

SCHEME OF INSTRUCTION & EXAMINATION
M. S. W. (REGULAR)
CHOICE BASED CREDIT SYSTEM (CBCS) 2017 – 2018

SEMESTER – I

Paper-I: Social Work Profession, Philosophy and Ideology

Objectives

- To get oriented to social reform movement in India.
- To develop knowledge about origin and growth of social work in USA, UK and India.
- To acquaint with the social work values, ethics, principles and approaches.
- To get equipped with the practice skills in different social work related settings.

UNIT I: History of Social Reform in India in the 19th and 20th Centuries – Scope and range of Social reform movement. Social reform movement in India pertaining to women, Depressed classes, Untouchability, Contribution made by prominent Social reformers in the various fields.

UNIT II: Definition and Scope of Social Work; Origin of Social Work profession in the UK and USA; Social Work values and ethics; Social work as a profession, Generic principles of Social work; New approaches to Social work – Developmental and radical.

UNIT III: Concepts of Social welfare and Social services; Scientific basis for social work, Growth of professional social work in India; Current social work practice in India- Content and dimensions, Interface between professional and voluntary social work.

UNIT IV: Field work – its role and place in social work education; Field work placement; Supervision and evaluation; Relationship of the student with Dept and agency, Recording – purpose, Types and uses of recording. Types of field work.

UNIT V: Practice of social work in various fields-Community development; Medical and Psychiatric social work; Correctional social work, Family and child welfare; Labour welfare; School social work and Gerontological social work.

References:

1. Billey R and Brake M (1975). *Radical Social Work*, London: Edward Arnold.
2. Dolgoff R (2005). *An Introduction to supervisory practice in Human Services*, New York: Allyn & Bacon.
3. Fink, A.E. (1945). *The Field of Social Work*.
4. Friedlander, W.A. (1964). *Introduction to Social welfare*, New Delhi: Prentice Hall of India.
5. Government of India (Publication Division) (1987). *Encyclopedia of Social Work*, Vol, I, II, III and IV; New Delhi: Author.
6. Khinduka, A.A (1977). *Supervision in Social Work*.
7. Khinduka, S.K. (1965). *Social Work in India*.
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9. Mujumdar, A.M. *Social Welfare in India*.
10. Mujumdar, D. *History of Indian Social and Political Ideas*.
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12. Natarajan, S. (1964). *Century of Social Reforms in India* Bombay: Asia Publishing House.
13. Singh, R. R. (1986). *Field work in Social Work Education*.
14. Stroup, H.H. (1965). *Social Work: an Introduction to the Field*.
15. Sunna, J. Wilson: *Recording, Guidelines for Social Workers*.
16. Wadia, A. R. (1968). *History and Philosophy of Social Work in India*, Bombay: Allied.

Paper: II Individual and Society

Objectives

- To understand society and its situation.
- To acquire knowledge of social institutions and their functions.
- To gain knowledge about the importance of socialization, social control and role of different agencies of socialization and social stratification.
- To develop knowledge about understanding social stratification.
- To have enhanced knowledge on social change and its impact on the society.

UNIT I: Society: Meaning; Characteristics; Functions; Types of societies – Tribal, Rural, Urban – Characteristics, Individual and society- Relationship. Social Structure, Social Organization.

UNIT II: Social Institutions – Marriage – Meaning, Types, Functions, - Changes. Family in the transmission of values and in proper development of child, Changes in structure and function; Kinship – Meaning, Characteristics, Functions, Changes; Economy: Meaning, Types of economy, Functions of economy; Modern political institutions, Legislative violations, Liberty, Justice, Equality, Power – activity; Concept of welfare state – Religion – Meaning, types, role, functions – Modern religious institutions.

UNIT III: Socialization and Social Control: Socialization: Meaning, Process and mechanism. Agencies of Socialization; Problems of Socialization, Social Control: Meaning, Nature, Agencies of social control – custom, tradition, religion, morality, law education and public opinion.

UNIT IV: Social Stratification – Social groups - Types. Society – Class, Caste, Creed, Untouchability. Rural – Urban – Tribal communities- Characteristics; Cultural, Social economic changes in all the three communities; Rural migration and tribal unrest in India.

UNIT V: Social Change: Factors of Social change – Social change process in India. Components of Social change; Westernization, Globalization, Liberalization, Secularization, Social change and Social development; Planned economic development and five year plans – Future shock due to social change.

References:

1. Bottomore, T.B. (1962). Sociology – A Guide to Problems and Literature, London: Allen and Unwin.
2. Day, P.R. (1987). Sociology in Social Work Practice, London, Macmillan Education.
3. Dubu, S.C. (1955). Indian Village, London: Routledge & Kegan Paul.
4. Furer Halmendarf, C.V. (1982). Tribal in India: The Struggle for Survival, Delhi: OUP.
5. Johnson, H.M. (1978). Sociology – A Systematic Introduction, Mumbai: Allied Publishers Private Limited.
6. Kapadia, K.M. (Ed.). (1959). Marriage and Family in India, Mumbai: OUP.
7. Srinivas, M.N. (1966). Social Change in Modern India, Mumbai: Allied Pub.
8. MacIver, R.M. and Page, C.H. (1985). Society – An Introductory Analysis, Chennai: Macmillan Indian Ltd.

Paper-III Human Rights and Social Work

Objectives:

- To study the philosophical and cultural basis and historical perspective on human rights
- To understand the human rights with Social Work perspective
- To study and understand the role and dimensions of Social Worker in Human Rights
- To understand the human rights in connection with marginalized communities

UNIT I: Human Rights and Duties: Conceptual Perspectives - Concepts: Human Rights, Duties, Human Dignity; Notion & Classification of Rights: Natural, Moral and Legal Rights; Three Generations of Human Rights: Civil & Political Rights, Economic, Social Cultural Rights, Collective/ Solidarity Rights; Human Rights Movements: Historical Evolution of Human Rights at international & National level.

UNIT II: Human Rights and Social Work - Human Rights and Social Justice; Human Rights and Social Work's basic linkages; Role of Social Worker in Human Right Dimensions.

UNIT III: International Perspective to Human Rights - International Concern for Human Rights; Universal Declaration of Human Rights; International Covenant on Economic Social and Cultural Rights.

UNIT IV: Mechanism for Protecting Human Rights in India - National & State Human Rights Commission; Statutory Mechanisms for Human Rights: Legislative, Executive & Judiciary; Human Rights Commissions: Women, Children, Scheduled Castes & Schedule Tribes, Minorities, Differently Able, Displaced; Socio, Economic, Political and Administrative Constrains in Enforcements.

UNIT V: Human Rights Violation & Constitutional Remedies in India - Violation of Human Rights in Family, Disadvantaged Groups, Women & Children, Minorities, Scheduled Castes, Scheduled Tribes, Other Backward Castes, Displaced and Custodial Violence; Role of Regional, National and International Non-Government Organizations in Promoting Human Rights

References:

1. Bajwa, G.S. and D.K. Bajwa, Human Rights in India: Implementation and Violations (New Delhi: D.K. Publishers, 1996)
2. Brownlie, Ian, ed., Basic Documents on Human Rights (Oxford: Clarendon Press, 1983),.
3. Diwan, Paras and Peeyushi Diwan, Children and Legal Protection (New Delhi: Deep and Deep, 1994).
4. Iyer, V.R. Krishna, Human Rights and Inhuman Wrongs (New Delhi: D.K. Publishers, 1996).
5. Jaswal, P.S. and N. Jaswal, Human Rights and the Law (New Delhi: APH Publishing House, 1996)
6. Kapoor, S.K., Human Rights under International Law and Indian Law (Allahabad: Central Law Agency, 1999).
7. Kothari, Smitu and Harsh Sethi, Rethinking Human Rights (1991).
8. Mehta, P.L., and Neena Verma, Human Rights under the Indian Constitution (New Delhi: Deep and Deep Publications, 1995),.
9. Misra, Shailendra, Police Brutality: An Analysis of Police Behaviour (New Delhi: Vikas, 1986).
10. Mohanti, M., Peoples Rights (New Delhi: Sage Publications, 1998).
11. Rehman, M.M. and others, Human Rights and Human Development: Concepts and Contexts (New Delhi: Manak Publications, 2000).
12. Sanajaoba, N., Human Rights in the New Millennium (New Delhi: Manas Publications, 2000).

Paper IV: Soft Skills and Life Skills for Social Workers

Objectives:

- To learn to communicate effectively, vocally, in writing and in presentation format.
- To develop skills in working with different groups.
- To gain knowledge of life skills.
- To develop a comprehensive understanding of inter personal influences on relationships in terms of power, persuasion and assertiveness.

UNIT I: Presentation skills: Listening centered message, Knowing about the listeners messages, Overcoming anxiety, Persuasive strategies, Structuring the presentation, Effective use of visual aids and non verbal communication. Basic forms of writing styles and contents, Formal correspondence.

UNIT II: Life Skills : Self awareness, Self esteem, Assertiveness, Coping with anger, Fear, anxiety, stress, hurt and depression sensitivity, empathy and support, creative thinking, time management, decision making, understanding defense mechanisms, positive thinking, enhancing capacity to love, be happy enjoy.

UNIT III: Soft Skills: Communication, Commitment, Conflict resolution, Civic and traffic sense, Emotional competence, Listening skills, Non-verbal communication, Skills in dealing with selected groups such as developmental, educational and recreational.

UNIT IV: Building effective relationships; Building rapport, Nurturing friendship. Personal communications skills: Self – disclosure, feedback. Conflict management skills: Negotiating; resolving disagreement, Team work and synergy skills: Creating groups energy in pursuing collective goals. Open-minded ideas, team work contribution, influencing skills, making a positive difference, leadership skills, initiating and managing needed change and innovation.

UNIT V: Practicum: Public speaking on any topic, oral presentation with visual, technology, group discussion, listening comprehension. Group research projects. Using computer, Role –play evaluation.

References:

1. Pasty McCarthy a Carolin Hatcher, (2002). Presentation Skills The essential guide for student, New Delhi SAGE publication
2. Neil Thompson (1996) people skills, London; Macmillan.
3. Dalai Lama and cutler, H.C(1998) the Art of Happiness; A Handbook for Living, London; Coronet Books
4. Hargie, Saunders, C Dickson, D. (1994) Social Skills in Interpersonal Communication; London; Routledge.

Paper-V: Social Case Work & Social Group Work

Objectives:

- Understanding case work as a method of social work and its role in social work practice.
- To have knowledge of values and principles of working with individuals.
- To be enlightened about the concepts of social groups, their importance and group dynamics.
- To understand the need of social group work and its relationship with other methods of social work.
- To understand the nature and scope of social group work practice in different settings.

UNIT I: Case Work – definition, method in social work, its relation to other methods in social work. Principles of social case work, Components of social case work – Problem, person, place, professional and process - Initiating a contact, collecting information, assessment and analysis; identifying areas needing intervention, intervention strategies. Knowledge and use of social resources, Interview in casework – its structure, goals and components; Worker client relationship – Qualities of a helping person qualities of helping relationship.

UNIT II: Theories and models of helping – psycho – social, functional, problem solving, Crisis intervention and family Therapy – critical analysis of models. Curative and preventive aspects of social case work. The multi-disciplinary approach in professional practice, Use of case work in different settings especially where complex psycho-social problems are handled like health, school, industry, correctional institutions and de- addiction programmes.

UNIT III: Social case recording – Need for recording, main considerations in recording, essential qualities, types of recording – discussion of select case records. Measurement of effectiveness of casework

UNIT IV: Social Group – Definition, types, differences, significance of group life-concept of group dynamics, its nature, significance. Social Group Work – Definition, as a method in social work, its relation with other methods. Principles of group work – nature and importance of programme planning – principles and strategies of programme plan in group work, leadership in group work process, importance of professional and voluntary leaders, their role, significance and functions.

UNIT V: Concept of Evaluation – types, importance in group work programmes, significance and utility of recording – types, processes involved their advantages and disadvantages, discussion of case records. Nature and scope of social group work practice in various settings such as orphanages, old age homes, community centres, industries, hospitals, and rural, urban and tribal community development programmes.

References:

1. Compton, B.R. and Galaway, B. (1979). Social Work processes (Rev. Edition) Illinois, The Dorsey Press.
2. Cross, C.P. (Ed) (1974). Interviewing and Communication in Social Work, London: Routledge and Kegan Paul.
3. Garrett, A. (1942). Principles of Social Case Recording, New York: Columbia University Press.
4. Glicken, M.D. (2004). Using the strengths perspective in Social Work Practice, New York: Allyn and Bacon.
5. Kadushin, A. (1972). Interviewing in Social Work, New York: Columbia University Press.
6. Peartman Helen Harris (1957). Social Case Work, A problem solving process, Chivago: University co Chicago Press.
7. Poorman Paul (2003). Microskills and Theoretical Foundations for Professional Helpers, New York: Allyn & Bacon.
8. Robert, Robert, W.& Nee Robert, H . (Eds.) (1970). Theories of social case work, Chicago: University of Chicago Press.
9. Davies, N. (1975). Use of groups in Social Work Practice, London: Routledge and Kegan Paul.
10. Douglas Tom (1976). Group work Practice, London: Tavistock.
11. Konopka Gisela (1963). Social Group Work, Englewood Cliffs, Prentice Hall.
12. McCullouch, M.K.Ely Peter, J. (1965). Social Work with groups, London; Routledg and Kegan Paul.
13. Ottaway, A.K.C. (1966). Learning through group experience, London: Routledge and Kegan Paul.
14. Trecker, H.P (1970). Social group work – Principles and Practice, New York: Association Press.

Paper-VI: Social Welfare Administration

UNIT I: Evolution of social welfare administration - Introduction of concepts like public administration, social services, social welfare services and social security.

UNIT II: Tools and techniques - Resource mobilization, budgeting and accounting, social cost benefit analysis, staffing, recruitment, supervision and personnel development.

UNIT III: Administration of institutional and non-institutional programmes - Administrative structure for sponsored welfare programmes at Central, State and District levels.

UNIT IV: Accountability in Social welfare organizations. Innovation and organizational development in social welfare organizations.

UNIT V: Field counselling, consultancy in social welfare organizations. Supervision, roles, principles and methods.

References:

1. Choadhry D. Paul, Social Welfare Administration, 1983
2. Skidmore. R., Social Work Administration, 1983
3. Harry Specht, Integrating Social Work Practice
4. Annie Vickhry, Social Welfare Planning in India
5. Bose A.B., ESCAFE (mimeo), New Delhi, 1970

Paper – VII: Social Work-Observation & Orientation visits

Guidelines will be given to the students, by their respective faculty members. Social Work Practicals – 1 consists of observational visits, rural visit and concurrent field work.

Objectives of Social Work Practicals

1. To expose the students to social realities and problem situations.
2. To develop in – depth understanding among the students about the placement setting in particular and social work fields in general.
3. To foster and develop among the students professional attitude, qualities and ethics required for a Professional Social Worker.

Objectives of Observational Visits

1. To expose to different fields of Social Work.
2. To know the practice of Social Work methods.
3. To observe the role of Professional Social Worker in that particular setting.
4. To observe the physical conditions of agencies
5. To know the administrative structure of the organizations.

Orientation to Field Work Setting / Agency of Field Work Placement: (a) Nature of field work setting / agency – its objectives, structure, services, and programmes. (b) Contact-person in the setting / agency, role of that individual, and his/ her professional background. (c) Methods of documentation, Reports and Information Brochures of the agency. (d) Introduction to setting / agency management, staff details and the on-going activities. (e) General introduction to its programmes and beneficiaries and information of other similar services. (f) Governmental policies and legislation in the context of the agency, both at local and national level.

(III) Social Work Orientation Visits: The aim of Orientation Visits is to provide an exposure to and understanding of the type of services provided by different social work agencies and development projects in response to the needs of their client system.

Learner Objectives: (a) Develop a spirit of inquiry and acquire skills of systematic and objective observation. (b) Understand social work agencies' response to social problems through various services. (c) Understand, appreciate and develop ability to critically evaluate voluntary and governmental programmes. (d) Develop an appreciation of social work intervention initiated by these programmes by recording: (i) relevant factual information about the client system and the problems/ concerns (ii) the selection of programmes/ strategies for solving the problems and their relevance to the client system and the problems / concerns or the issues (iii) the role of the social worker and its relevance to the clients' needs and the problem (iv) the relationship between the micro problems observed and the macro/ macro situation, the appropriation of the organization's resources and nature of intervention (v) the gaps identified and suggestions to improve the situation.

Requirements of Orientation Visits: A minimum of five visits should be organized in the first week of the first semester field work practicum : (A) **Health setting:** Hospitals, Community health extension projects, Primary health centres, Psychiatric Departments,

Clinics, HIV Guidance Centres, De-addiction centres etc. (B) **Educational setting:** Formal schools, non-formal/adult education centres, income generating skill development centres, vocational training facilities, etc. (C) **Community services centres:** Skill development programme centres, environment improvement centres, family service centres, community development projects in urban and rural settings, etc. (D) **Institutional and non- institutional services for special groups:** like; the Differently abled Mentally challenged, Destitute, Migrants, Women, Street children, Elderly, and other vulnerable groups; Adoption agencies, Child rights protection facilities, Labour Welfare Centres etc.

Objectives of Rural Visit

1. To gain acquaintance with the reality of rural life and develop sensitivity towards them.
2. To have an opportunity to discuss problems with those affected directly by them and officials involved in their delivery system.
3. To understand the problems in planning and programming and the problems between planning and execution at the local level.
4. To experience group living, observe group dynamics and share the oneness that the students of a class have which otherwise goes unrecognized through, the stresses of daily classroom routine.
5. To provide learning in the methods of organization, planning and evaluation of visits.

*Students will be placed in an NGO, through which they continue their Concurrent Field Work in the community which was taken for field work.

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SEMESTER – II

Paper: I Community Organization and Social Action

Objectives:

- To study and understand the fundamental concept and components of community and community organization.
- To gain knowledge about and practice the models and approaches of community organization
- To study and enlist community development and slum development programmes and practices, and contribute for the peoples' understanding.
- To acquire skills and promoter strategies for community participation
- To practice social work knowledge, skills, techniques and interventions
- To develop orientation about mass social problems and their effects.
- To narrate the principles, strategies and forms of social action with illustrations.
- To develop knowledge about leadership, power structure, advocacy and lobbying.
- To acquire skills in intervention and advocacy.

UNIT I: Community: Concept, Definition, Meaning, Components, Characteristics; Major forms of community – Tribal, Rural, Urban – their features and differences; Urban slum community – Characteristics, Problems and Programmes.

UNIT II: Community Organization: Concept, Definition, Scope; Community organization in U.K., U.S.A. and India; Models of Community Organization, Strategies and Trends. Principles of Community Organization, Community Organization and its relationship with other methods of Social Work.

UNIT III: Practice of Community Organization: Process and steps; Role and functions of community organizer; Role of NGO's: peoples' participation – Concept, Approaches, Obstacles; Radical Community organization: Resource mobilization; Micro– level planning.

UNIT IV: Concept of Social Pathology. Definition of Social deviance, Social disorganization and Social problems, Social deviance- the process of induction and labeling of deviance, Deviant subcultures and their interaction with society.

UNIT V: Definition, Concept and Scope of Social Action – Relationship with other methods of social work – Forms of social action- Popular form and elitist form, Principles and strategies of social action, Creating awareness of social action –Social resources and their mobilization.

References:

1. Dayal, R. (1960). Community Development Programmes in India.
2. Dunham, A – Community welfare Organization – Principles and Practice.
3. Fried Lander, W.A. (1958). Concepts and Methods of Social Work.
4. Gangrade, K.D. (1971). Community Organization in India.
5. Ross, M.G. (1955). Community Organization – Theory and Practice.
6. Sengupta, P.R. (1976). Community Organization process in India.
7. Siddique, H.Y. (1997). Working with Communities.
8. Steve Burghardt. (1982). Organization for Community Action. New Delhi; Sage Publications.
9. Moorthy, M.V. (1951). Social Action.
10. Paulo Friere, S. (1971). Pedagogy of the Oppressed.
11. Siddique, H.Y. (1985). Social Work and Social Action

Paper: II Social Work Research & Statistics

Objectives:

- Acquire understanding about the nature and steps in the research process.
- Develop theoretical knowledge about the different methods and tools in social work research.
- Acquire skills in knowledge in the use of appropriate statistical methods in research.

UNIT I: The Scientific Methods – Nature and characteristics. Nature of social research and social work research – Selection of topic and problems formulation. Basic elements of research process; Concepts, operationalisation of concepts, variables, hypothesis and causation; attributes of good hypothesis.

UNIT II: Research Design Objectives - Exploratory, descriptive and experimental, research design types; Survey, experimental, quasi-experimental and case study. Types of data sources – primary and secondary – use and limitations. Approaches to research: Quantitative and qualitative; distinction. Sampling: purpose, types; advantages and disadvantages of different types of sampling.

UNIT III: Methods of Data Collection - Observation, interview and questionnaire. Participatory research as an alternative methodology – techniques such as village social mapping, focus group discussions etc. levels of measurement in social research; Nominal, ordinal interval and ratio. Analysis and interpretation of data. Basics of research report writing and style.

UNIT IV: Social Statistics – Meaning, Descriptive and inferential; Use in social work research and limitations. Classification and tabulation of data, graphic and diagrammatic representation of data. Measures of central tendency – meaning, types – mean, median mode and quartiles, their specific application to social work research. Measures of dispersion – meaning, types, their specific application to social work research.

UNIT V: Correlation: Concept of product moment (only ungrouped data), Spearman's rank correlation. Test for significance of correlation coefficient. Tests of significance- 't' test for significance of differences of two means, chi-square for independent association of attributes (two attributes only).

References:

1. Hart, C.H. (1998). Doing a literature review, Delhi: Sage.
2. Kidder, L.H. (1980). Research Methods in Social Relations (4th ed.), NY: Kolt, Rinehart & Winston.
3. Kumar, R. (1999). Research Methodology – A Step by Step Guide for Beginners, New Delhi: Sage.
4. Mark, R. (1996). Research Made Simple, New Delhi: Sage.
5. Becker, K.A. (1966). Social Problems: a Modern Approach, New York, John Wiley and Sons.
6. Dandekar, V. M. and Rath, N. (1971). Poverty in India, Poona: Indian School of Political Economy.
7. Fischer, J.H. (ed). (1971). Problems of Urbanization, Bombay: Leslie Sawhby Programme for Training for Democracy.
8. Gangrade, K.D. (1978). School Legislation in India, Vol. I & II, Delhi: Concept Publishing Company.
9. Schriver, J.E. (1995). Human Behaviour and the Social Environment, Allyn and Bacon.
10. Velleman, R. (1998). Counselling for Alcohol problems, Delhi: Sage Publications.

Paper-III: Social Development & Sustainable Development

Objectives:

- To know the history of the Social Development idea.
- To understand the basic concept of Sustainable Development, social and economic dimensions.
- To familiar with potential strategic options for Sustainable Development

UNIT I: Social development: Definition, Features indicators, Approaches and strategies.

UNIT II: Characteristics of under developed, Developing and developed economies. Role of Social welfare in the transformation of the developing societies

UNIT III: Social Development Index , Human Resource Development & Human Development: Differences and Linkages, Measurement of Various Forms of Human Development- Special characteristics of Education, Health, Nutrition, Environment, Marginalized Groups, Women and Social Development and Child Development.

UNIT IV: New economic policy, globalization – its impact on developing societies. World Bank, WTO, IMF – Its role and impact on developing societies.

UNIT V: Sustainable Development: Definition, Pre-requisites, Features, Components, Strategies and approaches. Areas of sustainable development, strategies for withdrawal.

References:

1. Kulkarni P.D, Social Policy and Social development in India, Madras, Association of school of social work in India.
2. Hajra Kumar, Social Work, Social Development & Sustainable Development.
3. Gore M.S, Social Development, Rawat Publications, Jainpur, 1989.
4. Jacob K.K, Social Development Perspectives, Himanshu Publications, Udaipur 1992
5. Bedi M.S, Social Development & Social Work, Himanshu Publications, Udaipur,1994
6. Ministry of Welfare, 1987, Encyclopedia of Social Work in India.

7. B.M. Sharma Roop Singh Bareth, Good Governance, Globalization and Civil Society, Rawat Publications, Jaipur 2004.
8. M.K.Bhat, Anitha Cheria, Edwin, Life Goes On.... The Centre for Innovation in voluntary Action. (CIVA), U.K.1999.
9. Michael Todaro, Economic development in the third world, orient long man , Hyd.,1993
10. Rashmi Jain, Communicating Rural Development – Strategies and Alternatives, Rawat Publications, Jaipur 2003
11. Joel SGR Bhose, NGO's and Rural Development –Theory and Practice, Concept Publishing House, New Delhi, 2003.
12. James Midgley, Social Welfare in global context, Sage Publications 1997.

Paper- IV: Dynamics of Human Behaviour

Objectives:

- To acquire a clear understanding of Human Behaviour.
- To develop knowledge and skills regarding the nature and conditions of learning.
- To learn the social and cultural dimensions of needs.
- To gain knowledge of normal and abnormal behaviours so as to work with different personalities
- To know attitudes which are basis for the social behaviour.

UNIT I: Understanding Human Behaviour - Nature and Scope of Psychology in relation to social work. Heredity and Environment: Concepts, Mechanisms – Interplay of Heredity and environment in shaping human behaviour. Nature and Principles of human growth and development: Determinants of Development – Milestones of Development – Stages of development.

UNIT II: Learning – Nature and theories – Classical conditioning, Operant conditioning observational learning – Application of learning principles in behaviour theory and in behaviour modification techniques.

UNIT III: Motivation – Social and Cultural dimensions of needs. Perception: Nature, Process and Factors – Attention, Perceptual set defense mechanisms.

UNIT IV: Personality - Meaning, Definition, Types of personality – Factors influencing personality development; Psycho pathology – Concept of abnormality, Types of abnormality – Neuroses, Psychoses psychosomatic disorders, Personality disorders. Psychological testing. Nature and types of tests – Use of testing in Social Work.

UNIT V: Social bases of Behaviour - Attitudes – Formation and changes of attitudes through techniques of persuasion, Propaganda and education. Group dynamics and group behaviours – individual in a group, Normal conformity behavior.

References:

1. Anastasi A.C. (1987). Psychological Testing, New York: Macmillan (Rev. Edition).
2. Hallgard, Atkinson and Atkinson (19758). Theories of Personality, New York: Wiley.
3. Hillgard, Atkinson and Atkinson (1975). Introduction to Psychology, New Delhi: Mcgraw Hill Publications.
4. Kuppuswamy, B.C. (1980). An Introduction to Social Psychology, Bombay: Media Promoters & Pub. Pvt. Ltd.
5. Schimberg, L.B. (1985). Human Development, London: Macmillan Pub. Co., 2nd Ed.

Paper- V: Theory and Practice of Counseling and Communication

Objectives:

- To develop theoretical understanding of the counseling process.
- To acquire skills and techniques of counseling.
- To develop knowledge about application of counseling in different settings.
- To develop understanding about basic concepts of communication including verbal and non-verbal.
- To acquire skills in communication with people with special problems.

UNIT I: Counseling: Definition, Goals of counseling. Counseling as tool for enhancing potentialities of individual – Principles of counseling. Counselor as a Professional personality, burnout, self-renewal, prevention of burnout. Three stage model of counseling, rapport, resistance, handling resistance, transference, counter transference counseling techniques.

UNIT II: Theoretical Background of Counseling - Psychoanalytical, Client centered, Behavioral modification.

UNIT III: Aptitude and Intelligence. Roles and functions of counseling in deferent settings – Educational institutions such as schools, colleges, Vocational guidance clinics, child guidance clinics, industries and family centered counseling, family crises intervention.

UNIT IV: Communication – Definition, Process, Types of communication – Verbal and Non-verbal communication, channel of non-verbal communication Kinesics, paralanguage, proxemics, artifacts. Functions of non-verbal communication.

UNIT V: Communication – Formal/Informal. Conditions for effective communication, patterns of communication. Barriers to communication. Communicating with people with special problems. Role of social workers in creating an environment conducive to communication.

References:

1. Berlo, D.K. (1960). The Process of Communication, New York: Winsten Inc.
2. Bessel, R. (1971). Interviewing and Counseling, London: B.T. Botsford.
3. Brammer: Helping Relationship – Process and Skills (6th edition).
4. Carkhuff, R.R. and Beneason, B.S. Holt (1977). Beyond Counseling and Therapy, London: Rinchart & Winston.
5. Dave Indu (1983). The Basic essentials of counseling, New Delhi: Sterling Publishers Pvt. Ltd.
6. Fullmer, D.W. and Bernard, H.W. (1972). Counseling: Content and Process, New Delhi: Thomas Press India.
7. Harms E and Schreiber, P. (1963). Handbook of Counseling Techniques, New York, Pergamon Press.
8. Macaiver, R.M. and Page, C b (1985). Society: An introductory analysis, New Delhi: Mc. Milan India Ltd.
9. Weil Mari (ed) (2005). The Hand book of community Practice New Delhi: Sage.

Paper-VI: Women and Development

Objectives:

- Understand demography in relation to sex ratio.
- Develop knowledge about sexual division of labour and its various theoretical perspectives.
- Know the difference between sex and gender.
- Acquire knowledge about the issues and problems related to women.
- Understand women in difficult situations.
- To acquire knowledge about various aspects of violence on women.
- Understand provisions- both constitutional and legal for empowering women.
- Also to understand nations and international initiatives with reference to women empowerment

UNIT I: Demographic Composition of Women - Sex ratio, Regional variation in sex ratio. Implications of the declining Sex ratio. Changing perspectives of the roles and obligations of the women through history and Women movements in India.

UNIT II: Sexual Division of Labour. Functional, Marxist, Feminist perspectives, Concepts of gender and sex.

UNIT III: Issues related to Women - Health, Education, Employment, Self-employment – Types and specific problems. Political participation, environment, women in difficult situations.

UNIT IV: Violence against Women - Foeticide, Infanticide, Child marriage, rape, wife battering, sati, dowry death, sexual harassment.

UNIT V: Empowerment of Women - Constitutional guarantees, Legal provisions, Property, Rights, Mahila Courts, She Teams, Women Police Stations, Women's Commissions – National, State, Self-Help Groups – DWACRA, DWACUA, International Initiatives, National State Government Developmental programmes for women, National Policy for the empowerment of Women.

References:

1. Brook, E. And Davis Ann (1985). Women, the Family and Social Work, London: Tacistok Publications.
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Paper- VII: CONCURRENT FIELD WORK

Guidelines will be given to the students, by their respective faculty members.

II Content of Concurrent Field Work

1. Studying the Community setting in detail and developing an in-depth understanding of the field. And reporting their study in the form of a special report (Content of the Report is specified elsewhere).
2. Practicing social case work at least with 2 individuals: identify the problem. Study, assess and develop intervention strategies for all the cases and execute the plan of intervention.
3. Practicing social group work at least with two group (Children, Women, Youth, Adults, or Occupational group, etc) involving its steps and principles.
4. Working with the community by organizing them on one or two issues/problems confronting the community.
5. Making a minor research study on any specific problem and submitting the report as part of field work.
6. Organizing at least 3 special programmes, (action programmes) by the team of students with clear division of work among themselves to meet the felt needs of the community or commemorating some International and National Days.
7. Visiting the agencies having relevance to their placement and resources for their clientele and promoting interaction between the agency and the community – such as MCH/NGO's, other Government departments etc,(with the prior permission of Faculty Supervisor.).
8. Training part in the programmes, seminars, workshops, etc. related to community work for the enrichment of knowledge. (With the prior permission of the Faculty supervisor.)

SEMESTER – III

Paper-I: Social Policy and Social Planning

Objectives:

- Acquire theoretical understanding about social policy and social development in the changing socio- economic context.
- Develop Understanding about the different sectoral policies and programmes relating to social development.
- Acquire knowledge about concept relating to human development and macro social work practice approaches.

UNIT I: Social Policy- Concept, need, constitution based for social policy and social welfare policy; Relationship between social policy and development.

UNIT II: New economic policy and changing concept of social development and welfare state – Concepts of state, market and civil society – their inter-relationship- people's participation in development – Concept of sustainable development.

UNIT III: Models of social policy: Residual – welfare; achievement – performance; institutional – redistributive models; Changing perspectives in social development.

UNIT IV: Social policy and social planning – Social policy formulation, contribution of research, role of social worker, different sectoral policies and their implications; Policies and measures concerning social welfare in general and of women, environment, poverty alleviation programmes in particular.

UNIT V: Social indicators of development- Human development index; Concept of social work macro practice and methods.

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1. Bajpai, N. (1995). Economic reforms in Developing Countries – Theory and Evidence, EPW 30(2), January 14, 113 – 118.
2. Ghosh, A. (1995). Development Paradigms: China and India since 1949, The Economic and Political Weekly (EPW) 30 (788) Feb. 18-25, 31551-358.
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4. Gore, M.S. (1975). Some Aspects of Social Development, Mumbai: TISS.
5. Govt. of India ((1987). Encyclopedia of Social Work in India, 4 volumes, New Delhi: Planning Commission.
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13. Padget, D.K. (1998). Qualitative Methods in Social Work Research, New Delhi: sage.
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15. Laldas, D.K. (2000). Practice of Social Research, New Delhi: Rawat.

Paper-II: Social Legislation and Legal Systems in India

Objectives:

- To develop orientation about mass social problems and their effects.
- To develop knowledge about leadership, power structure, advocacy and lobbying.
- To acquire skills in intervention and advocacy.
- To understand the effects of social problem on individuals, groups and society.
- To acquire knowledge about social reforms, social policy and social legislation and legal systems - critically understand their role in controlling the social problems.
- To create an awareness about the preventive and remedial services of Govt. and Non-Govt. organizations in dealing with social Problems.

UNIT I: Indian Constitution - Salient features, i.e. Unitary & Federal features, Social ideals of Indian Constitution. Fundamental Rights and Directive Principles of State Policy.

UNIT II: Concept of Rights: Legal rights, Civil rights under Criminal Procedure Code, equality before law, Rights of Children, Women, Scheduled Castes and Scheduled Tribes.

UNIT III: Overview of legislation pertaining to Social Welfare: Laws effecting social institutions, Law Protecting interest of children, youth, SC'S & ST'S, Laws for treatment of Social Problems, legislation on Social Security measures and People with Disability Act 1975.

UNIT IV: Legal Aid: History, concept and need. Who needs Legal Aid, Legal Aid Schemes and Problems, Public Interest Litigation, History, Concept, Processes and Problems? Need for Social Workers Intervention.

UNIT V: Juvenile delinquency, Laws relating to Correctional Administration, Abolition of child labour

References:

1. Aranha T, Social Advocacy – perspective of Social Work, Bombay: College of Social Work.
2. Buxi. U. 1982, Alternatives in Development: Law, the crisis of the Indian Legal System, New Delhi: Vikas Publishing House.
3. Desai, A.E (ed) 1986 Violation of Democratic Rights in India. Vol.1
4. Iyer, V.R.K. 1984, Justice in Words and Justice in Deed for Depressed classes, New Delhi: Indian Social Institute.
5. Iyer V.R.K. 1981, Law Versus justice: Problems and Solutions, New Delhi: Deep and Deep.
6. Mathew, P.D, Legal Aid Series, Delhi; Indian Social Institute
7. Newman, G. 1999, Global Report on Crime and Justice, New York: Oxford University Press.
8. Nirmal Anjali. 1992, Role and Functioning of Central Police Organizations, New Delhi: Uppal

Paper- III: Human Resource Management and Organizational Behaviour

Objectives:

1. To provide knowledge on management practices and its importance to students in their practice in community settings
2. To develop skills of professionals in compensation management and organization effectiveness
3. To equip the students with the knowledge of legislative functionalities.

UNIT I: Basic Concepts of Human Resource Management - Definition, Meaning, Nature, Scope, Objectives, Functions of HRM, Changing concepts of HRM, 14 principles of management, Approaches to study of management, Understanding the above concepts with regard to fieldwork perspectives.

UNIT II: Human Resource Planning (HRP) - Concepts, process, importance, Job analysis, job description, job design, job evaluation, HR- core areas-recruitment ,selection ,placement ,Analytical view of hr practices in social worker perspective.

UNIT III: Human Relations - Meaning, process, categories of employers, factors, disciplinary action, collective bargaining, grievances handling, workers participation in management, role of trade unions, **ILO** and its objectives, Understanding the issues of employers and scope for social work interventions.

Unit IV: Compensation Management - Meaning, objectives ,types of rewards, compensation decision, factors influencing compensation decision, fringe benefits, safety and health, social worker response in creating awareness.

Unit V: Organizational Behaviour - Factors affecting organizational behavior – individual factors, motivation, learning, perception, personality, attitude, leadership, Role of social worker in behavioral modification

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1. Rao, T.V , HRD , New Delhi , Sage Publications
2. B.D Singh – Industrial Relations & Labour Laws – Excel Books , New Delhi
3. Wendell L.French Cricil H. Bel & Jr. Veera Vohra – Organization Development 6th Edition , Pearson Education
4. Gupta, R.K Implementing HRD, New Delhi, Rawat Pub.
5. Campbell Jones, Martin Parker and Reneten Bos (2005) for Business Ethics, Routledge, New York.
6. Deb, Tapomoy, Human Resource Development-Theory and Practice, Ane Books Pvt. Ltd., New Delhi.
7. Ramaswamy. E; Managing Human Resources, New Delhi, Oxford University Press.
8. Vijay, G. Anil, K, Gupta Anil, R., Mastering Global Business, Addison Wesley Longman
9. Henderson R.O Compensation Management, Englewood Cliffs Prentice Hall Inc.,
10. Cascio, Costing Human Resource, Thomson Learning, Bombay.

Paper: IV (a) Urban Community Development – I

UNIT I: Basic Concepts of Communities - Urban Community – Concepts of Urban, Urbane, Urbanism and Urbanization. Characteristics of Urban Communities, Difference between Urban, Rural and Tribal Communities, Understanding the above concepts with regard to Field Work Perspective

UNIT II: Community Development: A Conceptual Framework - Understanding the above concepts with regard to Field Work Perspective, Concept and Definition of Community Development; An Overview of Early Community Development Experiments and Projects in Urban Areas: Delhi Pilot Projects, Baroda Pilot Project, Ahmadabad Pilot Project

UNIT III: Issues related to Community Development - An Analytical View of the Programmes for Social Work Practice in the Communities; General Issues: Poverty, Indebtedness, Unemployment, Health, Nutrition and Sanitation. Issues related to Women, Children, Youth and Elderly, **Urban Specific Issues:** Migration, Slums, Urban-Industrial syndrome.

UNIT IV: Programmes for Community Development – response of social worker; Understanding the issues of the community development and scope for social work intervention; An Overview of Various Programmes, Urban: SJSRY (Swarnajayanthi Shehar Rojgar Yojana), DWCUA (Development of Women and Children in Urban Areas), Slum Clearance Projects, ICDS(Integrated Child Development Services). Social Workers Response: Creating Awareness, Facilitating and Environment for Successful Implementation of the Programmes.

UNIT V: Community development approaches and scope of social work practice - Target Group Approach – Programmes relating to Men, Women, Children and Youth and Role of Social Workers. Developing Relationships, Demonstrating the Purpose, Providing Knowledge, Empowering the Target Group, Offering Directions, Providing Support Networking and Advocating, Using Participatory Techniques, Evaluating the Practice, Institution Building Approach – Micro-finance and Self-Help Programmes, Role of Social Workers – Social Mobilization, Community Resource Person System, Preparation of Micro-credit Plans, Development of Social Capital, Capacity Building Strategies, Collaboration and Convergence;
Rights Based Approach – Programmes relating to Education, Health, fair economic resources, including Livelihood Opportunities; Role of Social Worker – Conducting awareness camps, strengthening self-help groups, gender mainstreaming, facilitating empowerment for pro-poor public action, sensitizing of department staff and Panchayat raj functionaries.

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1. Bijiani H.V. (1977), Urban Problems in India. Indian Public Administration, New Delhi.
2. Bulsara J. F. (1984), Problems of Rapid Urbanization in India, Popular Prakasam, Bombay.
3. Bharadwaj, R.K, Urban Sociology, Asia Publishing House, New Delhi.
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Paper – V (a) Rural and Tribal Community Development- I

Objectives:

- To develop in students in in-depth understanding of the conceptual framework of rural & tribal communities and their development.
- To enable the students to understand various issues related to community empowerment and scope for social work intervention.
- To provide knowledge of the various programmes and development efforts towards rural and tribal communities.
- To equip the students with an understanding of the relevance of various community development approaches to social work practice.
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UNIT I: Basic Concepts of Communities; Rural Community – Meaning, Definition, and Characteristics of rural Communities. Rural Communities in transition; Tribal Community- Meaning, Definition and Characteristics of Tribal Communities; Difference between Urban and Tribal Communities; Understanding the above concepts with regard to Field work Perspective

UNIT II: Community Development: A Conceptual Framework - Concept and Definition of Community Development, An Overview of Early Community Development Experiments and Projects in: Rural Areas: Sriniketan, Marthandom, Gurgaon, Baroda, Firka, Nilokhere and Etaiah Projects, Tribal Areas: Hill area development programme; An Analytical View of the Programmes for Social Work Practice in the Communities.

UNIT III: Issues related to Community Development - General Issues: Poverty, Indebtedness, Unemployment, Health, Nutrition and Sanitation. Issues related to Women, Children, Youth and Elderly, Rural Specific Issues: Agriculture, land and Land related Problems; **Tribal specific Issues:** Employment and economic aspects, issues related to settlement, Understanding the issues of the community development and scope for social work intervention.

UNIT IV: Programmes for community development –response of social worker - An Overview of Various Programmes: Rural: IRDP (Integrated Rural Development Programme), DWCRA (Development of Women and Children in Rural Areas), SGSY (Swarnajayanti Gram Swarazgar Yojana), REGS (Rural Employment Guarantee Scheme)- National and State level, Indira Kranthi Patham; Tribal: ITDA (Integrated Tribal Development Approach), GDC (Girijan Development Corporation), Constitutional Provisions for Scheduled Tribes; Social Workers Response: Creating Awareness, Facilitating an Environment for Successful Implementation of the Programme.

UNIT V: Community development approaches and scope of social work practice – Target Group Approach - Programmes relating to Men, Women, Children and Youth and Role of Social Worker. Development Relationships, Demonstrating the Purpose, Providing Knowledge, Empowering the Target Group, Offering Direction, Providing Support, Networking and Advocating, Using Participatory Techniques, Evaluating the Practice; Institution Building Approach- Micro-finance and Self-Help Programmes, Role of Social Workers – Social Mobilization, Community Resource Person System, Preparation of Micro- credit Plans, Development of Social Capital, Capacity Building Strategies, Collaboration and Convergence; Rights Based Approach- Programmes relating to Education, Health, fair economic resources, including Livelihood Opportunities; Role of Social Worker – Conducting awareness camps, strengthening self-help groups. Gender mainstreaming, facilitating empowerment for pro-poor public action, sensitizing of department staff and panchayat raj functionaries

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