

**SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE, UJIRE-574240**

**(Autonomous)**

**(Re-Accredited by NAAC at 'A' Grade with CGPA 3.61 out of 4)**



# **DEPARTMENT OF PG STUDIES IN SOCIAL WORK**

*Syllabus of*  
**Masters' Degree in  
SOCIAL WORK**

**(CHOICE BASED CREDIT SYSTEM)  
2016-17 onwards.**

**Approved by the BOS meeting held on 29<sup>th</sup> July 2016  
Approved by the Academic Council meeting held on 05-10- 2016**

**Preamble:**

The University Grants Commission, New Delhi, has directed all Universities in the country to implement the Choice based Credit system (CBCS, semester scheme) in both under –and post-graduate programme and has been issuing a series of guidelines with regard to this. The higher Educational Council, Government of Karnataka has considered the implementation of CBCS and has organized workshops in this regard. The Choice Based Credit System enables the degrees of Mangalore University to be on par with the global standards. Given the present trend of globalization, it is all but fitting that Mangalore University should adopt the CBCS so that the acceptability of the programmes and degrees offered by the University becomes comparable and readily acceptable. The University considered the feasibility of CBCS at several levels and through the meeting of several of its statutory bodies. In view of this the PG Board of Studies in MSW has prepared the syllabus and scheme of examination for CBCS.

**Title and Commencement:**

These regulations shall be called “The Regulations Governing the Choice Based Credit System for the Two Years (four semesters) Post Graduate Degree Programmes in Social Work.

The course shall be called ' **Master of Social work**' leading to '**MSW**' Degree. These regulations shall come in to force from the academic year 2016-2017.

**Definitions:**

1. **Programme:** An educational programme leading to MSW Degree.
2. **Semester:** Each semester will consist of minimum of 16 weeks of academic work equivalent to 90 days of actual teaching/instructions days. The odd semester is ordinarily scheduled from July to December and even semester from January to June.
3. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week.
4. **Course:** A unit of study (earlier called a “paper”)within a subject carrying a fixed number of credits.
5. **Core Course** is related to the discipline of programme. This is further divided in to

**Hard Core:** These Cores are compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

**Soft Core:** These courses are electives and related to the discipline of the programme.

6. **Open Elective:** A course to be opted by the student from out of the choices offered by other departments.

**Eligibility for Admission:**

**Master of Social work- MSW:** Candidates who have passed any bachelor Degree examinations of Mangalore University or any other University considered as equivalent there to are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category –I candidates) marks in optionals. Selection of candidates shall be on merit-cum reservation on the basis of 50:50 weightage of marks in the entrance and qualifying examinations.

**Selection Procedure:**

Candidates will be selected for admission as per the general guidelines of the Mangalore University from time to time. The Department shall conduct objective type entrance examinations for all candidates seeking admission to the M.S.W. programme. While selecting the candidates 50% is considered for Academic performance at the Graduation level and 50% is for Entrance Examination (CET) will be considered.

**Duration of the Course:**

The duration of Master Degree Programmes shall extend over four semesters each of a minimum of 16 weeks (90 actual working days) of instruction and 2 to 4 weeks for preparations and examinations.

**MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMME:**

The candidate shall complete the master Degree Programme within 5 years from the date of admission to the programme or within the period as prescribed in the regulations governing maximum period for completing various degree/diploma programmes of Mangalore University.

**Medium of instruction :** The medium of instruction shall be English/Kannada.

**ATTENDANCE:**

Each course (theory, practical etc) shall be treated as an independent unit for the purpose of attendance. A student shall attend a minimum of 75% of the total instructions hours in a course including tutorials and seminars in each semester. There shall be no provision for condonation of shortage of attendance and a student who fails to secure 75% of attendance in a course shall be required to repeat that course to accrue the credit.

**Objectives of the Course:**

- To impart education and training in Professional Social work to those desirous of making a career in the fields of Social work.
- To provide inter-disciplinary collaboration for better understanding of human problems services and issues related to human development.
- To provide opportunities through intensive field practicum to work with variety of people in their development and provide service to those who are in need of it.
- To provide inter-disciplinary collaboration for better understanding of human problems, services and issues related to human development
- To promote among students a sense of dedication and commitment for appropriate service to the cause of the poor, under privileged and disadvantaged sections of the society.
- To acquire knowledge and skills in undertaking practice-based research and to administer human service organizations

**Course Pattern:**

There are four theory paper and one field work practicum for 1<sup>st</sup> and 4<sup>th</sup> semester and Five theory paper and one field work practicum 2<sup>nd</sup> and 3<sup>rd</sup> semester. All the students have to compulsorily undertake the study of all the courses offered in each semester.

The students have to opt for one of the following three specializations:

<b>CD</b>	–	<b>Community Development</b>
<b>MPSW</b>	–	<b>Medical and Psychiatric Social Work</b>
<b>HRM</b>	–	<b>Human Resource Management</b>

The students recruited on the basis of their option for a specific specialization will undergo the course that come under that specialization.

1. Each Post Graduate programme will comprise “core” and “elective” courses. The “Core course” will further consist of “hard” and “soft” core courses. Hard Core course have 4 credits. Soft core course have 4 credits. Open Electives have 3 credits each. Total credit of the programme is 86 including open electives.
2. Core Course is related to the discipline of the programme. This is further divided into Hard core and Soft core. Hard core courses are compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study. Soft core course are elective but related to the discipline of the programme. Open elective is a course chosen from an unrelated to the discipline.
3. Out of the total 86 credits of the programme, the hard cores is 44 Credits(51.16%) of the total credits, soft core is 32 Credits (37.20%) the open electives have fixed 6 credits (3 credits\*2 courses), Project Work has 4 Credits (4.65%).

**Guidelines for choice of specialization in 2<sup>nd</sup> year MSW:**

The Department/ College shall provide choice to the students to opt specialization in 3<sup>rd</sup> and 4<sup>th</sup> semester. There shall be 3 specialization offered by the department / college and equal number of students shall be allotted to each specialization from among the students admitted to third semester. While allotting students in different specializations, the department / college shall take into consideration the marks/ result of students in the first semester as criterion for making choices and offer specialization in case of greater demand for a particular specialization. The choices of the students may be obtained by end of the second semester in order of preference. The student list allotted for each specialization has to be communicated to the Registrar Evaluation, SDM College,Ujire 10 days after the commencement of the third semester.

### **Concurrent Field Work Practicum**

A distinctive feature of instructional programme in Social Work is the emphasis laid on Social Work Practicum. A student shall be placed in a community / Organization to gain experience of working with the people at individual, intra-group, community and organizational levels during the first two semesters and in a setting appropriate to their specialization during the last two semesters. Concurrent Field Work Practicum means two days in a week is set aside for field work practicum. Students are required to go specified field work agency assigned to them by the Department / college to do their field work practicum.

The agency / institution so allotted should be communicated to the faculties and students of the department in every semester after the allocation in the beginning of semester.

### **Scheme of Examination and Evaluation**

#### **Theory Examination:**

Each Theory course shall carry a maximum of 100 marks out of which 30 marks shall be for internal assessment. The remaining 70 marks shall be for Semester examination.

Semester examination shall be conducted as per the rules and regulations prescribed by the University.

Question paper for the Sem examination is of three hours duration shall be set as per the model given below

It was consist of four Section, where Section A shall be based on 5 compulsory questions with two marks each( $2 \times 5 = 10$  marks).Section B consists of 4 questions, where three questions has to be answered carrying 5 marks( $3 \times 5 = 15$  marks),Section C consists of 4 questions there 3 questions has to be answered which carries 10 marks each ( $10 \times 3 = 30$  marks) and in section D consists of one question which carries of 15 marks ( $15 \times 1 = 15$ marks),total score= $70$  marks.

**Internal Assessment (Theory):** The internal assessment of 30 marks shall be based on two compulsory tests. Test papers shall be set and evaluated by the concerned teachers and shall carry 20 marks. Assignment will be conducted by the concerned teacher for 10 marks.

**Assessment of Concurrent Field Work Practicum:** The performance of the students in field work practicum shall be assessed in two ways. The internal faculty supervisor will assess the student out of 30 marks for field work. The Evaluation report should be submitted to The Registrar Evaluation,SDM College. The viva voce examination during every semester shall carry 70 marks each. It shall be conducted by a team of two examiners approved by the BOS.. The viva voce examination will ordinarily be conducted in the College. The vivavoce would cover Social Work Practicum and the social work theory during respective semesters.

**Compulsory Research Project:**

1. The research project offers students an opportunity to plan a study, prepare research tools, collect data in the field, analyze the data, and write up the project under the guidance of the faculty.
2. The research project shall be based on quantitative research methods. However a mixed method approach, making use of both quantitative and qualitative data may also be permissible. The sample size for quantitative research shall not be less than 60 respondents. In qualitative research method the candidate has to take minimum 10 case studies in elaborative manner. Focused Group Discussion (FGD) tool can also be adopted concentrating on at least 10 groups.
3. A Student select the research topic in the second semester itself in consultation with the faculty in charge of each specialization and report the same to the head of the institution in writing. The tools of data collection should be finalized and data collection shall be completed during the summer holidays at the end of the 2nd semester MSW.



4. Two Bound copies of the research project duly signed by the Research Guide and certified by the Head of the Institution/ Chairman of the Department should be submitted to the University Department at least one week before the last working day of the IV semester.

**Assessment of Research Project:** Research Project will be assessed by the internal guide for 30 marks and by 2 external examiners for 70 marks during the viva voce examination held along with the field work viva voce examination of the IV semester.

**Block Placement (Internship):** The Block Placement (Internship) aims to provide an opportunity to experience day-to-day work in a social work setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. It also enables learners to integrate learning and generate newer learning by participating in the intervention processes over a period of 4 weeks (one month) continuously, in a specific agency. Block fieldwork is provided at the end of the two-year programme, before the end of practical examinations of the fourth semester. There is 10 marks set aside for in Concurrent field work practicum. After completion of the Block Placement, each student shall be required to submit a detailed report along with the attendance certificate issued by the agency to their concerned college/Department Head, before attending the Viva voce examination.

## **I Semester MSW**

**Note1: Internal assessment of Theory papers 30 mark is allocated as follows:-**

20 mark for 2 internal assessment tests

10 marks for assignment.

**Note2: Concurrent field work practicum:**

The details of Institution/ community allotted for Concurrent field work practicum should be communicated to the Registrar, SDM College in the beginning of each semester.

Internal assessment of 30 marks is to be allocated by Faculty supervisor based on the performance of the student in the concurrent field work practicum and the Field Work evaluation report should be sent to the Registrar, Evaluation SDM College before the commencement of theory examination along with the internal marks allotted to the student.

A distinctive feature of the social work programme is its strong emphasis on concurrent social work practicum including Case work, Group work and Community programme.

The Field work diary has to be maintained in the following format:

The format has to be bound in a book form and the number of weeks with one page per day of field work.

The page should be signed by the Social Work trainee and Agency supervisor with date and organization seal.

The field work report should have the following content:

Detailed Field Work report followed by Self Evaluation.

Each field work report should be duly signed by the faculty supervisor in the weekly conferences held immediately after the field work days.

## **II Semester MSW**

**Note1: Internal assessment of theory paper 30 mark allocated is as follows:-**

20 mark for 2 internal assessment testes

10 marks for assignment.

**Note 2: For field work practicum:-**

Internal assessment of 30 marks is to be allocated by Faculty supervisor on the following criteria.

20 Marks for fieldwork

10 Marks for Rural / Tribal exposure camp. Each student has to prepare a document report based on their camp experience.

In the second semester a student besides the Concurrent Field work practicum has to compulsorily attend the Rural/Tribal exposure camp for a period of 6 days. Students who do not attend Rural/Tribal exposure camp are not eligible to attend the field work viva voce examination.

Field Work evaluation report should be sent to The Registrar (evaluation), SDM College, Ujire ,at least one week before the commencement of theory examination.

### **Field work Viva voce examination:**

There will be Viva Voce examination for Concurrent Field Work Practicum for 70 Marks. The Examination will be conducted by any two examiners approved by Registrar (evaluation). The examiners should go through the records to ascertain 240 hours (30 days including days for rural/ tribal camp) of concurrent field work completed within the weeks of that semester; The Field Work Dairy should bear the signature and seal of the agency where the student has done his/ her concurrent field work. In case of semesters having rural/tribal camp/ study tour a certification by the head of the Department.

## **III Semester MSW**

In the 3<sup>rd</sup> and 4<sup>th</sup> semester a student has to select agency appropriate to their specializations i.e. for HR specialization a student should select a middle or large Industry to do their field work practicum. Students who have opted for medical and psychiatric social work have to select a large hospital offering medical and psychiatric services.

Students who have opted for Community Development specialization have to select an NGO working in development sector or in an open community affiliated to local Self Government.

**Note1: Internal assessment of theory paper 30 mark allocated is as follows:-**

20 marks for 2 internal assessment tests and  
10 marks for assignment.

**Note 2: Concurrent field work practicum:-**

20 Marks for fieldwork

10 Marks for study tour Each student has to prepare a document report based on their study tour experience

In the Third semester a student besides the Concurrent Field work practicum has to compulsorily attend the study tour for a period of 5days. Students who do not attend study tour are not eligible to attend the field work viva voce examination.

Field Work evaluation report should be sent to the Head of the Department at least one week before the commencement of theory examination.

**IV Semester MSW**

**Note1: Internal assessment of theory paper 30 mark allocated is as follows:-**

20 marks for 2 internal assessment tests 10  
marks for assignment.

**Note 2: Concurrent field work practicum:-**

20 Marks for fieldwork

10 Marks for Block Placement.

Internal assessment of 30 marks is to be allocated by Faculty supervisor based on the performance of the student in the concurrent field work practicum and the Field Work evaluation report should be sent to the Head of the Department of Post Graduate Studies

in Social Work and to the Registrar Evaluation SDM College at least one week before the commencement of theory examination along with the internal marks allotted to the student.

There is 10 marks set aside for Block Placement. After completion of the Block Placement, each student shall be required to submit a detailed report along with the attendance certificate issued by the agency to their concerned college/Department Head, and the same should be forwarded to the chairman, department of Social Work at least 3 days before the commencement of Social work Practicum IV (Concurrent field work and Block placement viva-voce Examination)

**Research Project:**

1. The research project offers students an opportunity to plan a study, prepare research tools, collect data in the field, analyze the data, and write up the project under the guidance of the faculty.
2. A Student select the research topic in the second semester itself in consultation with the faculty in charge of each specialization and report the same to the head of the institution in writing. The tools of data collection should be finalized and data collection shall be completed during the summer holidays at the end of the 2<sup>nd</sup> semester MSW.
3. Two Bound copies of the research project, duly signed by the Research Guide and principal or head of the institution should be submitted to the Registrar, Evaluation SDM College Ujire on or before the last working day of the IV semester.

## CONTENT OF THE COURSE AND SCHEME OF EXAMINATION

### I Semester M.S.W:

Sl. No	Type	Title of the paper	Max. Marks		Total Marks	Hours per week	Credits
			IA	Sem Exam			
1	Hard core	SWS 401: Social Work Profession – History, Philosophy & Ideologies	30	70	100	4	4
2	Hard core	SWS 402: Social Case Work	30	70	100	4	4
3	Hard core	SWS 403: Social Group Work	30	70	100	4	4
4	Soft core	SWS 404 A : Dynamics of Human Behavior OR SWS 404-B: : Communication skills for Social Work Practice	30	70	100	4	4
5	Hard core	SWS 405: : Social work practicum 1 ( Orientation Visits and Concurrent Field Work)	30	70	100	16 Field Work hours	4
		<b>Total</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>32</b>	<b>20</b>

## II Semester M.S.W:

Sl. No	Type	Title of the paper	Max. Marks		Total Marks	Hours per week	Credits
			IA	Sem Exam			
1	Hard core	SWS 451: Community Organization and Practice	30	70	100	4	4
2	Hard core	SWS 452: Social Welfare Administration and Social Action	30	70	100	4	4
3	Hard core	SWS 453: Social Work Research and Statistics	30	70	100	4	4
4	Soft core	SWS 454 -A : Social Work in Various settings OR SWS 454-B: Human Rights	30	70	100	4	4
5	Open Elective	SWS455-A: Social Work Perspectives for Social Science. OR SWS 455-B: Social policy and Planning.	30	70	100	4	3
6	Hard core	SWS 456: Social Work Practicum II ( Concurrent Field Work and Social Work Camp)	30	70	100	16 Field Work hours	4
		<b>Total</b>	<b>180</b>	<b>420</b>	<b>600</b>	<b>36</b>	<b>23</b>

### III Semester M.S.W:

Sl. No	Type	Title of the paper	Max. Marks		Total Marks	Hours per week	Credits
			IA	Sem Exam			
1	Hard core	SWS 501: Project Planning and Management	30	70	100	4	4
2	Soft core	<p><b>Specialization I (Community Development)</b> SWS 502: Citizen Participation, Good Governance and Local Self Governance</p> <p><b>Specialization II (Medical and Psychiatric Social Work)</b> SWS 503: Psychiatric Social Work</p> <p><b>Specialization III (Human Resource Management)</b> SWS 504: Human Resource Management and Human Resource Development</p>	30	70	100	4	4
3	Soft core	<p><b>Specialization I (Community Development)</b> SWS 505: Tribal and Rural Community Development</p> <p><b>Specialization II (Medical and Psychiatric Social Work)</b></p>	30	70	100	4	4



		SWS 506: Medical Social Work <b>Specialization III (Human Resource Management)</b> SWS 507: Labour Legislations (Part –I)					
4	Soft core	SWS 508- A : Family and Child Welfare  OR SWS 508 –B:Management Concepts	30	70	100	4	4
5	Open Elective	SWS 509 A : Management of Non Government Organizations  OR SWS 509-B: Disaster Management	30	70	100	4	3
6	Hard core	SWS 510: Social Work Practicum III ( Concurrent Field Work and Study Tour)	30	70	100	16 Field Work hours	4
		<b>Total</b>	<b>180</b>	<b>420</b>	<b>600</b>	<b>36</b>	<b>23</b>

**IV Semester M.S.W:**

Sl. No	Type	Title of the paper	Max. Marks		Total Marks	Hours per week	Credits
			IA	Sem Exam			
1	Soft core	<p><b>Specialization I ( Community Development)</b> SWS 551: Urban Community Development</p> <p><b>Specialization II (Medical and Psychiatric Social Work)</b>  SWS 552: Geriatric Social Work</p> <p><b>Specialization III (Human Resource Management)</b> SWS 553: Labour Legislations (Part II )</p>	30	70	100	4	4
2	Soft core	<p><b>Specialization I ( Community Development)</b> SWS 554: Sustainable Development and Social Entrepreneurship</p> <p><b>Specialization II (Medical and Psychiatric Social Work)</b> SWS 555: Therapeutic Counselling</p> <p><b>Specialization III</b></p>	30	70	100	4	4

		<b>(Human Resource Management)</b> SWS 556: Labour Welfare and Industrial Relations					
3	Soft core	SWS 557-A : Rehabilitation and After Care Services OR SWS 557-B: Organizational Behaviour and Organizational Development	30	70	100	4	4
4	Project Work	SWS 558 : Research Project	30	70	100	4	4
5	Hard core	SWS 559 : Social Work Practicum IV ( Concurrent Field Work and Block Placement )	30	70	100	4	4
		<b>Total</b>	<b>150</b>	<b>350</b>	<b>500</b>	<b>32</b>	<b>20</b>

**Proposed New CBCS Scheme of papers – Social Work (MSW)**

Sem	Hard core			Soft core			Open electives			Project	Total
I	4	4	16	1	4	4	-	-	-	-	20
II	4	4	16	1	4	4	1	3	3		23
III	2	4	08	3	4	12	1	3	3	4	23
IV	1	4	04	3	4	12				4	20
<b>Total</b>			<b>44</b>			<b>32</b>			<b>6</b>		<b>86</b>
			<b>51.16%</b>			<b>37.20%</b>			<b>7%</b>	<b>4.65%</b>	<b>100%</b>

## **SWS 401: SOCIAL WORK PROFESSION – HISTORY, PHILOSOPHY AND IDEOLOGIES**

### **Objectives:**

- Acquire knowledge of the History and Philosophy of Social Work and its emergence as a Profession.
- Examine the various ideological influences on Social Work Profession.
- Understand the importance of Professional values, functions , goals and Ethics in both Macro and Micro Social Work Practice.

### **Unit-1**

#### **Basic concepts and introduction to Social Work:**

Social Service, Social Welfare, Social Security, Social Assistance, Social Policy, Social Planning, Social Development, Social Change and Social Action, Social Justice Social Work Profession, Social Work as a Profession and Social worker as a Professional.

Attributes of a Profession and Social Work Profession. Difference between Voluntary and Professional Social Work

### **Unit- 2**

#### **Principles, Ethics and Functions of Social Work:**

Social Work Principles, Code of Ethics in Social Work Practice, Goals, Values and Functions of Professional Social Work Methods of Social Work: Introduction to Core and Auxiliary methods. Models of Social Work (Relief, Welfare, Clinical, Radical, Developmental and Human Rights)

### **Unit- 3**

#### **Historical Development of Social Work Profession:**

Development of Social Work Profession in United Kingdom Emergence of Social Work Profession in India Evolution of Social Work from Charity to Professionalism Challenges of Social Work Profession in India.

## **Unit- 4**

### **Indian Ideologies:**

Bhagavadgeetha Jainism, Buddhism and Sikkim Hindu Reform Movements: Brahma Samaja, Arya Samaja, Prarthana Samaja and Ramakrishna Mission

Impact of Islam and Christianity in India, Ambedkar and Gandhian Ideologies, Ideologies of Non Governmental Organisations, Ideology of the Indian Constitution, Spirituality and Social Work

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## **SWS 402: SOCIAL CASE WORK**

### **Objectives:**

- Understand casework as method of social work.
- Develop the ability to establish & sustain a working relationship with individuals.
- Understand the process of working with individuals.
- Develop the ability to analyze & assess the components & process of case work.

### **Unit- 1**

**Meaning and Definitions of Case work:** Case work: Definition, objectives, Principles, Philosophical assumptions, values and scope.

Introduction of casework as a method of social work. Components of case work- Person, problem, place, process

### **Unit -2**

**Skills in Case work practice:** Case work tools: Interview, home visit, observation, listening, communication skills, Relationship building. Techniques of casework: Supportive, resource enhancement and counseling. Development of professional self: Self awareness, use of Supervision.

### **Unit -3**

**Application of Social Case Work in different settings & Clientele groups:**

Application of Case Work Method in different settings - family, women, and child welfare settings, marriage counseling centres, schools settings, medical and psychiatric settings, correctional institutions, and industry.

### **Unit -4**

**Theories and Approaches in Social Case Work:** Psycho-social approach, Functional approach, Problem solving approach, Behavioral modification, Transactional analysis and





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## **SWS 403: SOCIAL GROUP WORK**

### **Objectives:**

- Understand group work as a method of social work.
- Develop the ability to establish and sustain a working relationship with groups.
- Understand the process of working with groups.
- Develop the ability to analyze and assess the components and process of group work.

### **Unit -1**

Group Work: Definition, Objectives, Scope and Evolution .Types of Groups, Educational, Growth – oriented, remedial, socialization, task (Committees, teams, councils) and therapeutic groups. Stages of group development. Field instruction in group work.

### **Unit -2**

Principles of working with groups: Process of Group work: Intake, study, analysis and assessment negotiating contracts, treatment, evaluation, and termination disengaging from relationships, stabilization of change effort. Use of relationships: Verbal and non/verbal communication.

### **Unit -3**

Factors of group formation: Selection of members, goal formation, contract for work. Homogeneity factors, Heterogeneity factors, group structure, Group size, Membership. Dynamics of groups: Bond, sub-groups, role, leadership, isolates, scapegoats, new comer conflicts, decision making group control, hostility, behaviour contagion.

### **Unit -4**

Programme Planning: Use of programme media, Skills in organizing a programme, designing a training programme, skills required for programme planning. Importance of recording in group work. Role play, Brain Storming, FGD

Use of group work in various settings: Schools, Hospitals, Industries and Communities.  
Training volunteers in group work.

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- Toseland , W.Ronalds Rivas, 1984 : An Introduction to group work practice New York : Mac  
Milan Publishing Company
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New York : Association Press
- United Nations 1959 : The General Principles of Social group work United  
Nations Technical Assistance Off.

## **SWS 404-A: DYNAMICS OF HUMAN BEHAVIOUR**

### **Objectives:**

- Understand the basic concepts of Psychology relevant to social work practice.
- Understand Human Needs & Human Behaviour
- Gain an understanding of nature, basis of human growth & personality Development
- Develop sensitivity towards needs, development tasks & health status.

### **Unit -1**

**Introduction to psychology:** Concept, definitions of Psychology, nature, scope of psychology and uses and application of psychology for Social Workers: Determinants of human growth and behaviour – heredity and environment.

Basic human needs- Physical, Psychological and Social & Intellectual needs.

Maslow's Need Hierarchical Theory

### **Unit -2**

**Adjustment and Maladjustment-** Concept and characteristics and factors of adjustment.

Stress- Types and Sources- Frustration, Conflict and Pressure. Stress coping mechanisms- Task oriented and Defense oriented mechanisms.

### **Unit - 3**

**Personality** – Meaning & definition, nature, types and assessment of personality.

Theories of Personality – Psycho-analytic theory, Psycho-Sexual theory and Psycho-Social theory.

### **Unit - 4**

**Life Span-** stages and perspectives. Prenatal stage, Infancy, Babyhood and Childhood, Adolescents, Adulthood, Middle and Old age- characteristics and problems of various stages of development with special focus on role of Social Workers in each stage.

## References:

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- Hilgard E.R , Atkinson R.C : Introduction of Psychology NewYork Harcourt Brace  
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Daniel . J 1976 Applications , McGraw Hill  
Book Company , New York

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- Hurlock E.B 1976 : Personality Development, Bombay, Tata Mc Graw Hill
- Hurlock , Elizabeth : Child Development , 6<sup>th</sup> Edition , International student Edition , McGraw Hill Pub .Co. USA 1989
- Hurlock , Elizabeth : Developmental Psychology–A life–span Approach, 5<sup>th</sup> Ed–Tata Mc Graw Hill Publishing Co.Ltd , New Delhi
- Jowett G.S & O Donnell, V 1991 : Propaganda & Persuasion (2<sup>nd</sup>ed) Sage London
- Karkar , S . 1979 : Indian Childhood, cultural ideals & social Reality , Delhi : Oxford University Press
- Kali , R.V & Cavanagh J.C .1996 : Human Development, Pacific grove: CA: Brooks / Core Publishing Company.

## **SWS404-B: COMMUNICATION SKILLS FOR SOCIAL WORK PRACTICE**

### **Objectives:**

- Acquire understanding of various methods of communication and competence to use the same.
- Understand and appreciate the role of communication in development
- Acquire knowledge of different forms of communication and their use in the process of development and social change.
- Development and ability to assess critically the utilization of communication media by the government and non – government sectors in the process of development.

### **Content**

#### **Unit -1**

Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Communication Channels, Process of Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Essentials of Good Communication, Communication Techniques. Models of Communication

#### **Unit-2**

Types of communication: Intra-personal, Inter – personal communication- Interview, speech, workshop, demonstration, meeting panel discussion, simulation games, debate, role play and street theatre. Visual aids: Posters, slides, photographs, exhibits, flash cards, flannel graphs, flip charts, notice boards,



### **Unit -3**

Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release.

### **Unit -4**

Mass media- Concepts, characteristics and Relevance, Correspondence: Personal, Official and Business, Report Writing. Communication Network in an Organization, Strategy for Effective Communication.

### **Assignments**

Writing CV· Memo Writing· Letter writing (Employment related correspondence, Correspondence with Govt. /Authorities, Office Orders, Enquiries and Replies)  
· Business Letters· Preparing Agenda for Meetings· Essay Writing· Report Writing· Press Release

### **References:**

- Barrett , Harold , 1975 : Practical Uses of Speech Communication New York: Holt , Rinehart & Winston
- Beal , et Al 1967 : Leadership & Dynamic Group Action The Iowa State – University Press
- Bell , A.H & Klammer J.P 1976 : The Practicing Writer Boston : Hughton Miffin Company
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- Bulatao , Jaime 1965 : The techniques of Group Discussion
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- Coombs , Charles I 1965 : T.V. Window on the world
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- Druckman D et Al 1982 : Non – verbal Communication London : Sage Publications.
- Eisenberg , A.M 1978 : Understanding Communication in Business & the Professions New York : Macmillan Publishing Co.
- Elihukatz & Szecsco , T ( eds) 1981 : Mass Media & Social Change London : Sage Publications

## II SEMESTER

### SWS451: COMMUNITY ORGANIZATION AND PRACTICE

#### **Objectives:**

Understanding the concepts related to working with Communities and processes involved in it.

To make students understand the use and practice of Community Organization in various fields of Social Work.

To provide the knowledge about the role of Social Worker in Social Change and Social Development.

To familiarize the emerging trends and experiments in Community Organization.

To introduce various aspects of Social Action as an effective method of Social Work.

#### **UNIT-1**

**Communities in India:** Concept of Community, Community Work: Community Development, community Welfare: Community power structure and Dynamics: Social Work curriculum - theory, practice (field work) supervision, reporting, and conference. Rural Community: Its structural and functional aspects. Urban Community: Nature, Structure and problems, Tribal Community: Nature and problems.

#### **UNIT-2**

Organization, Community organization - concept, meaning, definition, scope, principles and its relevance. Process or phases of community organization. Study and survey, analysis, assessment, discussion, organization, action, reflection, modification continuation. Models of community organization: Locality Development, social planning, social action. Gandhian models, Political and Democratic Models.

#### **UNIT-3**

**Roles and Skills:** Methods of community organization – awareness creation, planning, education, communication, participation, leadership, resource mobilization, community action, legislative and non legislative actions.

Role of Community Organization Practitioner: Enabler, facilitator, guide, researcher, moderator, philosopher, activist.

Skills of Community Organization Practitioner: Skills in community organization. Organizing, communication, training, consultation, public relations, resource mobilizations, liaison, conflict resolution.

#### **UNIT-4**

##### **Strategies**

Strategies and Tactics: Individual contact, Conscientization, Negotiation, Collaborative, Pressure, Advocacy, Legal sanction, Public relations, Political organization, Conflict resolution, Violence, Peace initiative. Contextual usage of strategies.

##### **References:**

- Chowdhry, D. P. 2001. Introduction to Social Work. New Delhi: Atma Ram.
- Christopher, A.J., and Thomas William, 2006. Community Organization and Social Action. New Delhi: Himalaya Publications.
- Cox, F.M. et al. 1964. Strategies of Community Organization. Illinois: Peacock Publishers. Inc.
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Skidmore, A. Rex and Milton. G. Thackeray. 1976. Introduction to Social Work. New Jersey: Prentice Hall.

Arthus Dunham K., 1987 Community Organization. New Delhi: Arnold.

Biklen, Bouglas, P., Community Organizing - Theory and Practice. New Jersey: Prentice.

Christopher, A. J. and Community Organization and Social Action.

William Thomas, A., 2006 Mumbai: Himalaya

Clarence King, 1974 Working with People in Community Action – Strategies of Community Organization: Illinois: Peacock

## **SWS 452: SOCIAL WELFARE ADMINISTRATION AND SOCIAL ACTION**

### **Objectives:**

- Acquire knowledge of Social Welfare Administration and its emergence as a Profession.
- Understand the importance of functions ,principles and various issues of Social Welfare Administration and its Practical aspects
- Examine the various issues related with Establishment of Service Organizations and social policies on vulnerable groups

### **Unit: 1**

Social Welfare Administration: Meaning, Definition, Nature & Scope Historical Development. Ministries and Statutory Bodies at Central and State level concerned with the Social Welfare and Development Administration. Social Policy and Social Welfare Policy .Central Social Welfare Board (CSWB) and State Social Welfare Board(SSWB)

### **Unit: 2**

Principles and Functions of Social Welfare and Development Administration Planning, Organising, Staffing, Directing, Coordinating, Reporting, Budgeting(POSDCORB) Office Management, Supervision, Leadership, Communication And Public Relations, Maintenance of Records and Documentation , Working in Professional Team

### **Unit: 3**

Establishment of Service Organizations ,Legislations related to establishment of service organizations and their salient features , Indian Societies Registration Act 1860 , Karnataka Societies Registration Act 1960 ,Indian Trust Act 1882 ,Income Tax Act 1961,Foreign Contribution Regulatory Act 1976, Co operative Societies Act 1902

#### **Unit 4**

Social Policies- Education, Health, Social Welfare, Women, Children, Elderly, Welfare of Back Ward Classes, Housing, Youth, Population, Family Welfare, Environment and Ecology, Poverty alleviation.

Social Action : Concepts, Principles and Process of Social Action; Social Action as a method of social work: History of social action in India. Approaches to social action – Paulo Friere, Saul Alinsky, Mahatma Gandhi, Ambedkar, E.V.R. Periyar.

#### **References:**

- Snehalathchandra (2003)                      NGO Management in India Kanishka Publishers
- M.K Singh 2015                                    Social Policy and Social welfare Administration , Vayu  
Education Of India; First edition
- Anoop Kumar Bhartiya 2009                    Social Policy in India , New Royal Book Company
- Bhatnagar, Ved (1998)                        :    Challenges to India's Integrity: Terrorism, Casteism,  
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- Desai, A. R. (1994)                             :    Rural Sociology in India, Bombay: Popular Prakashan.
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and Politics, New Delhi : Sage Publication
- Puniyani, Ram (2003)                         :    Communal Politics : Facts Versus Myths, New Delhi :  
Sage Publication.
- Anil Taneja (2009)                              Social welfare Administration in India Neha Publishers &

## **SWS 453: SOCIAL WORK RESEARCH AND STATISTICS**

### **Objectives:**

- Understand role of research as a method of social work profession.
- Acquire research knowledge and skills to be able to undertake independent research projects.
- Become familiar with some of the basic statistical technique and their application in field of social work research and social work practice.

### **Course Content**

#### **Unit -1**

Social Work Research: Meaning, definition, objectives, uses, scope and ethics of research. Scientific characteristics of research, Process of research: Deductive and Inductive. Types of research: Basic, Action and Applied. Quantitative and Qualitative Research. Problem identification: Criteria for the selection of research problem; Problem formulation. Basic elements: Concepts, constructs, variables, Hypothesis Preparation of research proposal – Its format and steps. Pilot study and Pre-testing.

#### **Unit -2**

Research Design: Definition and importance; types of research design; exploratory, descriptive, experimental and diagnostic research design

Sampling: Sample and population: Rationale and Characteristics of sampling; methods and techniques of sampling.

Data Collection – Methods and Techniques, Sources of data (Secondary and Primary)

Tools of data collection: Observation, Interview, and Questionnaire

#### **Unit -3**

Data Processing: Editing, coding, data classification, tabulation of data, diagrammatic and graphical presentation, Data Analysis & Interpretation.



Research Reporting, Purpose of research report, Principles and procedures to be followed in writing scientific research report, Use of computer in data processing.

#### **Unit -4**

Statistics: Meaning, Definition, importance and application of social statistics for Social workers. Measures of Central Tendency Arithmetic mean median and mode. Measures of Dispersion: Range, quartile and standard deviations. Chi Square: Uses and applications. Applications of Karl Pearson's correlation test in social work research

#### **References:**

- Antony Joseph , 1986 : Methodology for Research, Bangalore : Theological Publications in India
- Asthana , B.N 1976 : Elements of Statistics, Allahabad : Chaitanya Publishing House
- Bajpai 1992 : Methods of social survey & Research , Kanpur , Kitab House
- Blalock , Hubert , M 1972 : Social statistics Tokyo : McGraw Hill Kogakusha Ltd
- Britha , Mikkelsen 1995 : Methods for Development Work & Resaerch , New Delhi : sage Publications
- Bruce . A . Chadwick , Howard . : Social Science Research Methods , New Jersey: Prentice Hall Inc
- M Bahr , stan L Albrecht 1984
- Devendra , Thakur 1993 : Research Methodology in Social Sciences , New Delhi : Deep & Deep Publications
- Feldman , Martha. S 1995 : Strategies for interpreting qualitative Date , New Delhi : sage Publications.
- Society for Participatory : Participatory Research:An Introduction  
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- Swartz Omar 1997 : Conducting socially responsible research , New Delhi : sage Publications
- Young , Pauline . V 1946 : Scientific Social Surveys & Research , New York Prentice Hall

## **SWS454-A: SOCIAL WORK IN VARIOUS SETTINGS**

### **Objectives:**

- Understand Social work as a method of social work.
- Understand the Various Settings of Social Work.
- Develop the Knowledge regarding the process of working in the various settings.

### **Unit- 1**

Primary Social Work Settings: Medical and Psychiatric Social Work. Human Resources Development and Management. Correctional Social Work. Family and Child Welfare. Disaster / Crisis Management and Rehabilitation

### **Unit- 2**

**Social work in Development Sectors:** Urban, Rural and Tribal Community Development. Management of Social Services. Ecology and Environment. Mother & Child Health Policy & Planning Services, Social Research & Program Evaluation Service Social Work Administration & Policy, School Social Work, Social Work Education & Research

### **Unit- 3**

Emerging Social work Settings: Working with People with Disabilities Youth Work, Addiction, Consultancy Services, Counseling & Therapy, Human Rights.

### **Unit- 4**

Social Work with Marginalized and Vulnerable sections. Geriatric Social Work, Working with migrants, working with people living with chronic illness, vulnerable children. Poverty eradication, working in the development sector. Orientation about social work organisations.

**References:**

- Desai , Vasanth: Rural Development, Vol .I & II Himalayan Publishing House, New Delhi
- Govind ChandraRath Tribal Development Sage New Delhi
- D.R. Sachdeva, (2008) : Social Welfare Administration in India, Kitab Mahal Publishers
- Shyam Sundar Shrimali, (2008): Child Development, Rawat Publications, Jaipur
- Donald Collins 1999 Introduction to family social work, F E Peacock Publishers,
- Goleman, Daniel (1998) “Working With Emotional Intelligence” Bantam Books, New York. Bajpai, P.K. (Ed.) 1998 Social Work Perspectives on Health, Jaipur, Rawat Publications
- Chaudhuri, S.N. (1988): Changing status of depressed castes in contemporary India. Delhi: Daya Publishing House.
- Gore, M.S. (1993): The Social Context of an Ideology: The Social and Political Thoughts of Babasaheb Ambedkar. New Delhi: Sage.

## **SWS454-B: HUMAN RIGHTS**

### **Unit-1**

Human Rights – Introduction, Meaning and Definition, Historical development of Human Rights, UN Declaration of Human Rights.

Emergence of the concept – Human Rights in India, Indian Constitution – An introduction, Fundamental Rights and Directive Principles of State Policy, Human Rights Movement in India.

### **Unit – 2**

Human Rights of oppressed segments, Rights of children, women, disabled persons, Sexual minority, SC's & ST's, Commercial sex workers and landless labors, laborers.

### **Unit – 3**

Organizations involved in Human Rights awareness: UNESCO, Breakthrough. Legislations in relation to human rights: Public interest litigation, Right to Information Act, Reservation Policy, Right to Education.

### **Unit- 4**

Case studies in connection with human rights violations, Human rights during crisis and disasters.

### **References:**

Bajpai, Asha (2006) Child Rights in India. New Delhi: Oxford University Press

Neshla (1997) Atrocities Against Women. New Delhi: Harman Publishing House.

Strang, H., & Braithwaite, J.(2001) Restorative Justice and Civil Society. Cambridge University Press

Prayas (2002) Forced Separation: Children of Imprisoned Mothers. Mumbai: Prayas

Adarkar, B.P 1973	Social Insurance In India, Bombay
Ahuja Sangeetha 1997	People, Law and Justice, case book on public interest litigation , New Delhi
Baxi, Upendra 1988	Law and poverty – Critical essays, Bombay, MN Tripathi Privet Limited
Diwan Paras 1997	Law relating to dowry, dowry deaths, Bride Burring Rape & Related offences, Delhi, Universal publishers
Gangerade K.D 1978	Social Legislations In India, Delhi Deep and Deep Publication
ILO 1984	Introduction to social Security Geneva ILO
Iyer, Krishna V.R	Social justice, Sunset or dawn Lucnow, Estern Book Company
Subramanyam 1997	Human Rights- International Challenges, Delhi Manasa Publication
Sing Sujan	legal Aid – Human Rights to Equality Delhi, Deep & Deep Publication

## **SWS 455-A: SOCIAL WORK PERSPECTIVES FOR SOCIAL SCIENCES**

### **Objectives:**

- To develop an understanding of basic concepts of social sciences relevant to social work
- Acquire ability to apply this knowledge to work in the Society
- To understand the existing social system of the country and develop ability to analyze the same

### **Unit –1**

Social Work and its relationship to other disciplines such as History, Economics, Geography, Political Science, Psychology, Anthropology and Sociology: Meaning, scope and significance, Importance of social sciences knowledge for Social workers.

### **Unit – 2**

Society: Concept, Characteristics and Types, Socialization, Social stratifications, Social institutions and Social inequality.

Culture: Concept of culture, Elements of culture; Forces of cultural change, Media of cultural transmission.

### **Unit – 3**

Economy – concepts, features of Indian Economy, Elements of Indian Economy

Polity: Concept; Major systems of polity, Constitution and Government; Political parties and pressure groups in India

### **Unit –4**

Blocks to the Understanding of Indian Society: Western, Elite, Gender, Caste and Unidisciplinary biases.

## References:

- Bayly , S. : Caste, Society & Politics in India from the Eighteenth Century to the Modern Age, The New Cambridge History of India , Vol IV 3, Cambridge University Press.
- Bardhon P 1982 : The political economy of development in India. Delhi: Oxford Univ.Press
- Bhatt , Anil 1975 : Caste, Class & Politics: An Empirical Profile of Social Stratification in Modern India, Delhi: Manohar .
- Sathyamurthy , T.V( ed) 1996 : Region , Religion , Caste , Gender & culture in Contemporary
- Sharma R.K 1997 : Indian Society –Institution & change , New Delhi , Atlantic Publishers
- Sharma R.N 1976 : Social control & Social change , Meerut : Prakashana Mandir
- Sharma. S , 1985 : Social Movements of social change , B.R Delhi Publishing House
- Basu, Durga Das. 1983 : Introduction to the Constitution of India, New Delhi, Prentice-Hall of India Private Ltd.
- Bhushan, Vidya and An : Introduction to Sociology, Allhabad, Kitab Mahal
- Sachdev, D.R. 1999
- Uberio, P. (Ahuja R., (1993), : Family , kinship & Marriage – India , oxford University Press  
Indian Social System, Vedam Book House, Jaipur.  
ed) 1993
- Hurlock, Elizabeth B.,(1975), : Development psychology., New Delhi, Tata McGraw Hill Publishing company ltd.

**Journals:** Economic & Political Weekly, Integral Liberation , Politics & Society , The Indian Social Service Review, Indian Economic Review , Sociological Bulletin . Seminar, Communalism Combat , Mainstream , Manushi . Facts Against Myths (Vikas Adhyayan Kendra , Mumbai )

**Journals/ Magazines** Sociological Bulletin (Journal of the Indian Sociological Society). Contribution to Indian Sociology. Social Change, Issues and Perspectives (Journal of the Council for Social Development).

Economic and Political Weekly, EPW Research Foundations,



## **SWS 455 -B SOCIAL POLICY AND PLANNING:**

### **Objectives:**

- Acquire knowledge of the systems and process of policy formulation and social planning in India.
- Develop ability to analyze the systems of policy formulation and planning as well as development plans and programmes.
- Identify linkages between social needs, problems, development issues and policies.
- Locate strategies and skills necessary to facilitate policy change and social development, with a view to reinforce values of social justice, gender justice and equality and ecological sustainability.

### **Course Content:**

#### **Unit- 1**

Social policy: Concept of Social policy – Sectoral policies and Social services. Relationship between social policy and social development. Values underlying social policy in India (constitution – Directive principles, Fundamental Rights and human Rights)

#### **Unit -2**

Policy formulation: Approaches to social policy – unified integrated and sectoral. Different models of social policy and their applicability to the Indian situation. The process of social policy formulation, the contribution of research, the role of interest groups, the problem of conflict of interests and its solution.

#### **Unit -3**

Policies : Evaluation of social policy in India in a historical perspective. Different sectoral policies and their implementation e.g. Policies concerning education, health, social welfare, women, children, elderly, welfare of backward classes, social security, housing youth, population and family welfare, environment and ecology, urban and rural development, tribal development and poverty alleviation.

#### **Unit - 4**

Concept and scope of social planning. Goals and sectors of social planning.

Planning process: In India, Historical perspective., The planning and monitoring the machinery and process of social planning and implementation at various levels-centre, state, district and local (panchayath and city corporation); The problems of coordination and centralization in planning.

#### **Reference:**

- |                      |                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------|
| Adarkar, B.P 1973    | Social Insurance In India, Bombay                                                                       |
| Ahuja Sangeetha 1997 | People, Law and Justice, case book on public interest litigation , New Delhi                            |
| Baxi, Upendra 1988   | Law and poverty – Critical essays, Bombay, MN Tripathi Privet Limited                                   |
| Diwan Paras 1997     | Law relating to dowry, dowry deaths, Bride Burring Rape & Related offences, Delhi, Universal publishers |
| Gangerade K.D 1978   | Social Legislations In India, Delhi Deep and Deep Publication                                           |
| ILO 1984             | Introduction to social Security Geneva ILO                                                              |

### III SEMESTER

## SWS501: PROJECT PLANNING AND MANAGEMENT

### Objectives:

- Acquire knowledge and skills required to facilitate participatory project planning and management.
- Develop competency to facilitate processes of participatory planning with varied groups.
- Imbibe values and attitudes that are essential for participatory intervention in society.

### Unit- 1

Project Planning and Management. Concepts, Components Classification of Projects, Project Cycle. Participation Project Planning and Management. Non Participatory Project Planning.

### Unit- 2:

Process of Project Formulation : Participatory Study / Assessment of Situation . Problem Identification and Problem Analysis: Cause / Effect analysis, Problem Statement, Stake Holder Analysis, General and measurable Objective, Analysis of Alternatives, Ways of achieving objectives: Force Field Analysis, Choice of Alternatives.

### Unit- 3:

GANTT Chart, Personnel Plan, Financial Plan, Participatory Monitoring Plan, Planning for evaluation, Criteria and means of evaluating, Break even analysis. PERT, Uses of PERT in monitoring and evaluation

### Unit -4:

**Project Matrix:** A Synthesis of Project Plan:Vertical Logic: Inputs, out puts, purpose, goalHorizontal logic: Narrative summary, Verifiable indicators. Means of Verification, Assumption and Risk factors.

### **Designing Project Proposal:**

Production oriented Micro Enterprises, Projects on Education/ Training/ Entrepreneurship Development, Organizations and Empowerment of Marginalized. Project Planning formats and requirement of funding organizations.

### **References:**

- Fields G.S : Poverty , Inequality & development , Cambridge : Cambridge University Press
- Friberg M & Hettne B 1985 : Development as Social Transformation , London : Holder & Stoughton
- HAQ Mahbub UL 1995 : Reflections on Human development : New Delhi : Oxford University Press
- Judge I S & Little IMD ( eds) : India's Economic Reforms & Development , New Delhi : Oxford University Press 1997
- Leonard , P 1997 Emancipatory : Postmodern Welfare : Reconstructing an Project , London : Sage
- Linda S ( eds) 2002 : State of the World 2002, New York : World watch Institute: & W W . Norton & Co
- Mies M & Shiva Vandana 1993 : Eco feminism , New Delhi : Kali for women
- Nagendra , S.P 1994 : Development & change , New Delhi : Concept Publishing Company
- Rajat Acaryya & Moitra B ( eds) : Effects of Globalization on Industry & Environment, 2001 New Delhi : Lancer's Books
- Rao D.B ( Ed) 1998 : World summit for Social development
- Sachs , W 1997 : Development Dictionary
- Schuurman Frans J ( ed) 2002 : Globalization & Development studies : Challenges for the 21<sup>st</sup> century ; New Delhi : Ventura
- Sen, Amartya 2000 : Development as freedom : New Delhi : Oxford University Press
- Seitz J.L 1988 : The Politics of Development : An Introduction to Global issues Oxford : Basil Blackwell

- Shurnur , Smith .P 2002 : India – Globalization & change , New Delhi : Oxford University Press
- Singh R.R ( Ed) 1995 : Whither Social Development? New Delhi : ASSWI
- Subramanian S (ed) 2001 : India’s Development Experience : selected writings of S. Guhan , New Delhi : Oxford University Press
- UNDP : Human Development reports , Oxford University Press
- Westendorff & Ghai D.G ( eds) : Monitoring Social Progress in the 1990, Avebury, 1993  
Aldershot
- World Bank : World Development Reports ( Annual ) Oxford University Press
- World Bank , 2000 : World Development Report 1999-2000  
Entering the 21<sup>st</sup> century , Oxford University Press
- World Bank , 2000 : World Development Report 2000/ 2001 , The World Bank, Washington , D.C

**Recommended Journals / Periodicals:**

Alternatives ; Development & Change : Integral Liberation , Economic & Political Weekly ,  
Journal of Indian School of Political Economy , Development & change

## **SWS502: CITIZEN PARTICIPATION, LOCAL SELF GOVERNMENT AND GOOD GOVERNANCE**

### **Objectives:**

- Recognize the key concept of Citizenship, participation and Governance Institutions.
- Acquire understanding of the role of Social Work in promoting citizen participation in governance and effective functioning of local self government institutions.

### **Unit- 1**

Concept of Citizen and Citizenship, Rights & Duties of Citizens, Citizen Leadership.  
Concept of people's participation , Principles and Significance of people's participation.

### **Unit- 2**

Definition of the term Governance and Local Self Governance.

Concept of Panchayath, History, the Constitution 73<sup>rd</sup> and 74<sup>th</sup> Amendment Bills,  
Structure, functions and finances.

Ward Sabha and Grama Sabha.

### **Unit- 3**

Urban Local Governance: Structure and Functions.

Municipalities / City Corporation : Structure and Functions, Town Planning, Ward Sabha

### **Unit -4**

Role of Citizens and Civic Society Organizations in Good Governance. Participation of SC's, ST's and BCs. (Panchayath Raj Institutions and Urban Local Self Government)

N.G.O's, Media, People based Community Organizations in Good Governance.

Civic Consciousness: Concept & Significance. Factors promoting and hindering civil society participation in Good Governance.

Corporate Social Responsibility, Social Auditing, Role of Social Workers in promoting Citizen Participation and good Governance.

**References:**

- Aranha. T : Social Advocacy – Perspective of Social work  
Bombay: College of Social work.
- Bayley. D.M , 1969 : The Police and political Development in India, New  
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## **SWS 503: PSYCHIATRIC SOCIAL WORK**

### **Objectives:**

- Understand the concept of mental health and mental illness.
- Understand the signs and symptoms, etiology, diagnosis and treatment of mental health problems approaches and skill to apply it to meet the needs of people.
- Understand historical background of psychiatric social work in India and abroad, understand the nature of psychiatric social work services
- Understand the need for and methods of community mental health promotion.

### **Course Content**

#### **Unit – 1**

Concept of Mental Health and Mental illness ,Characteristics, etiology and impact of mental illness, Social stigma regarding mental illness. International Classification of Mental Disorders.

#### **Unit – 2**

Introduction of Psychiatric Social Work - Meaning, Definition, Nature and scope of medical social work. Historical background of PSW abroad and in India.

Role of Psychiatric social Worker - in mental health centers, departments of psychiatry in general hospitals, child guidance clinics, community mental health units, correctional institutions, industries, and family welfare centres.

#### **Unit – 3**

Signs, symptoms, etiology, diagnosis, prognosis and management of the following:

Neurosis, Psychosis, Personality disorders, Behavioural problems in children and adolescents, Organic psychotic conditions, Mental retardation



#### **Unit – 4**

Policies related to Mental Health. National Mental Health Programme – 1982. Mental Health Act 1987. The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Community Mental Health and Social work.

Psycho Social Rehabilitation - Role of Social work in rehabilitation centers – Day care centers, half way home, Day-care centre, night-care centre, half-way-home, sheltered workshop, Occupational therapy units. Role of voluntary organisations and governmental-agencies in the welfare of mentally ill.

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# **SWS 504 : HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT**

## **Objectives:**

- Develop knowledge and understanding of the nature and functions of Personnel Management.
- Develop knowledge of modern aspects in Human Resource Development

## **Course Content**

### **Unit- 1**

**Introduction to Human Resource Management:** Introduction, Concept of Human Resource Management, Scope of Human Resource Management, Function of Human Resource Management, Role of HR

### **Unit -2**

#### **Functional areas of Personnel Management:**

**Human Resource Planning:** Process of Human Resource Planning, Need for Human Resource Planning, Job analysis, HR Forecasting Techniques, Successful Human Resource Planning

**Recruitment and Selection:** Concept of Recruitment, Factors Affecting Recruitment, Sources of Recruitment, Recruitment Policy, Selection, Selection Process, Application Forms, Selection Test, Interviews, Evaluation, Placement, Induction

**Training and Management Development:** Meaning of Training, Area of Training, Methods of Training, Evaluation of Training, Standard operating procedures

**Compensation Management:** Wage and Salary Administration, Managing Wages, Concept of Rewards and Incentives, Managing Benefits in Organisations

Promotions, Transfers, Demotion, Separation : a) Retirement b) Superannuation c) Resignations d) Exit Interviews

### **Unit-3**

HRD : Meaning, Definition, Objective Process and designing HRD systems. HRD Department and its Functions. Effective Team building, Managing dissatisfaction, frustration, Counseling Behaviours improvement in productivity. Employee Morale and Motivation. **Employee Career Planning and Growth:** Concept of Employee Growth, Managing Career Planning, Succession Planning

### **Unit - 4**

Performance Management, Development of Key Result Areas (KRA), goal setting and Monitoring, Performance appraisal, its importance as a tool in HRD 360<sup>0</sup> appraisal. Changing concepts in Management: TQM, 5 S, Competency Mapping, Business Process Outsourcing, Right Sizing of Workforce, Flexi time, Talent Management, Employee Engagement

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## **SWS505: TRIBAL AND RURAL COMMUNITY DEVELOPMENT**

### **Objectives:**

- The Students are enable to enrich knowledge regarding
- Concept and problems of Rural Community and Tribal Community
- Community Development Approaches and Programs/Schemes for Rural and Tribal areas
- Administration and Panchyat Raj System and Functions.

### **Contents:**

#### **Unit - 1- Rural Community Concepts, Approaches and Projects**

Rural Community: Meaning, Definition, Characteristics of Rural Community;

Historical and Present analysis of Rural Community - Ancient, Medieval & Post independence.

Rural Community Development: Definition, Meaning, Objectives, Scope and Models.

Rural Development Approach, Multipurpose Approach, Integrated Development Approach, Area Development Approach, Multilevel District planning Approach, Target group Approach; India's strategy for Rural Development issues and Challenges.

#### **Unit -2 Rural and Community Development Programmes**

Pre- Independent Rural Development Programmes and Schemes: Post independent Rural Development Programmes and Schemes: Government Policies and Programmes for sectoral development -A critical Appraisal; Sectoral Development and Target groups-The rural poor, farmers, Artisans, laborers, women, Children, SCs, unemployed, youth.(NRLM,MNERG,HOUSING,FOOD,Health,Environment, Nirmal Bharath etc.

NIRD and SIRD,CAPART –Structure, Objectives,schemes and Programs,

#### **Unit -3 Tribal Community and Concerns**

Tribes: Definition, Concept, Characteristics of the Tribal Community; Nomadic and Denotified Tribes; History of Indian Tribes and Regional distribution of Tribes; Problems of Tribes: Child Marriage, Poverty, Ill-health, Illiteracy, Sexually Transmitted Diseases

and Acquired Immune Deficiency Syndrome, Exploitation and Atrocities on Tribes; Immigration and its related problems; Tribal resettlement and Rehabilitation and its related problem;. Tribal Movements in India.

#### **Unit -4 Tribal Development Administration and Programmes**

Constitutional provisions for the protection of Tribes: Tribal Development Administration: Administrative structure at Central, State and District levels;; Research and Training in Tribal Development; Tribal Development Policies and Program me- TSP(Tribal Sub Plan),HADP(Hill Area Development Programs) Tribal Development corporations. NGO's in Tribal and Rural Community Development. Five year plans and Tribal Development.

#### **References:**

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## **SWS 506: MEDICAL SOCIAL WORK**

### **Objectives:**

- Develop a holistic and integrated concept of health
- Develop ability to assess and analyses health problems and related issues.
- Develop skills to handle the psycho – social problems associated with health problems.

### **Unit - 1**

Concept of health, physical, mental social and spiritual dimensions of health

Determinants of health, Indicators of health

Hospital administration, concept, role and brief explanation of the various service departments.

### **Unit -2**

Medical social work: Meaning, definition and scope. Historical background of Medical Social Work. Functions of a Medical Social Worker. Team work & Multidisciplinary approach in health care.

### **Unit -3**

Communicable and non communicable diseases- Leprosy, T.B, STDs, Terminal illness and chronic illness Control and Prevention (Role of Medical Social Work)

### **Unit -4**

Health policy in India National health policy, Health system in India – at the centre, state, district and Village level. Social legislations related to health.

Community health care, Concept of health care, levels of health care principles of health care, voluntary health agencies in India

International health agencies – WHO, UNICEF

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Globalization TRIPS & Access to Pharmaceuticals  
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## **SWS 507: LABOUR LEGISLATIONS (PART-1)**

### **Objectives:**

- To gain knowledge of Industrial jurisprudence and need of labour legislations
- To gain knowledge about labour administration and mechanisms.
- To develop skills to deal with legislative functions.

### **Unit-1**

**Growth of Labor Legislation in India:** Historical perspective;  
Philosophy underlying **labor** legislation before and after independence,

### **Unit-2**

#### **Welfare Legislations:**

TheFactoriesAct1948;

The Apprentices Act 1961,

The Contract Labour (Regulation and Abolition) Act 1970;

### **Unit-3**

TheMinesAct1952;

The Plantation Labour Act 1951;

The Karnataka Shops and EstablishmentAct1961

### **Unit-4**

#### **Industrial Relations Legislation:**

Trade Union Act 1926;

The Industrial Disputes Act 1947;

The Industrial Employment (Standing Orders) Act 1946;

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## **SWS508 -A: FAMILY AND CHILD WELFARE**

### **Objectives**

- Understand normative and changing norms of the institution of family and variations in them with reference to the family social ecology.
- Encourage study of the process of family socialization and understand family norms ecology and dynamics.
- Understand the need and importance of child welfare.

### **Unit- 1**

Changing pattern of family in India: A historical review, Family organization, disorganization, Re-organization. Family as a social system and dynamic system,

### **Unit- 2**

Functions of the family; changing trends; Alternative family patterns Family, Family interaction, Family development / Family life cycle, Positive Parenting. Responsible parenthood and child care, planning ones family

### **Unit- 3**

Programmes to strengthen family and social work intervention at different stages of family Practice of counseling in family counseling centers, family courts, counseling bureau Premarital and marital counseling, vocational counseling centers, Mental health centers, child guidance clinics, correctional institutions, de addiction and Rehabilitation centre's, Educational institutions Social Legislations

### **Unit- 4**

Child development, Role of family and community in child development, Demographic profile of children in India, child rearing practices in India and their impact on the child. Child Welfare Policy The Female Child in India: socio-cultural attitudes and practices and their impact on the female child, problems of the female child in India with reference to

survival, health, education, marriage, personality development. Special categories of children

### **Reference**

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## **SWS508: B- MANAGEMENT CONCEPTS**

### **Objectives:**

- Gain knowledge about management concepts and its evolution.
- Understanding the functions of management and skills required in its practice
- Acquire knowledge of modern trends in management

### **Unit -1**

**Management:** Concept, meaning, definition, characteristics and importance.

Process of management, Management as an art and science, Management as a profession.

Manager- Roles, Skills and Problems

### **Unit -2**

**Evolution of Management thought:** Development of Management Thought- early contribution, Scientific management – contribution of F.W Taylor – tools and principles, Fayol's Administrative Management and its principles, Max Weber –Bureaucracy – factors and problems, Contribution of Chester Barnard, Herbert Simon and Peter Drucker and Hawthorne Experiments and human relations.

### **Unit- 3**

**Functions of Management:** Planning and Forecasting – Concept, nature ,importance, types and steps in planning, techniques of forecasting. Budgeting -types and importance of budget planning. Decision making –concept, types, process and guidelines for effective decision making. Communication- Concept, types, pattern in communication and effective communication systems. Controlling – Concept, types, steps areas and benefits of control. Authority and Responsibility – Concept, Types and delegation of authority, bases of power and types. Delegation and decentralization – measures for effective delegation and decentralization.

## Unit -4

**Areas of Management and trends:** Departmentation – Bases of Department, production, finance, marketing and personal and department. Management Information Systems (MIS), Total Quality Management (TPM), Quality Circle, Inventory Control.  
Social Audit and Social obligation of Management

### References:

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## **SWS509: A- MANAGEMENT OF NON-GOVERNMENT ORGANISATIONS**

### **Objectives**

- Develop an understanding about the role of NGOs in Societal development
- Develop knowledge about management of NGOs
- Development of the ability to identify collaboration strategy between NGOs and government institutions.

### **Unit- 1**

NGOs as an nonprofit organizations involved in development work. Public and non-profit management- Legal-Rational structure of non-profits- Trusts, Societies and Companies, special references to trusts Act, Societies Registration Act and Companies Act.

### **Unit- 2**

Organizational Design: Vision, Mission and Goals of NGOs – matching intervention paradigms with mission and vision- translating vision and mission to action – Role of Strategic Planning – Operational goals. Programmes and Projects- Division of responsibility, authority and power relations – Decision –making – Participation, empowerment, teamwork and ownership Voluntarism, Individual Autonomy and Organizational accountability, Transparency and Stakeholder Accountability – Knowledge generation and management – Leadership styles suited for NGOs.

Focus on Vulnerable groups. Issue based NGOs.

### **Unit-3**

Networking, Partnering, Collaborating, etc – Relating to market and business- NGI – Corporate relationship. NGO Capacity Building – Building the competencies in NGOs- Identification and procurement of right competencies, Training and development and performance appraisal- Organizational – techno- managerial capacity

Roles and responsibilities of NGOs in sustainable Development

#### **Unit -4**

Resource Management for Non-Profits, Institutional and non-institutional sources of funding – National and International Fund raising strategies – Foreign contributions – Statutory obligations.

Financial Management Investment Financing – Management of working capital.

#### **References:**

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## **SWS509-B: DISASTER MANAGEMENT**

### **Objectives:**

- Understand ecosystem equilibrium and disequilibrium.
- Develop skills to analyze factors contributing to disaster.
- Develop an understanding of the process of disaster- management.
- Develop skills to participate in disaster management.
- Develop an understanding of the social worker's role in the interdisciplinary team for disaster management.

### **Unit- 1**

Concept, Definition, Basic disaster aspects, types of disasters – natural, instantaneous, creeping, technological disasters and their interaction, Refugees / Repatriates, Manmade – Ritos, biological warfare, industrial tragedies, military, insurgency, eviction. Impact of disaster, problems of refugees.

### **Unit- 2**

Disaster: management cycle, Prevention, mitigation, preparedness, response, recovery and rehabilitation. Stages in Disaster – pre, during and post disaster, Predisaster prevention, education, Actual Disaster, short term. Long term plan, stress and trauma, search, relief, recovery, restoration.

### **Unit -3**

Mitigation – guiding, principles of mitigation Problem areas – mitigation measures, risk management, vulnerability analysis, cost effective analysis, risk reducing measures. Formulation and implementation of mitigation programmes.

Disasters – environment (Eco-Systems), Protection of Flora and Fauna and other natural resources

#### **Unit- 4**

Management Policy / Legislation, relief, Recovery (Rehabilitation management policy, legislation), National / International resources (finding agencies) Resource mobilization. Intervening parties, government organization, voluntary organization, local groups, volunteers, community participation.

#### **Unit - 5**

Role of the Social Worker in Disaster Management. Utilization of resources / training and public awareness, participatory approach to Disaster Management.

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- |                              |                                                                                                                   |
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| Vasta Krishna S 2001         | The Bhuj Earthquake 2001, Identification of priority Issues:<br>world Institute of Disaster Risk Management U.S.A |



## **SWS 551: URBAN COMMUNITY DEVELOPMENT**

### **Objectives:**

- On successful completion of this course, the student should know various theories on urban life, problems and development
- Develop understanding of factors associated with urbanization and its consequences.
- Develop a critical understanding of urban problems.
- Develop sensitivity and commitment for working with the urban poor.

### **Unit - 1 Urban Community and Problems**

Urban Community: Meaning, Characteristics; Rural, Urban linkages and contrast; City: Meaning, Classification, Urban Agglomeration, Suburbs, Satellite towns, Hinterlands, New towns, Metropolis, Megalopolis;

Urbanism and Urbanization-concepts and characteristic. History of urbanization in India. Theories of Urbanization. Urban Problems: Housing, drug addiction, Juvenile Delinquency, Prostitution/Commercial sex, Pollution; Solid waste Management. causes and effects associated with urbanization- urban industrial syndrome

### **Unit – 2 Urban Slums and Migration**

**Slum:** Concept, nature, characteristics. Sub-culture of slums, Social change And Slums, problems of slum areas, Profile of Slums in India, Slum Development Board. Migration: Concepts, Causes and Remedies.

### **Unit - 3 Urban Community Development**

Urban community development: Definition, Concept, Objectives and Historical background and Delhi pilot project- critical analysis of a planned experiment. Urban Development Planning; Town and Country Planning Act 1971,.Government programmes on Urban community Development, Importance of Community planning and Community participation in Urban Development. Role of Community Development Worker; Application of Social Work Method in Urban Development.

#### **Unit – 4 Urban Development Administration**

Urban Administration at National, State and Local levels; 74<sup>th</sup> amendment and salient features of Nagarpalika Act; Structure and Functions of Urban Development agencies: Municipal Administration – Corporations, Municipalities, Town Panchayats; Metropolitan Development Authorities; Urban basic services: Target group Programmes-for Urban Community development.

#### **References:**

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## **SWS 552: GERIATRIC SOCIAL WORK**

### **Objectives:**

- To understand and analyze the policies, laws and programme affecting older persons.
- To develop sensitivity to the factors that makes the older persons more vulnerable
- To acquire skills in developmental programmes of the ageing.

### **Unit -1**

Definition of old age; Old age as a social problem; Roles, power and status of elderly, Demographic perspectives on aging population ; Gerontology ; Theories of aging; dimensions of aging. Changing status of the aged in Indian society.

### **Unit -2**

Problems of the elderly; Health of elderly, Longevity and physical health, mental and emotional health, ill health, disabilities and care giving, sexuality in old age, spirituality in old age, health intervention. Review of health policies for the disabled and their implementation with references to elderly, Intervention needs- institutional and non institutional care in day care and mobile media care units.

### **Unit- 3**

Laws affecting elderly policy and plans for elderly, Issues of division of property, housing and social security. Issues of neglect, abuse and abandonment, review of laws for inheritance and protection from abuse. Intervention needs.

### **Unit- 4**

Developmental programmes for ageing. Geriatric services in India; Social work with the Aged; ageing as an aging reversal agent; National and International agencies for aged welfare.

**Reference:**

Dandekar, K. (1996), *The Elderly in India*, Sage Publications, New Delhi.

Desaun N abd Suva Rahym (2000), *Gerontological Social Work in India, Some Issues and Perspectives*, B.R. Publishers, Delhi.

Irundaya Rajan, S. Mishra, U.S. and Sarma P.S., (1997), *Indian Elderly: Asset or Liability*, Sage Publications, New Delhi.

Khan, M.Z., (1997), *Elderly in Metropolis*, Inter India Publishers, New Delhi.

Krishnan, P and Mahadevan, K. (eds.) (1992), *The Elderly Population the Developed World: Policies, Problems and Perspectives*, B.R. Publishing, Delhi.

Muttagi, P.K(1991): *Aging Issues and Old age care*, Classical Publishing Company, New Delhi

Arun PBali(Ed)1999, *Understanding graying people of India*, Inter India Publications, New Delhi

## **SWS 553: LABOUR LEGISLATIONS (PART-2)**

### **Objectives:**

- To gain knowledge of Industrial jurisprudence and need of labour legislations
- To gain knowledge about labour administration and mechanisms.
- To develop skills to deal with legislative functions.

### **Unit-1**

Industrial jurisprudence- meaning and principles need for labour legislation, judicial setup and Administration of Industrial Judiciary in India.

### **Unit-2**

**Wage Legislation:** The Payment of Wages Act 1936;

The Minimum Wages Act 1948;

The Payment of Bonus Act 1956.

### **Unit-3**

**Environment Protection Related Legislation:**

The Environment Protection Act 1986;

Holidays legislation: weekly holidays act 1942,

National and festival holidays act 1963

### **Unit-4**

**Social security legislations:**

The Workmen's Compensation Act 1923;

The Maternity Benefits Act 1961;

The ESI Act 1948;

The EPF and miscellaneous provisions Act 1952;

The Payment of Gratuity Act 1972.

## References:

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- Mathur A.S 1968 : Labour policy & Industrial Relations in India . Bombay : Himalaya Publishing House
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- Sharma A.N 1989 : Industrial Relations – Conceptual & legal Frame work : Bombay : Himalaya Publishing House
- Varma Pramod 1979 : Management of Industrial Relations, Ahmedabad : Vora Prakashana.

## **SWS 554: SUSTAINABLE DEVELOPMENT AND SOCIAL ENTREUNERSHIP**

### **Objectives:**

- To orient professionals about the importance of Sustainable Development.
- To make and prepare students familiar with entrepreneurship skills

### **Unit- 1**

Sustainable Development: Concept, Nature and Characteristics. History and Significance of Sustainable Development.

The issues and aims of Sustainable Development.

### **Unit- 2**

Various Dimensions- Environment and Sustainable Development, Agriculture, Energy, Manufacturing Industries. Protecting and managing the Natural Resource base of economic and social development. Roles and Responsibilities of Civil Society Organization and its participation in Sustainable Development. Media, N.G.O's, Educational Institutions, Various people based Organizations.

Sustainable Development in a Globalizing world.

Health and Sustainable Development. Development at the local, national and international level. The Initiative

standards, challenges and strategies for the better Sustainable Development.

### **Unit-3**

Key issues in concepts , Entrepreneurial context, Entrepreneurial Characteristics

Entrepreneurial outcome, Current theories of Entrepreneurship

### **Unit-4**

Difference between a Business and Social Entrepreneurship

Perspectives on Entrepreneurship – Academic and Practioner's view, Case Studies



**References:**

Lauffer, A 1977. Getting the Resources You Need. New Delhi: Sage Publications.

Lewis Judith A1991Management of Human Services, Programs. BrokeCole Publishing Co..

Rao Vidya, 1987Social Welfare Administration. Tata Institute Of Social Sciences, Mumbai..

Sachdeva, 1998D. R., Social Welfare Administration in India.Allahabad, Kitab Mahal..

**Journal**

Garain, S., Towards a Measure of Perceived Organizational Effectiveness in Nongovernment Organization.

Mumbai: Indian Journal of Social Work, 54 (2).

## **SWS 555: THERAPEUTIC COUNSELLING**

### **Objectives:**

- Develop knowledge and skills of different psycho – therapeutic theories and to help the students to selectively utilize different theories in relation to individuals, families and groups.
- Develop competence to select and integrate therapeutic counseling skills when working with different client groups in different settings.

### **Unit – 1**

Concept of Counselling- Definition and evolution of counseling. Skills of counseling, qualities of a counselor and ethics of counseling.

Process and Physical requisites for the Counselling atmosphere.

### **Unit – 2**

Approaches to Counselling.

Client centered therapy

Gestalt Therapy

Psycho – Analytical therapy

Behaviour therapy

Rational Emotive Behaviour therapy

Neuro – Linguistic Programming.

### **Unit – 3**

Counselling children and adolescents – Life skills helping model, vocational / career guidance & counseling. Counselling couples – Pre marital & marital counselling.

Counselling women in distress and violence.

### **Unit – 4**

Skills of Therapeutic counseling – Senior citizens, Differently abled, persons affected by chronic illness ( Cancer) and HIV / AIDS.

Skills of counseling in various areas- Chemically dependent clients (Addiction counseling), Suicide prevention and counseling in Industry.

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Varghese & Ahalya , Raghuram ( Conventional Models in Mental Health , Bangalore :  
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## **SWS556 : LABOUR WELFARE AND INDUSTRIAL RELATIONS**

### **Objectives:**

- To gain knowledge about concept, philosophy and evaluation of labour welfare.
- To understand the components of labour welfare and their management in the overall context of human resource development.
- To understand the dynamics of union management relationships in the industry.

### **Unit – 1**

**Concept of Industry, Labour and Labour Welfare:** Meaning, Types, labour and characteristics, Industrial Labour- types and problems. Labour Welfare- concepts, definition, principles and development.

Role and functions of Labour Welfare Officer

### **Unit – 2**

**Areas of Labour Welfare :**Industrial Safety and Industrial Health

Industrial Accidents- causes, Prevention and Precautions. Safety administration. Standard operating systems and in relation to major hazards like gas leaks / fire- Bhopal Gas Tragedy. Industrial Health and Hygiene, Major occupational diseases, preventions and precautions. Labour welfare officer and Safety officer – role and functions.

### **Unit – 3**

**Statutory and Non – statutory welfare facilities:** Meaning, importance and types. meaning, importance, and types- facilities for washing, storing and drying clothes, shelters, restrooms, lunch rooms, canteen, crèche, first aid and appointment of welfare officer. Non-statutory welfare facilities-meaning, importance and types: education facilities, medical facilities, recreation facilities, consumer co-operative societies and employee counseling .Social security and social insurance- meaning and significance New trends-flexi time, moon lighting, family gathering, family tours, leave travel allowance, celebration of birthdays, marriage anniversary. New Labour Policies: POSH Committee.

#### **Unit – 4**

**Industrial Relations:** Concept, meaning, objectives; growth and development of industrial relations in India; Discipline and disciplinary action- meaning, principles, acts of misconduct, hot stove rule, types of punishments and enquiry procedures, grievance and grievance handling procedure. Trade Union, Meaning, functions and development of trade union in India. Collective bargaining; Meaning, process, charter of demands, Negotiation and settlement, Worker's Participation in Management- Meaning, definition, objectives and forms. Need of Industrial Social Worker.

#### **References:**

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York: McGraw Hill Book. Co.
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## **SWS: 557- A: REHABILITATION AND AFTER CARE SERVICES**

### **Objectives**

- To understand the concept of handicap, rehabilitation and the scope for practice.
- To identify the specific client categories requiring the rehabilitation services, problem specificity and rehabilitation service interventions.
- To acquaint oneself with different rehabilitation settings, different therapeutic approaches to rehabilitation process.
- To acquire the social work skills adapted to facilitate the process of rehabilitation, the rights and legal provisions provided for differently abled people and assimilate the knowledge of social work practice to disability specific client service.

### **Unit – 1**

Rehabilitation: Definition and scope for social work interventions. History, philosophy and principles of psycho-social rehabilitation. Specific problem areas – physical handicap - vision, hearing, orthopedic, speech and language. Neurological, psychiatric problems, disasters, alcohol and drug usage, terminal illnesses.

Need for comprehensive rehabilitation – psycho-social rehabilitation

### **Unit – 2**

Intervention in rehabilitation: Assessment, planning, intervention, evaluation, tools for assessment, follow-up services. Rehabilitation Settings - Hospital based, day-care, night-care, quarter-way home, half- way-home, group home, hostels, long-stay homes, vocational guidance centre, sheltered workshop, occupational therapy centre, community based rehabilitation centre, home care, inclusive education and other.

### **Unit – 3**

Legal provisions for differently abled people – The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, Rehabilitation

Council of India: Formation, scope and functions, governmental policies and programmes, initiatives from the non- governmental sectors.

International trends and national initiatives in the rehabilitation scenario.

#### **Unit -4**

Practice of Social work methods in the process of rehabilitation: Case work, group work, community organisation, research, administration and social action.

#### **References:**

Gupta, Manju(2002) Child Abuse–A Social Work Perspective Jaipur: Mangal Deep Publications.

Kumari,Ved(2004) Juvenile Justice in India: From Welfare to Rights New Delhi: oxford University press.

Kumari,Ved & Brooks,S.L (2004) Creative Child Advocacy. New Delhi: Sage NIPCCD,

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## **SWS557 B: ORGANIZATIONAL BEHAVIOUR AND ORGANIZATIONAL DEVELOPMENT**

### **Objectives:**

- To impart knowledge about individual, group and organizational dynamics and their consequences,
- To make clear the concepts and approaches that help in developing models or systems that support human ingenuity.
- To acquaint the students with the knowledge of theories and practices that governs human behavior at work,
- To help the learner understand the value and worth of human resources in an organization.
- To understand the application of Transactional Analysis in several areas of employee management.

### **Unit -1**

**Organization Behavior:** Definition, concept, approaches and scope, historical background of Organization Behavior.

Introduction to Enneagram, personality types according to Enneagram. Job satisfaction- Employee Morale: Meaning, influences and outcomes - Measuring job satisfaction. Assertiveness Training: Benefits of assertiveness – components of assertive behavior, measuring assertiveness, handling fear, handling anger, handling depression, developing assertive behavior skills.

### **Unit -2**

**Transactional Analysis (TA),** TA and Self Awareness, Winners and Losers, Structural analysis, Life positions, transactions, games and strokes, Life scripts.

Motivation: Concept, theories, techniques of motivation, role of reinforcement and punishment, motivation and organization reward system, awards, employee empowerment and engagement.

### **Unit-3**

**Leadership:** Meaning, roles, skills, and styles, leadership theories, types of leadership, powerful persuasion strategies.

### **Unit-4**

**Organization Development:** Concept, emerging approaches and techniques, Foundations of OD, Organizational Diagnosis.

OD interventions –Individual and interpersonal interventions, team/group interventions, comprehensive interventions, Organizational Conflict: Concepts, causes and types, conflict-resolution strategies.

Organizational Change: Concept, forces of change and resistance to change, managing organizational change.

Managerial Ethics: Individual ethics, ethical dilemmas in management.

### **References:**

Andrew, Dubrin J, 2006 Leadership – Research Findings, Practice, and Skills, New Delhi, Biztantra Publication.

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Subba Rao, P, 2004 : Organisational Behaviour, Mumbai, Himalaya Publications House.

## **SWS558: RESEARCH PROJECT**

### **Introduction:**

Research skills are very important for the practice of professional social work. In addition to the theoretical input, an option is given to the students to acquire research skills by doing the work as part of their academic activity.

### **Objectives:**

Develop ability to conceptualize, formulate & conduct simple research projects. Learn to make informal assessment & judicious use of research studies & findings on a particular subject/area.

Develop skills for use of library & documentation services for research. Develop attitudes favorable to the judicious integration of practice, research & theory. Develop ability for logical reasoning & critical analysis.

### **Common Guideline for Research Project:**

A Student who opts for the Research Project as an elective shall select the research topic in the third semester itself in consultation with the faculty in charge of each specialization and/or guide and report the same to the head of the department/College Principal in writing. The topic of such research project shall be relevant to the specialization group opted by the student.

The topic of such research project shall be finalized only after the University/College approves the same. The tools of data collection should be finalized and data collection shall be completed at the end of the third semester. The student has to submit two bound copies of Research Dissertation to the Head of the Department/College Principal on or before the last working day of the IV semester in a prescribed format below. Each student shall be compulsorily supervised in their Research Project by the faculty who are eligible to guide. Each college/ university department has to prepare a list of eligible faculty members to guide the research project and get approval from the Chairman of Department of Social Work Mangalore University.

**Note:** A faculty is eligible to guide research projects if he/ she have:

1. A PhD in social Work or
2. NET/ SLET qualification or
3. At least 5 years of teaching experience.

**Common Format of the Research Project:**

Each Research Project shall consist of the following sections.

Section I: Preliminaries

Section II: Body of the Report

Section III: Annexure

**Section-I:** It is a formal general section and shall have the following details;

1. Title page
2. A Face sheet having details regarding the title of the study, name of the researcher with
3. Register number, name of the guide, department, and institution through which the study
4. Has been undertaken under University, year of the work.
5. Forward/Acknowledgement
6. Table of contents with Page Numbers
7. List of Tables, Charts, Graphs
8. Certification from the guide
9. Certification from the agency where study has been carried out(certificate is not compulsory in case of the topic related to the open community)

**Section-II:** it is a formal technical section which shall consist of the following chapters;

1. Introduction
2. Review of literature.
3. Methodology
4. Data presentation & analysis
5. Major Findings & conclusions reached suggestions or recommendations.

**Section (Annexure)-III:** This section shall consist of all such additional information that is not disclosed in the body of the report.

- a. A copy of the tool/tools of data collection.
- b. Additional statistical tables.
- c. Bibliography
- d. Photogr