which help is needed.

5. PROPOSED FUTURE PLAN :

- (i) For Worker :
- (ii) For Agency :
- (iii) For Group :

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An Outline for Case Summary

Service rendered from:.....To:.....

Note: This summary should be written in a concise form

1. **INTRODUCTION: IDENTIFYING DATA** (age, sex, religion, housing, finances, family composition), presenting complaint, date of start of treatment and date of termination or transfer. Number of interviews with the client and his relatives should also be mentioned.
2. **PRESENT ILLNESS:** Include problems which client seeks help including source of and reason for referral, whether problem is of recent or long standing, client's reaction to problems, what precipitated his decision to seek help.
3. **CURRENT SITUATION:** Assessment of current social functioning (in family relationship, work, recreation: etc.) and to immediate social situation (employment, housing, financial situation). There should be clear description of the important persons with whom the client interacts and evaluate these persons in terms of the stress of support they constitute for client.
4. **PAST HISTORY:** Developmental, medical, educational, employment, marital and the like (only important should be mentioned)
5. **PSYCHO-SOCIAL DIAGNOSIS:** It should include the following points:
 - (A) Assessment of the nature of client's problems in the light of history-together with the significant factors in cause-effect relationship. Include psychodynamic, somatic and socio- cultural factors. If history does not contain sufficient information about specific aspect it is well to indicate that this is unclear, pointing out areas for further exploration and assessment.
 - (B) Assessment of client's ego functioning: the efficiency of social structure to deal with current inner forces, the current reality situation and the interplay of the two with-
 - (1) Intellectual endowment
 - (2) Tolerance for frustration
 - (3) Capacity for object relationships
 - (4) Capacity for relation testing
 - (C) The nature and appropriateness of defense mechanism in relation to social factors and influence of current external pressure. Indications of capacity to make modification the necessity of maintaining and strengthening existing socio-economic and psychological situations.
 - (D) Nature and degree of pathology: If clinical diagnosis available this should be included otherwise a descriptive diagnosis would be indicated.
 - (E) Prognosis- includes estimation of client's motivation and capacity to use help.
 - (F) Diagnostic - statement should include a statement of the treatment plan finding out both immediate and long term.
6. **DISPOSITION:** It should include the problems dealt with and not deal with and why: Core of therapy or treatment and the techniques & methods : Discharge plan including specific recommendations made and resources used; follow-up
7. **CONDITION OF TERMINATION:** Give a brief description of the progress made by the client.