

**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)  
2020-21 onwards.**

**Approved by the BOS meeting held on 26<sup>th</sup> Aug. 2020**  
**Approved by the Academic Council meeting held on 10-11-2020**

**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 about 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.

**Faculty of PG Studies in Social Work: PGSW028****Programme Specific Outcomes:**

PSO1: Exhibit trained social work professional quality copious to deliver their services with their specialized methods, techniques and strategies.

PSO2: Demonstrate an ability to continue the profession with inter-disciplinary knowledge.

PSO3: Be aware of opportunities to work with diverse segment of people in their improvement.

PSO4: Show an ability to work for the cause of deprived, under privileged and disadvantaged sections of the society and be equipped through appropriate practice.

PSO5: Demonstrate increased knowledge and skills in association with practice based research.

PSO6: Involve in collaborative campaign to understand human problems better.

PSO7: Tender service to those who are in need of it.

PSO8: Initiate human service organizations that bring objectively precise transformation.

## **1. Department of PG Studies in Social Work, SDM College, Ujire**

The department was established in the year 2001 with the vision plan” ACADEMIC UPGRADATION AND IMPROVING THE EMPLOYABILITY SKILLS OF STUDENTS WITH HUMAN TOUCH”. The department works with the objective of projecting students around quality based education and imparting professional Social Work Education with participative and holistic approach for the betterment of the society. MSW course in locality like Ujire is more appropriate for the practical learning of the theories, principles, methods and values of Social Work because providing avenues for experiential learning to enhance social awareness and sensitivity towards social issues itself is goal of Social Work Education. Special activities conducted by the department include yearly Mega event SAMBHRAMA which is National Level Conference focusing on contemporary issues and challenges, study tours, Social Work rural/tribal camps, summer and winter internships, Focused Group Discussions, article reviews and value education. The department enriches the students by encouraging research activities so as to craft specialist and professional leaders in the fields of Social Work.

## **2. 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 have come into force from the academic year 2016-2017.

## **3. Eligibility for Admission**

**Master of Social work- MSW:** A Candidate who has passed any Bachelor’s Degree examinations of Mangalore University or any other University considered as equivalent they too are eligible for the programme with minimum of 45% in aggregate of all subjects (40% for SC/ST/Category-I candidates). Selection of candidates shall be on merit-cum reservation on the basis of 50:50 weightage of marks in the entrance and qualifying examinations.

## **4. 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 MSW programme. While selecting the candidates 50% is considered for Academic performance at the Graduation level and 50% is for Common Entrance Test (CET) will be considered.

## **5. Duration of the Programme**

The Programme, Master of Social Work shall extend over a period of 4 semesters (two academic years) of 16 weeks each (90 actual working days) including instructions and examinations.

## **6. Maximum Period For Completion of the Programme**

The candidates shall complete the Programme within 5 years from the date of admission. The term completing the programme means passing all the prescribed examinations of the programme to become eligible for the degree. No candidate shall be permitted to appear for the examinations after the prescribed period for completing the programme.

## **7. Medium of instruction**

The medium of instruction shall be English.

## **8. Hours of Instruction per Week**

There shall be 24-30 hours of instructions per week in courses/subjects without practical/field work and 28-34 hours of instructions per week in subjects with practical/field work. These hours may be distributed for Chalk-talk/Audio-Visual lectures, seminars, Group Discussions, article reviews, practicals (Individual Conferences, Group Conferences), case study discussions, project work and other modes of instruction which individual course may demand.

## **9. Attendance**

Each course/paper (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 instruction hours in a course (theory/practical) 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/paper shall be required to repeat that course to accrue the credit.

## **10. Definitions**

### **Programme**

An educational programme leading to MSW Degree.

### **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.

### **Credit**

A unit by which the course work is measured. It determines the number of hours of instructions required per week.

### **Course**

A unit of study (earlier called “paper”) within a subject carrying a fixed number of credits.

*Different papers of study are labeled as defined as follows:*

#### **Hard Core**

A paper which should compulsorily be studied by a candidate as a core requirement is termed as a Hard Core Paper.

#### **Soft Core Paper**

If there is choice or an option for the candidate to choose a paper from a pool of papers from the main discipline/subject of study or from a related discipline/subject which supports the main discipline/ subject is termed as Soft Core Paper.

#### **Elective Paper**

Generally a paper which can chosen from a pool of papers and which may be very specific or specialized or advanced or supportive to the discipline which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or nurtures the student’s proficiency/skill is called an Elective paper. Elective papers may be offered by the main discipline/subject of the study/by related discipline. A soft core paper may also be considered as an elective.

#### **Open Elective Paper**

An elective paper chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called an open elective. Thus, it is course to be opted by the student from out of the choices offered by other departments.

### Elective papers offered

Sl.No.	Paper Code	Paper title
1	STE 531	Inferential Statistics and Data Analysis
2	PYE 507	Human Behavior and Mental Health
3	PHE 507	Applied Physics
4	JMC OE 3.1	Writing for Media
5	ENG 21OE	Individual Development and Communication Skills
6	ECO 3.7	Resource Economics
7	IBOE 3.1	Banking Practices
8	CM OE 3.1	Entrepreneurship Development And Start Up
9	CHE 506	Medicines in Daily Life
10	BTE 508	Industrial Biotechnology

### Research Project/ Dissertation

A Project/dissertation is a hard core, a special paper involving application of research knowledge in solving/analyzing/ exploring a real life situation and has 4 credits.

MSW Post Graduate programme will comprise of “core” and “elective” courses. The “Core course” will further consist of “hard” and “soft” core courses. Hard Core course have 4 credits and Soft core course also have 4 credits. Open Electives have 3 credits each. Total credit of the programme is 86 including open electives. 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%).

### 11. Programme Pattern:

The programme, Master of Social Work shall extend over a period of 4 semesters (two academic years). The MSW programme offers 3 specializations, wherein the students have to choose one of them. The candidates shall be allotted specialization on the basis of their requirement and have to undergo the course/subject in terms of their respective

specialization.

Sl. No.	Specializations Offered
1	Community Development (CD)
2	Medical & Psychiatric Social Work (MPSW)
3	Human Resource Management & Human Resource Development (HRM & HRD)

## **12. Guidelines for choosing of specialization**

The Department/ College shall provide choice to the students to opt specialization during second year, in 3<sup>rd</sup> semester. There shall be 3 specialization offered by the department / college and the students can opt the required one. 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, within 10 days after the commencement of the third semester.

## **13. Social Work Practicum/Concurrent Field Work Practicum**

A distinctive feature of instructional programme in Social Work is the emphasis laid on Social Work Practicum. The students shall be placed in Grampanchayaths/Schools/Community/Organizations to gain experience of working with people at individual, intra-group, community and organisational levels during the first two semesters and in a setting appropriate to their specialization during the last two semesters. Concurrent Field Work Practicum (two days in a week) is applied for first three semesters. Students are required to go to specified field work agency assigned to them by the Department / College to get the practical exposure related to the programme and their opted specialization. Social Work practicum for a month is incorporated for the final semester wherein candidates are free to choose the field work agencies based on their requirement aiming to provide benefits of networking and identifying available job opportunities.

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

#### **14. 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 (IA). The remaining 70 marks shall be for Theory, Semester examination. Theory examination shall be conducted as per the rules and regulations prescribed by the Mangalore University.

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

The Question Paper consists of four Sections, wherein Section A shall be of five compulsory questions which carry two marks each ( $2 \times 5 = 10$ ). Section B consists of 4 questions, wherein 3 questions has to be answered carrying 5 marks each ( $3 \times 5 = 15$ ), Section C comprises of four questions wherein, three questions has to be answered which carries 10 marks each ( $10 \times 3 = 30$ ) and section D consists of two questions, wherein a question has to be answered for 15 marks ( $15 \times 1 = 15$ ) with the total score of 70.

##### **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. Test 1 comprises of written examination and Test 2 is of online examination. Assignment will be given by the concerned subject teacher which carries 10 marks.

##### **Assessment of Field Work Practicum**

The performance of the students in field work practicum shall be assessed by the internal faculty supervisor out of 30 marks. The Evaluation report should be submitted to The Registrar (Evaluation) SDM College, Ujire. The viva-voce examination during every semester shall carry 70 marks. It shall be conducted by a team of two examiners approved by the Board of Studies (BOS). The viva-voce examination will ordinarily be conducted in the College. The viva-voce would cover Social Work Practicum and the programme theory during respective semesters.

##### **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.

## **I Semester**

### **Note1: Internal Assessment of Each Course**

<b>Sl. No.</b>	<b>Internal Assessment Aspects</b>	<b>Marks</b>
1	Consolidated score of Test 1 & 2	20
2	Assignment	10
	<b>Total</b>	<b>30</b>

### **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 students shall maintain Field Work Diary in a format prescribed by the Department which has a page constituting the daily work done which shall be duly signed by the Social Work trainee, Agency supervisor with date and organization seal and the report has to be assessed by the respective faculty supervisor.
- ✓ The field work report should have the following content: Detailed Field Work report followed by Self Evaluation Report
- ✓ 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 each course

Sl.No.	Internal Assessment Aspects	Marks
1	Consolidated score of Test 1 & 2	20
2	Assignment	10
	<b>Total</b>	<b>30</b>

### Note 2: Social Work Practicum

Sl.No.	Field Work Assessment	Marks
1	Field Work practice	20
2	Social Work Camp	10
	<b>Total</b>	<b>30</b>

- ✓ Internal assessment of 30 marks is to be allocated by Faculty supervisor on the following criteria. 10 Marks for Rural / Tribal exposure camp. 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 5/6 days. Each student has to prepare a document and has to report the same based on camp objectives experience. 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, a week before the commencement of the theory examination.

### ***Field work Viva - voce examination***

There will be Viva-Voce examination for Social Work Practicum/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 check 225 field work practice hours (30 days including days of Social Work Camp) of concurrent field work completed within the weeks of that concerned semester. The Field Work Diary

should be duly signed by the agency supervisor with the seal of the agency. In case of semesters having Social Work Camp/ Study Tour, a certification by the head of the Department shall be issued.

### **III Semester**

During second year, III semester, the students will be allotted for an organisation based on the specialization chosen by them to practice concurrent field work. Students of Community Development specializations will be sent for NGOs, Gram Panchayaths and Schools, Medical & Psychiatry students are sent to hospitals offering Medical Social Work & Psychiatric Services wherein, Human Resource Management & Human Resource Development students for Industries & Hospitals which are in and around Mangalore and Ujire for field work placement training. In the Third semester a student besides the Concurrent Field Work practicum has to compulsorily attend the study tour for a period of 5/7days. Students who do not attend study tour are not eligible for Viva Voce Examination.

#### **Note 1: Internal Assessment of each course**

<b>Sl.No.</b>	<b>Internal Assessment Aspects</b>	<b>Marks</b>
1	Consolidated score of Test 1 & 2	20
2	Assignment	10
	<b>Total</b>	<b>30</b>

#### **Note 2: Social Work Practicum**

<b>Sl.No.</b>	<b>Field Work Assessment</b>	<b>Marks</b>
1	Field Work practice	20
2	Study Tour	10
	<b>Total</b>	<b>30</b>

#### **IV Semester**

During second year, IV semester, the students can choose their organisation based on the specialisation they have chosen. Social Work practicum for a month is incorporated for the final semester wherein candidates are free to choose the field work agencies based on their requirement aiming to provide benefits of networking and identifying available job opportunities.

#### **Note1: Internal Assessment of for each course**

<b>Sl.No.</b>	<b>Internal Assessment Aspects</b>	<b>Marks</b>
1	Consolidated score of Test 1 & 2	20
2	Assignment	10
	<b>Total</b>	<b>30</b>

#### **Note 2: Social Work Practicum**

<b>Sl.No.</b>	<b>Field Work Assessment</b>	<b>Marks</b>
1	Field Work Practice	30
	<b>Total</b>	<b>30</b>

Internal assessment of 30 marks is to be allocated by Faculty supervisor based on the performance of the student in Social Work Practicum. The Field Work Evaluation report should be duly signed by respective faculty supervisor and Head of the Department of Post Graduate Studies in Social Work and to be forwarded the same to the Registrar Evaluation, SDM College, Ujire at least a week before the commencement of theory examination along with the internal marks of Social Work practicum allotted to the students.

**Research Project**

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.

The students select the research topic at the end of second semester in consultation with the faculty in-charge of concerned students 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 end of third semester.

Two Bound copies of the research project, duly signed by the Research Guide, Head of the Department and Principal /Head of the Institution should be submitted to the Registrar, Evaluation SDM College Ujire on or before the last working day of the academic year.

## CONTENT OF THE COURSE AND SCHEME OF EXAMINATION

### I Semester M.S.W.

Sl. No.	Type	Title of the Course	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 SWS404-B: Communication skills for Social Work Practice	30	70	100	4	4
5	Hard core	SWS 405: Social Work Practicum I (Orientation Visits and Concurrent Field Work)	30	70	100	16	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	SWS451: 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	SWS454-A: Disaster Management OR SWS 454-B: Human Rights	30	70	100	4	4
5	Open Elective	SWS455-A Social Policy and Planning  SWS455-B Social Development, Change and Transformation.  SWS455-C Ecology, Environment and Development	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	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	<b>Specialisation I</b> <b>( Community Development)</b> SWS 502: Citizen Participation, Good Governance and Local Self Governance					
		<b>Specialisation II</b> <b>(Medical and Psychiatric Social Work)</b> SWS 503: Psychiatric Social Work <b>Specialisation III</b> <b>(Human Resource Management and Human Resource Development)</b> SWS 504: Human Resource Management and Human Resource Development	30	70	100	4	4
3	Soft core	<b>Specialisation I</b> <b>( Community Development)</b> SWS 505: Tribal and Rural Community Development					
		<b>Specialisation II</b> <b>(Medical and Psychiatric Social Work)</b>	30	70	100	4	4



		SWS 506: Medical Social Work <b>Specialisation III</b> <b>(Human Resource Management and Human Resource Development)</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	SWS509-A Human Dynamics  SWS509-B Non Government Organizations and Societal Development  SWS509-C Communication in profession	30	70	100	4	3
6	Hard core	SWS 510: Social Work Practicum III (Concurrent Field Work & Study Tour)	30	70	100	16	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	<b>Specialization I ( Community Development)</b>  SWS 551: Urban Community Development  <b>Specialization II (Medical and Psychiatric Social Work)</b>  SWS 552: Family and Child Welfare  <b>Specialization III (Human Resource Management)</b>  SWS 553: Labour Legislations(Part II )	30	70	100	4	4
2	Soft core	<b>Specialization I ( Community Development)</b> SWS 554: Sustainable Development and Social Entrepreneurship  <b>Specialization II (Medical and Psychiatric Social Work)</b>  SWS 555: Therapeutic Counselling  <b>Specialization III</b>	30	70	100	4	4

		<b>(Human Resource Management &amp; Human Resource Development)</b> SWS 556: Labour Welfare and Industrial Relations					
3	Soft core	SWS 557-A: Rehabilitation and After Care Services OR SWS 557-B: Organisational Behaviour and Organisational 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 (Field work for a month)	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)**

Semester	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:**

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

### **Course Outcomes:**

CO1: Exhibit knowledge of the history and philosophy of social work and its emergence as a Profession.

CO2: Examine the various ideological influences on social work profession.

CO3: 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

### Books for reference:

- Antony, A. Vass 1996 : New Directions in Social work – Social work Competencies – Core Knowledge values & Skills New Delhi: Sage Pub.
- Banks, S.1995 : Ethics & values in Social Work : Practical Social Work Series , London : Macmillan Press Ltd.
- Bowden , P 1997 : Caring : Gender Sensitive Ethics, London : Routledge & Kegan Paul
- Connaway R.S & Gentry M.E 1988 : Social work Practice, New Jersey; Prentice Hall
- Dasgupta. S ( ed) 1967 : Towards Philosophy of Social Work in India , New Delhi: Popular book service.
- Davies , Martin ( ed) 1997 : The Blackwell Companion to Social Work, Oxford: Blackwell.
- Gangrade, K.D 1976 : Dimensions of Social Work in India, New Delhi: Marwah Publications
- Gilbert Neil et al. 1990 : An Introduction to Social Work Practice, New Jersey : Prentice Hall
- Gore, M.S , 1993 : Social work context of Ideology : Ambedkar's Social & Political thought , New Delhi : Sage Publications
- Hajira Kumar , 1995 : Theories in Social Work Practice : Delhi : Friends Publication ( India)
- Hugman, R & Smith ,O (Eds) 1995 : Ethical issues in Social work London : Routledge.
- Iyer .R : Moral & Political writings of Gandhi, Vol. 3,

- Delhi Oxford University Press
- Jatav D.R 1997 : Social Philosophy of B.R.Ambedkar  
Jaipur : Rawat Publication
- Khinduka, S.K 1975 : Social Work in India: Itab Mahal (P) Ltd.  
Allahabad
- Klenk & Ryan : The Practice of Social work , California  
Wordsworth Publishing Co.Inc
- Kothari. S & Sethi .W ( ed) 1991 : Rethinking Human Rights Lokayan
- Michael Reish,  
Eileen Gambrill 1997 : Social Work in the 21<sup>st</sup> Century. New Delhi
- Muzumdar, Ammu Menon 1964 : Social welfare in India Bombay ; Asia  
Publishing House
- Nair T.K 1981 : Social Work Education & Social Work Practice  
in India . ASSWI
- Nanda B.R , 1985 : Gandhi & his Critics , Delhi : Oxford  
University Press
- Natarajan 1971 : 19<sup>th</sup> century of Social Reform in India, New  
Delhi : Macmillan India Pvt.Ltd

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

### **Objectives:**

1. To be introduced to the method of working with individuals
2. Develop the ability to establish & sustain a working relationship with individuals.
3. To acquire the skills and techniques of working with individuals
4. To upgrade the skills required for the case workers to work in various settings

### **Course Outcomes:**

- CO1: Understand casework as method of social work.
- CO2: Develop the ability to establish and sustain a working relationship with individuals.
- CO3: Understand the process of working with individuals.
- CO4: Develop the ability to analyze and assess the components & process of case work.

### **UNIT 1**

**Case Work:** Definition, Objectives and Scope, History of Case Work and Values of Case Work., Introduction of Casework as a method of Social Work.

### **UNIT 2**

**Principles of Case Work:** Individualization, Acceptance, Controlled emotional involvement, Non-judgmental attitude, Purposeful expression of feelings, Client's self-determination, Confidentiality.

**Components of Case Work-** Person, Problem, Place, Process

**Process of Case work:** Intake, Study, Analysis and Assessment, Diagnosis, Negotiating contracts, Treatment, Evaluation, Termination, Follow up

### **UNIT 3**

**Case Work Tools and Techniques:** Interview, Home Visit, Observation, Listening, Communication Skills, Relationship building, Counseling and Recording. Behavior Therapy and Transactional analysis, Development of professional self: Self-awareness, Use of Supervision.

## UNIT 4

**Application of Case Work Method in different settings** – Family Welfare, Women's Welfare, Child Welfare Settings, Marriage Counseling Centers, Schools Settings, Medical and Psychiatric Settings, Correctional Institutions, Industry setting.

Crisis Intervention: Disaster management.

### Books for reference:

- Biestic , Felix . P      1957                      :    The Case work relationship London: George, Allen & Unwin Ltd,
- Cornier, H. William & Cornier, L. Sherilyn , 1979                      :    Interviewing strategies for helpers ( A guide to assessment , treatment & evaluation (California: Wadsworth)
- Dubois , Brenda      Miley      ,                      :    Social work: An empowering profession , Krogstad Karla, 1996                      Boston: Allyn & Bacon.
- Fischer , Joel, 1978                      :    Effective Case Work Practice : An Eclectic Approach, New York: McGraw Hill Book Co.
- Friedlander, Walter. A 1978                      :    Concepts & methods of social work
- Garret , Annette 1944                      :    Interviewing: Its principles & Methods.
- Hamilton , Gordon      1946                      :    Principles of Social Case Recording. New York: Columbia Univ. Press.
- Hamilton , Gordon 1940                      :    Theory      &      Practice      of      Case      Work New York : Columbia Univ. Press
- Jordon William 1970                      :    Client                      work                      Transactions London : Routledge & Kegan Paul
- Kennedy , Eugene & Charles. C.Sara, 1990                      :    On becoming a counselor Bangalore : Asian Trading Corporation
- Mathew , Grace , 1987                      :    Case work in Encyclopedia of Social Work Delhi: Ministry of Social Welfare.
- Panda, K.C                      :    Education of exceptional children New Delhi: Vikas Publishing House.
- Perlman, Helan Harris 1957                      :    Social Case work a problem Solving Process, Chicago : University of Chicago



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

### **Objectives:**

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

### **Course Outcomes:**

CO1: Understand group work as a method of social work.

CO2: Develop the ability to establish and sustain a working relationship with groups.

CO3: Understand the process of working with groups.

CO4: Develop the ability to analyze and assess the components and process of group work.

### **UNIT I**

**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.

### **UNIT 2**

**Principles of working with groups:** Process of Group work: Intake, study, analysis and assessment negotiating contracts, treatment.

Use of relationships: Verbal and non/verbal communication, evaluation, termination evaluation, disengaging from relationships, stabilization of change effort.

### **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, games, arts and crafts, group discussion and values, Designing a training programme, skills required

for programme planning. Types – Buzz groups, role play, brain storming, camps, Importance of recording in groups work.

## UNIT 5

**Use of group work in various settings:** Schools, Hospitals, Industries and communities. Training volunteers in group work. Field instructions in group work.

### Books for reference:

- |                                 |   |
|---------------------------------|---|
| Alissi, A.S 1980                | : Perspectives on Social Group Work Practice: A book of Readings, New York : The Free Press |
| Brandler. S & Roman C.P 1999    | : Group Work skills & strategies for effective Intervention , New York : The Howonh Press   |
| Catwright, Dorwin               | : Group Dynamics , Research & Theory London :   |
| Alvin Zander 1970               | Tavistock Publications  |
| D'Abreo, A.Desmond 1993         | : Group Discussion & Team Building Mumbai :   |
|                                 | Better yourself books   |
| Davis Bernad 1975               | : The use of groups in Social Work practice.  |
|                                 | London & Boston : Routledge & Kegan Paul  |
| Garland , J.A ( ed) 1992        | : Group Work Reaching out : People , places &   |
|                                 | power New York: Haworth   |
| Roberts W Roberts &             | : Theories of Social work with groups Helen Northen   |
|                                 | ed: 1976 New York : Columbia University Press   |
| Hart Ford Margaret E. 1971      | : Group in Social Work, New York: Columbia  |
|                                 | University Press  |
| Hubert : Bonner, 1959           | : Group Dynamics, Principles & Application, New   |
|                                 | York : The Ronald Press Company   |
| Kurtland , R. & Salmon, R.1998  | : Teaching Methods Course in Social Work with   |
|                                 | Groups, Alexandria: Council on Social Work with   |
|                                 | Groups.   |
| Ribes, Peter S.J 1990           | : Build up your group, Mumbai: St. Paul   |
|                                 | Publications  |
| Rogers, Carl 1970               | : Encounter Groups, New York, Evanston , San  |
|                                 | Francisco, London : Harper & Routledge & Kegan  |
|                                 | Paul  |
| Sundel.M etal 1985              | : Individual Change Through Small Groups, New   |
|                                 | York: The Free Press  |
| Toseland , W.Ronals Rivas, 1984 | : An Introduction to group work practice New York :   |
|                                 | Mac Milan Publishing Company  |
| Trecker Harleigh B 1970         | : Social Group Work : Principles & Practice   |
|                                 | 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:**

1. Understand the basic concepts of Psychology relevant to Social Work practice.
2. Understand Human Needs & Human Behaviour
3. Gain an understanding of nature, basis of human growth & personality Development
4. Develop sensitivity towards needs, development tasks & health status.

### **Course Outcomes:**

CO1: Understand the basic concepts of psychology relevant to social work practice.

CO2: Understand human needs and human behavior.

CO3: Gain an understanding of nature, basis of human growth and personality development.

CO4: Develop sensitivity towards needs, development tasks and health status.

### **UNIT 1**

**Introduction to psychology:** Concept, Definitions, Nature, Scope of Psychology, Uses and Application of Psychology for Social Workers.

Determinants of Human Growth and Behaviour – Heredity and Environment.

Basic Human Needs- Physical, Psychological, Social & Intellectual needs.

### **UNIT 2**

**Adjustment and Maladjustment:** Concept, Meaning, Definition, Characteristics&Factors of adjustment.

Stress- Concept, Definition, Types of Stress, Sources of Stress - Frustration, Conflict and Pressure. Stress Coping Mechanisms - Task oriented and Defense oriented stress coping 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- Characteristics and problems of various stages of development special focus on role of Social Workers. Later stages of Life Span: Adolescents, Adulthood, Middle and Old age- Characteristics and problems of later stages of development and Role of Social Workers during the stages.

### Books for reference:

- Berger C.R & Chaffee S.H : Handbook of communication science Sage: New Delhi 1987
- Berk , L.E Child 1966 : Development – Prentice Hall of India ,New Delhi
- Bidwai. P et .al : Religion , Religiosity & communalism  
Manohar , New Delhi
- Commer Ronald. J Worth 2001 : Abnormal Psychology , New York , Publications, 41  
Madison Avenue
- Davidoff L.L 1981 : Introduction to Psychology London  
Mc Graw Hill Inc . Book Inc. Co
- Engler , Barbara 1991 : Personality Theroies – An Introduction 3<sup>rd</sup>  
Edition . Houghton Mifflin Company, Boston.
- Feldman Robert S 1999 : Understanding Psychology , New Delhi , Tata Mc Graw  
Publishing Comp.Ltd, West Patel Nagar,
- Hall C.S & Lindsey 1978 : Theories of Personality John Wiley & Sons, New York.
- Hayes , Nicky 1994 : Foundation of Psychology : An introductory Text ,  
Routeldege,London.
- Hewvstone M.et al (ed) 1997 : The Blackwell Reader in Social Psychology, Blackwell ,  
Oxford
- Hilgard E.R , Atkinson R.C , : Introduction of Psychology NewYork Harcourt Brace  
Atkinson R.L Jovanovic .H
- Hiolle Larry. A & Ziegler , : Personality : Theories – Basic Assumptions Research &  
Daniel . J 1976 Applications, McGraw Hill  
Book Company , New York

## **SWS 404-B: COMMUNICATION SKILLS FOR SOCIAL WORK PRACTICE**

### **Objectives:**

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

### **Course Outcomes:**

CO1: Exhibit an understanding of various methods of communication and competence to use the same.

CO2: Understand and appreciate the role of communication in development.

CO3: Demonstrate knowledge of different forms of communication and their use in the process of development and social change.

CO4: Show the development and ability to assess critically the utilization of communication media by the government and non – government sectors in the process of development.

### **UNIT 1**

**Communication:** Meaning, Nature, Importance and Purpose of Communication,

Types of Communication, Communication Channels and Process of Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Essentials of Good Communication, 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. Skills of Report Writing, Importance of communication skills in Social Work Profession

### UNIT 4

Mass media- Concepts, characteristics and Relevance, Correspondence: Personal, Official and Business, Communication Network in an Organization, Strategy for Effective Communication, Importance of Social Medias at present context.

#### 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

#### Books for reference:

- |                               |   |  |
|-------------------------------|---|--|
| 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                      |
| Bobker , L.R 1974             | : | Elements of Film New York : Harcourt Brace Jovanovich Inc                  |
| Brooks , W.D 1976             | : | Interpersonal Communication ; Emmert P. wm. C . Brown Company              |
| Bulatao , Jaime 1965          | : | The techniques of Group Discussion   |
| Cair , Jacquelyn B 1979       | : | Communicating & Relating Sydney : The Benjamin Cummings Publishers         |

## **II SEMESTER**

### **SWS 451: COMMUNITY ORGANIZATION AND PRACTICE**

#### **Objectives:**

1. Understanding the concepts related to working with Communities and processes involved in it.
2. To make students understand the use and practice of Community Organization in various fields of Social Work.
3. To provide the knowledge about the role of Social Worker in Social Change and Social Development.
4. To familiarize the emerging trends and experiments in Community Organization.

#### **Course Outcomes:**

- CO1: Understand the concepts related to the work with communities and processes involved.
- CO2: Exhibit an understanding of the use and practice of community organization in various fields of social work.
- CO3: Exhibit knowledge about the role of a social worker in social change and social development.
- CO4: Be familiar with the emerging trends and experiments in community organization.
- CO5: Show familiarity with 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. Objectives of Gender sensitive and ecological sensitive community work

#### **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.

#### **Books for 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.
- Dunham, Arthur. 1970. The New Community Organization. New York: Thomas, Y. Crowell Company.
- Freire, Paulo. 1970. Education for the Oppressed. New York: Seaburg Press.
- Freire, Paulo. 1972. Cultural Action for Freedom. Harmondsworth: Penguin.
- Gangrade, K.D. 1971. Community Organization in India. Bombay. Bombay: Popular Prakasam.
- Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey : Prentice Hall.
- Kramer, Ralph and Harry Specht. 1975. Readings in Community Organization. Practice. London: Prentice Hall International.
- Mathew, Grace. 1992. An Introduction to Social Case Work. Bombay : Tata Institute of Social Sciences.
- Ross, M G. 1955. Community Organization. New York : Harper and Row.
- Siddiqui. H. Y. Ed. 1984. Social Work and Social Action. New Delhi:Harnam Publications.



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

### **Objectives:**

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

### **Course Outcomes:**

- CO1: Acquire knowledge of social welfare administration and its emergence as a profession.
- CO2: Show an understanding of the importance of functions, principles and various issues of social welfare administration and its practical aspects.
- CO3: Be able to examine various issues related with the establishment of service organizations and social policies on vulnerable groups.

### **UNIT 1**

**Social Welfare:** Meaning, Definitions and Concept, Social Welfare Administration: Meaning, Definition, Principles, Nature, Scope and Historical Development OF Social Welfare Administration in India.

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, Organizing, 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 (NGOs):** Meaning, Concept and Importance of NGOs in Social Welfare/Development , Legislations related to establishment of service organizations (NGOs) and their salient features - Indian Societies Registration Act 1860, Indian Trust Act 1882 and Foreign Contribution Regulatory Act 1976. Fund Raising and Resource Mobilizations for NGOs, Problems and Challenges of NGOs in India.

### UNIT 4

**Social Policy and Social Welfare Policy –** Meaning, Definition and Features, Importance of Social Policies in India: - Education, Health, Women, Children, Youth, Population, Family Welfare, Environment and Ecology.

**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, Mahatma Gandhi, Ambedkar, and E.V.R. Periyar.

#### **Books for reference:**

- |                            |  |
|----------------------------|--|
| 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, Communalism ,New Delhi: Rawat Publication. |
| Sachdeva, D. R. (2000)     | : An Introduction to Sociology, Allahabad: Kitab Mahal   |
| Desai, A. R. (1994)        | : Rural Sociology in India, Bombay: Popular Prakashan.   |
| Madan, G.R. (2002)         | : Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd                                      |
| Mohanty, Manoranjan (2004) | : Class, Caste, Gender – Readings in Indian Government 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**

1. To assist the students to develop an attitude of the value and approach in social work research in addressing the problems in field of professional practice.
2. To develop appropriate skills for social work research
3. To gain the better understanding of current trends and practices of social work research and to acquire the skills for data analysis and research writing
4. To enable the students to understand the skills of statistics application in Social Work Research and to gain experience and skill using software to analyze the statistical data

### **Course Outcomes:**

- CO1: Understand the role of research as a method of social work profession.
- CO2: Demonstrate research knowledge and skills to be able to undertake independent research projects.
- CO3: Be familiar with some of the basic statistical technique and their application in field of social work research and social work practice.

### **UNIT 1**

**Social Work Research:** Meaning of science: Scientific reasoning (inductive and deductive reasoning) Meaning and Definitions of research, Objectives and scopes of research, Criteria for good research, Uses and Ethical issues in social research, Agencies sponsoring for research, Problem identification - Selection and formulation of problem, Basic elements in research-concepts, constructs, variables, conceptual and operational definitions, hypothesis.

### **UNIT 2**

**Research Methodology:** Research Design-Meaning, Definition, Importance and types of research design, Sampling: Definition of sample and population, Importance of sampling, Characteristics of a good sample, Methods of sampling - Probability - Non-probability Types of data – Primary, secondary, tertiary, Nominal, ordinal, Interval, Ratio, Data Collection: Source of data collection, Methods of data collection, Tools of data collection

### UNIT 3

**Data Processing**-editing, coding, data classification, tabulation of data, diagrammatic and graphical representation, Data analysis and interpretation, the research report, Format of the Research Report- Preliminary section, Main body of the report, Reference and bibliography and footnotes and appendices, Research Proposal

### 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

#### Books for reference:

- |   |   |
|---|---|
| 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 . M Bahr , stan L Albrecht 1984 | : Social Science Research Methods , New Jersey: Prentice Hall Inc                                       |
| 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 Research in Asia 1995               | : Participatory Research:An Introduction (Participatory Research Net work series No.3) New Delhi : Pria |
| 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: DISASTER MANAGEMENT**

### **Objectives**

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

### **UNIT 1**

**Concept, Definition, types of disasters** – natural, instantaneous, creeping, technological disasters and their interaction, Refugees / Repatriates , Manmade – Riots, 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, Pre disaster prevention: education, preparedness, stress and trauma, relief, recovery, restoration.

### **UNIT 3**

**Mitigation** – guiding principles of mitigation, mitigation measures, risk management, vulnerability analysis, risk reducing measures. Formulation and implementation of mitigation programmes. Disasters – environment (Eco-Systems)

### **UNIT 4**

**Rehabilitation management policy:** National / International Resource mobilization. Intervening parties, government organization, voluntary organization, local groups, volunteers, community participation.

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

**Books for 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.

## **SWS 454-B: HUMAN RIGHTS**

### **Course Outcomes:**

CO1: Show awareness of the relationship between social work and human rights.

CO2: Be able to provide the basic information about constitutional provisions for human rights.

CO3: Be able to sensitize social work professionals about right based approach.

### **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.

### **Books for 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

## **SWS455-A SOCIAL POLICY AND PLANNING**

### **Objectives:**

- Students will improve the skill of effective community participation.
- To prepare students to establish the core professional and personal skills required to work in social policy and to engage in professional practices in social development.
- To give students an opportunity to develop the skills to meet the challenges of society.

### **Course Content:**

#### **Unit I-**

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 –Fundamental Rights, Directive Principles and Human Rights)

#### **Unit II-**

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.  
(Discussion-The problem of conflict of interests in social policy and its solution)

#### **Unit III -**

Policies: Brief history of Social Policy in India.

Different Sectoral Policies in India- Policies concerning to

- Education
- Health
- Women
- Children
- Elderly
- Population and Family Welfare
- Urban Development Policy
- Tribal Development.



**Concept and scope of Social Planning.**

- Goals and Sectors of Social Planning.
- Planning Commission of India

**NITI Ayog**

- Historical Background
- Objectives
- Organizational Structure/Set up
- Functions/Programs

## **SWS455-B SOCIAL DEVELOPMENT, CHANGE AND TRANSFORMATION.**

- **To equip students to examine social realities from different perspectives**
- **To familiarize with the contemporary discourse on social development**

### **Unit 1**

Development: definition and meaning change in the concept of development, social development, economic development, sustainable development. Social change, concept, process, factors, theories, urbanization, modernization, industrialization, bureaucratization and social disorganization. Ideologies and approaches to development and change. capitalism, communalism and globalization. Indian ideologies to development. Sarvodaya movement, Socialism, cooperation Movement.

### **Unit 2:**

International funding for Development: World Bank, International Monetary Fund, World Trade Organizations. Social clause and influencing international policies. Development Issues in India: Poverty, population explosion, education, unemployment, housing, health, environment, globalization, privatization and liberalization.

### **Unit 3**

People's participation in development: Awareness building, development of education, accountability (in the context of transparency act) and human rights. Social Work and Development: Development paradigm in social work; changing trends in social work practice. Application of social work methods in development and transformation, social analysis, networking, conflict resolution, negotiation, resource benefit analysis, gender analysis, sustainability analysis and capacity building. Role of Non Government Organization's in development.

## **SWS455-C ECOLOGY, ENVIRONMENT AND DEVELOPMENT**

- Develop sensitivity about the interconnectedness between environment and human beings.
- Understand the connections between environmental issues and development.
- Understand international, national, local governments and the responses of civil society groups to environmental concerns

### **Unit 1**

Ecology and environment: Concept, definition and types, Resources depletion and sharing of resources.

Environmental Degradation and Conservation: Socio-religious and cultural factors influencing environmental degradation, causes of deforestation Conservation and preservation, methods of environmental protection- drip irrigation, watershed management, waste land reclamation, bio-farming, social forestry and afforestation

### **Unit 2**

Environmental movements and peoples participation in environmental movements CHIPKO, APIKO, NARMADA BACHAO ANDOLAN MOVEMENTS, POSCO STRUGGLE GLOBAL SUMMITS AND Contemporary Environmental movements

### **Unit 3**

Environmental Legislations: The Water(Prevention and Control of pollution) Act 1974, The Air (Prevention and Control of pollution) Act 1981, The Environment (Protection) Act 1986, The Forest Conservation Act 1927, Developmental activities and its impact on environment, Environmental Accounting.

### **III SEMESTER**

## **SWS 501: PROJECT PLANNING AND MANAGEMENT**

### **Objectives**

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

### **Course Outcomes:**

- CO1: Show the knowledge and skills required to facilitate participatory project planning and management.
- CO2: Develop competency to facilitate processes of participatory planning with varied groups.
- CO3: Exhibit values and attitudes that are essential for participatory intervention in society.

### **UNIT 1**

Project Planning and Management. Concepts, Components, Classification of Projects, Project Cycle. Participatory 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, Budget, Understanding development sectors.

**Monitoring:** 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 and goal Horizontal logic: Narrative summary, Verifiable indicators. Means of Verification, Assumption and Risk factors.

**Designing Project Proposal:** Writing 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 (Local, State, National and International).

### Books for 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) 1997   | : | India's Economic Reforms & Development , New Delhi : Oxford University Press                            |
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| 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) 2001 | : | Effects of Globalization on Industry & Environment, 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 |

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

### **Objectives**

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

### **Course Outcomes:**

CO1: Recognize the key concept of citizenship, participation and governance institutions.

CO2: Show the 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. Preamble, Fundamental Rights, Duties and Directive principles of state policy. Powers of Legislature, Executive and Judiciary.

### **UNIT 2**

Concept of Governance and Local Self Governance and good governance –features and significance. Concept of Panchayath, History, the Constitution 73<sup>rd</sup> and 74<sup>th</sup> Amendment. Structure, functions and finances of Panchayath. Ward Sabha and Grama Sabha.

### **UNIT 3**

Social Legislations- Concept, Objectives, Types and importance. Various social legislations. Laws to fight against corruption, Lokpal and Lokayukta structures and functions in Karnataka (Discussion on social legislations and laws)

### **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.

**Books for 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  
Jersey.
- Buxi. V. 1982 : Alternatives in Development Law, the crisis of the Indian  
Legal system. New Delhi: Vikas Publishing House.
- Gangrade K.D , 1978 : Social legislation in India Part I & II , New Delhi :  
Concept Publishing Co.
- Planning Commission : Social legislation New Delhi: Govt. of India.  
1956

## **SWS 503: PSYCHIATRIC SOCIAL WORK**

### **Objectives**

1. To acquire knowledge of the phenomenology, symptomatology and treatment of Common Mental Disorders.
2. To develop skills in identifying Mental Disorders in Health Care and Community settings.
3. To develop the capacity of the student to apply knowledge and skills of the methods of Professional Social Work, as a member of the Mental Health Team, in Field Work setting in Psychiatry.

### **Course Outcomes:**

- CO1: Show an understanding of the concept of mental health and mental illness.
- CO2: Understand the signs and symptoms, etiology, diagnosis and treatment of mental health problems, approaches and skills required.
- CO3: Demonstrate the knowledge of historical background of psychiatric social work in India and abroad and understand the nature of psychiatric social work services.
- CO4: Be able to understand the need for and methods of community mental health promotion.

### **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 Psychiatric Social Work: Historical background of PSW in Abroad and in India. Role of Psychiatric Social Worker –In Mental Health Centers, Departments of Psychiatry in General hospitals, Child Guidance Clinic, Community Mental Health Units, Correctional Institutions, Industries, Family Welfare Centers.

### **UNIT 3**

**Signs, Symptoms, Etiology, Diagnosis, Prognosis and Management of the following:**

F00-F09-Organic, including symptomatic mental disorders



F20-F29-Schizophrenia

F30-F39-Mood (affective) disorders

F40-F48-Neurotic, stress related and somatoform disorders

F 60-F 69-Disorders of adult personality and behaviour

F90-F98 Behavioural and emotional disorders with onset usually occurring in childhood and adolescence

F70-F79-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 worker in Rehabilitation Centers – Day Care Centers, Half Way Home, Day-Care Center, Night-Care Center, Half-Way-Home, Sheltered Workshop, Occupational Therapy Units. Role of Voluntary Organisations and Governmental-Agencies in the Welfare of Mentally Ill.

#### **Books for References:**

Ahuja, Niraj 1995 A Short Textbook of Psychiatry, Third Edition, New Delhi, Jaypee Brothers.

Anderson, David. 1982 Social Work with. Mental Handicap, London, Macmillan Press Ltd.

Banerjee, G. R. 1968 Psychiatric Social Work, Chapter 26, In. Wadia, A. R. (Ed.): History and Philosophy of Social Work in India, Bombay: Allied Publishers.

Brody, Elaine M. and A Social Work Guide for Long-term care Contributors 1974

Facilities, U. S. Department of Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health.

Coleman, J. C. 1976 Abnormal Psychology and Modern Life, Bombay, D. B. Taraporevala and Sons.

Dickerson, Martha Ufford. 1981 Social Work Practice with the Mentally Retarded, New York: Free Press.

Freedman, A. M. and Comprehensive Textbook of Psychiatry, Kaplan, H. I. (Eds.) 1967 Baltimore, Williams and Wilkins Company.

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

### **Objectives**

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

### **Course Outcomes:**

CO1: Develop a knowledge and understanding of the nature and functions of personnel management.

CO2: Demonstrate the knowledge of modern aspects in human resource development.

### **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, Conseling 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

#### **Books for References:**

- |                                   |   |
|-----------------------------------|---|
| Abraham E 1988                    | : Alternative approaches & strategies of Human Resource Development , Rawat Publications, Jaipur    |
| Agarwal R.D 1973                  | : Dynamics of Personnel Management in India Tata MacGraw Hill , Delhi                               |
| Bhargava P.P , 1990               | : Issues in Personnel Management , Printwell Publishers   |
| Cole , G.A                        | : Personnel Management Theory & Practice, D.P Publishers , London                                   |
| Cushway & lodge 2001              | : Organizational Behaviour & design , Inst Publishing house: New Delhi                              |
| Cushway 2001                      | : Human Resource Management , New Delhi : Crest Publishing House                                    |
| Davar R.S 1980                    | : Personnel Management & Industrial Relations, Vikas Publishing House , New Delhi                   |
| Davis, Keith , 1983               | : Human Behaviour at work , Tata McGraw Hill , New Delhi  |
| Dyer W.G 1987                     | : Team Building , Addison Wisley London   |
| Flippo , Edwin . B 1981           | : Principles of Personnel Management , McGraw Hill , Tokyo  |
| Ian Beardwell & Len Holden , 1998 | : Human Resource Management – A Contemporary Perspective published by McMillan India Ltd, New Delhi |

## **SWS 505: TRIBAL AND RURAL COMMUNITY DEVELOPMENT**

### **Objectives**

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

### **Course Outcomes:**

- CO1: Show an understanding of the concept and problems of rural community and tribal community.
- CO2: Be skilled in community development approaches and programs/schemes for rural and tribal areas.
- CO3: Be familiar with administration and panchyat raj system and functions

### **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: Sectoral Development and Target groups-The rural poor, farmers, Artisans, laborers, women, Children, SCs, unemployed, youth. Government Policies and Programmes for Sectoral development -A critical Appraisal NIRD and SIRD, CAPART –Structure, Objectives, Schemes and Programmes. Rural community

Development administration. Administration and Panchayat Raj System and Functions.

### **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.

#### **Books for References:**

Agarwal and Singh 1984 The Economics of under development, Delhi: Oxford University.

Aruna sharma and 1995 Planning for rural development Rajagopal Administration, New Delhi:

Rawat Bhadouria and 1986 Rural Development Dual Strategies Perspectives, Delhi: Anmol.

Brashmanda P.R 1987 Development process of Panchamuki V.R (Ed the Indian economy, Bombay:Himalaya.

Dahama O.P. 1982 Extension and rural welfare, Agra: Ram Prasad and Sons.

Das Basanti 2007 Governmental programmes of rural Development, New Delhi: Discovery.

Dubey M.K 2000 Rural and urban Development, New Delhi, Common wealth.

Gopalakrishna 1985 Technological change for Asari.V. Rural Development in India, Delhi, B.R.

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

### **Objectives**

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

### **Course Outcomes:**

CO1: Develop a holistic and integrated concept of health.

CO2: Be able to assess and analyse health problems and related issues.

CO3: Develop skills to handle the psycho – social problems associated with health problems.

### **UNIT 1**

**Health** - 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

### **Books for References:**

- |  |   |
|--|---|
| Abbolt , Fedrick . M 2001                  | : The TRIPS agreement & the WTO Doha Ministerial Conference Geneva United Nation Office                                     |
| Anderson. R & Bury . M<br>( Eds) 1988      | : Living with Chronic illness – The Experience of Patients & their families : unwin Hyman London                            |
| Banerjee U 1977                            | : Health Administration in a Metropolis : Abhinav publications, New Delhi   |
| Bartlett H.M, 1961                         | : Social Work Practice in the Health Field : National Association of Social workers , New York                              |
| Bennett , Sara et al ed                    | : Private Health provides in Developing countries : Serving the public Interest? London : Zed Book                          |
| Bose A & Desai P.B , 1982                  | : Studies in the Social dynamics of primary Health Care : Hindustan Publishing Co. Delhi Social Work Perspectives on Health |
| Bury M ( Ed) 1997                          | : Social work perspectives on Health : Rawat Publications, Delhi  |
| Deepal Kumar ( ed) 2001                    | : Disease & Medicine in India : A historical Overview , New Delhi , Indian History Congress & Tuleka Books                  |
| Field M, 1963                              | : Patients are people – A Medico – Social Approach to Prolonged Illness , Columbia University Press, New York               |
| ICBSR / ICMR 1981                          | : Health for all : An Alternative Strategy Pune : Indian Institute of Education   |
| Kannan K.P , 1991                          | : Health Development in Rural Karnataka Thiruvanthapuram Kerala Sahitya Parishad  |
| Miller D. 1976                             | : Dimensions of Community Health : Iowa : C : Brown Co. Publications  |
| Nanda V.K , 1997 Park J.E &<br>Park , 1997 | : Text book of Preventive & Social Medicine : Jabalpur : Banarasidas Bhanot   |

## **SWS 507: LABOUR LEGISLATIONS (PART-1)**

### **Objectives**

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

### **Course Outcomes:**

CO1: Show an increased knowledge of industrial jurisprudence and need of labour legislations.

CO2: Exhibit the knowledge about labour administration and mechanisms.

CO3: Demonstrate 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:** The Factories Act 1948;  
The Apprentices Act 1961,  
The Contract Labour (Regulation and Abolition) Act 1970

### **UNIT 3**

The Mines Act 1952; The Plantation Labour Act 1951;  
The Karnataka Shops and Establishment Act 1961

### **UNIT 4**

**Industrial Relations Legislation:** Trade Union Act 1926;  
The Industrial Disputes Act 1947;  
The Industrial Employment (Standing Orders) Act 1946;



**Books for References:**

- Achar M.R 1979 : Labour Rules in Karnataka , Bangalore Yellamma Publications
- Bare Acts : ( Booklets ) Published by different Publishers like – Allhabad Law Delhi Law House , Eastern Book Company
- Kapoor N.D 1992 : Elements of industrial Law New Delhi : Sultan Chand & Sons
- Kothari G.M : Law relating to Disciplinary matters & standing orders , Bombay N.M Tripathi Pvt.Ltd
- Kumar H.L 1992 : Law relating to Strike Gherao & Demonstration , New Delhi : Universal Book Traders.
- Malhotra O.P 1985 : Industrial Disputes Act 1947 , Lucknow : Easter low Book Company
- Mishra , Srikant 1989 : Modern Labour Laws & Industrial Relations, New Delhi : Deep & Deep Publications.
- Rekhapalli, Giridhari Lal , 1992 : Domestic enquiries into charges against employees & workmen: Principles, Procedures, New Delhi: Deep & Deep Publications.
- Srivastava K.D 1990 : Commentaries on payments of Wages Act 1936 New Delhi : Deep & Deep Publications
- Srivastava K.D 1992 : Commentaries on Factories (Regulation & abolition) Act 1970, New Delhi : Deep & Deep Publications
- Davar R.S 1981 : Personnel Management & Industrial Relations Richard D Irwin Inc
- Kudchekar L.S 1979 : Aspects of Personnel Managemnet & Industrial Relations, New Delhi: Tata McGraw Hill Publishing Co.
- Madhusudhan Rao, 1986 : Labour Management Relations & Trade Union Leadership, New Delhi : Deep & Deep Publications

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

### **Objectives**

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

### **Course Outcomes:**

CO1: Understand normative and changing norms of the institution of family and variations in them with reference to the family social ecology.

CO2: Encourage study of the process of family socialization.

CO3: 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

#### **Books for Reference**

- George, M.S. Urbanisation and Family Change ( Bombay : Populars)
- Bhattacharya, S. New perspectives in Mental Retardation ( New Delhi : Sterling)
- Stein Herman, D.(Ed.) Planning for the Needs of Children in Developing Countries (New York: United Nations Children's Fund)
- Chowdry, Paul, D. Child Welfare Manual ( Delhi: Atma Ram and Company)
- Eastern, arson. H. New Frontiers in Child Guidance ( New York: International University)
- Hurlock, Elizibath Child Development ( New York: McGraw Hill)
- Marfattia, J.C. Behaviour Problems of Children ( Bombay: Association Of Pediatricians)
- Bhatia, B.D. ( 1982 Child Development and Guidance ( Delhi: Young Asia Publications)

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

### **Objectives:**

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

### **Course Outcomes:**

CO1: Be familiar with management concepts and its evolution.

CO2: Show an understanding of management functions and skills required in its practice.

CO3: Exhibits 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 Thoughts:** 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, Communication pattern and effective communication systems. Controlling – Concept, Types, Steps 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 Human Resource Department. Management Information System (MIS), Total Quality Management (TQM), Quality Circle, Inventory Control. Social Audit and Social obligation of Management.

### Books for References:

- |                              |   |
|------------------------------|---|
| Cherunilam , Francis         | : Business Environment Mumbai : Himalaya Publishing house                                   |
| Chopra . S 1989              | : Management of Human Resources V.K Publishing House  |
| Chowdhary , D.Paul 1992      | : Social Welfare Administration Delhi : Atma Ram sons                                       |
| Chowdhary D.P 1991           | : Profile of Voluntary action in social welfare & development , New Delhi : Sidhartah Press |
| Covay , Stephen R 1989       | : The 7 habits of highly effective people London : Simon & Schuster                         |
| Daniel , Goleman 1995        | : Emotional Intelligence : Why it can matter more than I. Q London : Bloomsbury             |
| Daver , Rustom S ( Reprint ) | : Creative Leadership : The People Oriented Task Approach , New Delhi : UBS Publishers      |
| Drucker , Peter 1993         | : Managing the non – profit organization Delhi : Macmillan                                  |
| Fernandes , W 1989           | : Voluntary Action & Government Control New Delhi : Indian Social institute.                |
| Gangrade K.D 1988            | : Social Welfare & Social Development New Delhi : Northern Book Center                      |
| Garain. S 1998               | : Organization Effectiveness of N.G.O's Jaipur : University Book House                      |
| Griffin                      | : Management New Delhi : A.I.T.B.S , Publishers & distribution                              |
| Grunig , J.F & Hunt T 1984   | : Managing Public Relation , New York : Hott , Rinehart & Winston                           |

## **SWS509-A HUMAN DYNAMICS**

### **Objectives:**

- Gain an understanding of nature, basis of human growth & personality Development
- Develop sensitivity towards needs, development tasks & health status of human beings

### **Unit I**

**Personality:** Meaning & Definition, Nature, Types and Assessment of Personality.

Theories of Personality – Psycho-Sexual Theory and Psycho-Social theory of Personality Development.

### **Unit II**

**Life Span:** Stages and Perspectives. Prenatal stage, Infancy, Babyhood and Childhood - Characteristics and problems of various stages of development.

### **Unit III**

Later stages of Life Span: Adolescents, Adulthood, Middle and Old age - Characteristics and problems of later stages of development.

# **SWS509-B NON GOVERNMENT ORGANIZATIONS AND SOCIETAL DEVELOPMENT**

## **Objectives**

- Develop an understanding about the role of NGOs in Societal Development.
- Develop the knowledge and skills about Management of NGOs.
- Develop an ability to identify collaboration strategies between NGOs and other stakeholders in the process of development.

## **Unit: 1**

### **Non-Governmental Organization – Concept and Function**

#### **(Theory)**

- Non-Governmental Organization:-Concept, Features, Types of NGOs, Historical background of NGO's in India, Importance and Functions of NGOs at present context.
- Non-Governmental Organization: Organizational Vision, Mission and Goals of NGOs – Translating Vision and Mission to Action, NGO – People's Participation and Empowerment, NGOs and Accountability.

#### **(Self-Learning Components)**

- Leadership Styles suited for NGOs, Networking in NGOs and Public Relation in NGOs.
- Training and Development, Team Work, Decision- Making, Organizational Accountability

## **Unit: 2**

### **NGOs Administration and Challenges**

#### **(Theory)**

- Registration of NGOs: Procedures and its importance.
- Central Social Welfare Board- Objectives, Administrative Structure, Functions and Programs of CSWB
- Resource Management for NGOs – Governmental [Grant-in-Aid] and Non-Governmental sources of funding for NGOs
- Fund raising techniques for NGOs
- Societies Registration Act 1860- its management and Legal/Rational Structure

- The Foreign Contribution (Regulation) Act 1976- its management and Legal/Rational Structure,

**(Self-Learning Components)**

- Role and Importance of Planning, Organizing, Staffing, Directing, Coordinating, Recording and Budgeting in managing NGO's. **(POSDCORB)**
- Fund raising techniques for NGOs
- Problems and Challenges for NGOs at present context

**Unit: 3**

**Roles of NGOs in Social Welfare/Development**

**(Theory)**

- Role and Contributions of NGO's in Social Welfare and Development
- Role and Responsibilities of NGOs in Sustainable Development
- Role of NGO's during Disaster Management: Relief and Rehabilitation services during Disaster.

**(Self-Learning Components)**

- Plans and Programs for Women and Child Development.
- Plans and Programs for Youth Development.
- Plans and Programs for Welfare of Differently Abled Persons.
- Plans and Programs for Rural Development.
- Plans and Programs for Environmental Protection.



## **SWS509-C COMMUNICATION IN PROFESSION**

### **Objectives:**

- Acquire the knowledge and skills of communication in enhancing the competence level in the profession.
- Understand the need and importance of communication in the profession
- Upgrade and develop the ability to assess the applicability of modern communication in the profession.

### **Content**

#### **Unit -1**

##### **Fundamentals of Communication**

#### **(Theory)**

- Communication: Meaning, Nature, Importance and Purpose of Communication.
- Communication Channels and Process of Communication, Barriers to Communication, Essentials of Good Communication, Models of Communication.
- Types of communication: Intra-personal, Inter – personal communication, Verbal and Non-Verbal communication.

#### **(Self-Learning Components)**

- Interview, speech, workshop, and demonstration.
- Meeting, panel discussion, simulation games, debate, role play and street theatre.
- Conference, News Bulletin, Handbook, Pamphlets, Broachers, Job Application.
- Handbooks, House Journals, Memoranda, Catalogues, Office Orders

#### **Unit-2**

##### **Mass Media and Communication**

#### **(Theory)**

- Mass Media- Concepts, Characteristics and Relevance.
- Management Information System (MIS), Telecommunication and its tools.
- Effective Writing – Importance, Merits and Demerits of Written Communication.
- Report Writing – Types and Patterns, Limitations, Letter Writing..

#### **(Self-Learning Components)**

- Importance of Social Medias at present context.
- Essay Writing, Press Release, Business Letters.

- Preparing agenda for meeting, Minutes Writing, Notices,

### **Unit -3**

#### **Modern Communication and Profession**

##### **(Theory)**

- Communication Systems: Visual Systems, Audio Systems, Video Systems, Audio-Visual Systems, Computer and Related Systems.
- Management Communication – Need and Importance
- Strategy for Effective Communication
- Importance of communication in the modern profession.

##### **(Self-Learning Components)**

- Writing of CV, Memo, Drafting an E-mail.
- Visual aids: Posters, slides, photographs, exhibits, flash cards, flannel graphs, flip charts, and notice boards.
- Writing CV· Memo Writing· Letter writing (Employment related correspondence, Correspondence with Govt. /Authorities, Office Orders, Enquiries and Replies)
- Leadership Styles and Communication

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

### **Objectives**

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

### **Course Outcomes:**

- CO1: Be familiar with various theories on urban life, problems and development.
- CO2: Develop an understanding of factors associated with urbanization and its consequences.
- CO3: Develop a critical understanding of urban problems.
- CO4: Be sensitive and committed to work 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, Urban – Industrial Syndrome, causes and effects associated with urbanization.

### **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 Organizations and Programmes

Migration: Concepts, Rural – Urban migration, Causes and Remedies.

### **UNIT 3**

**Urban Community Development-** Definition, Concept, Objectives and Historical

background of urban community development in India, 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 Urban Community Planning and Community Participation in Urban Development. Role of Community Development Worker; Application of Social Work Method in Urban Development.

**UNIT – IV 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.

#### **Books for References:**

- Aray & Abbasi 1995. Urbanization and its Environmental Impacts. New Delhi: Discovery.
- Bhattacharya B 2006 Urban Development in India New Delhi: Concept.
- Clinard, Marshall B 1970 Slums and Community Development. New York :The Free Press.
- Diddee, Jayamala 1993 Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat.
- Mitra, Arup 1994 Urbanisation, slums, informal sector employment and poverty. B.R. Publications, New Delhi.
- Phadke .V.S, et al. 2007 Urbanisation, Development and Environment, New Delhi: Rawat.
- Ramachandran 1989 Urbanisation and Urban System in India. Oxford University Press, New Delhi.
- Sabir Ali (Ed) 2006 Dimensions of Urban Poverty, New Delhi: Rawat.
- Singh.R.B.(ed) 2006 Sustainable Urban Development New Delhi: Concept.
- Sinha Rekha and Sinha U.P 2007 Ecology and quality of life in Urban slums, New Delhi: Concept.
- Sudha Mohan 2005 Urban Development and New Localism New Delhi: Rawat.
- Stanly, Selwyn 2005 Social problems and issues: Perspectives for Intervention. Allied Publication, New Delhi.
- Thudipara, Jacob Z. 2007 Urban Community Development. New Delhi: Rawat. UN Habitat (2003). The Challenges of Slums. Earthscan Publications Ltd, London. UN Habitat (2003).

## **SWS 552: FAMILY AND CHILD WELFARE**

### **Objectives**

1. Gain knowledge on Family dynamics and develop skills to work with family
2. Understand elderly as a integral part of family dynamics
3. Develop sensitivity and commitment to work with children
4. Learn the policies related to family and child welfare and acquire skills to work with them

### **UNIT 1**

**Family as an Institution:** Its function and importance, Impact of urbanization on family, Changing functions of family; **Family Welfare:** Objectives of family welfare, Family welfare programmes in India, Development services and socio-economic programmes for family welfare.

### **UNIT 2**

**Family planning Programmes:** aims and objectives, methods of family planning, current family planning programmes, Role of social worker in relation to family planning, Working with Elderly: Common problems faced by Aged, Dimensions of Ageing, Theories of Ageing, Scope of Geriatric Social Work.

### **UNIT 3**

**Child Welfare:** Concept and principles of child welfare service in India. Programmes and services for children: crèches, day care centres, health education, trends regarding child welfare, programme services for handicapped children, institutional services, adoption, foster care, sponsorship, juvenile court, child welfare board, child guidance centres and school social work.

### **UNIT 4**

**Integrated child welfare schemes:** Objectives, Use of social work methods in non-correctional and correctional institutions for children, Special aspects of care of the institutional child, policies regarding intake, treatment, discharge and rehabilitation. National and international agencies for child welfare.

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

### **Objectives**

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

### **Course Outcomes:**

CO1: Show an increased knowledge of industrial jurisprudence and need of labour legislations.

CO2: Exhibit the knowledge about labour administration and mechanisms.

CO3: Demonstrate 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:**

- Achar M.R 1979 : Labour Rules in Karnataka , Bangalore Yellamma Publications
- Bare Acts : ( Booklets ) Published by different Publishers like – Allhabad Law Delhi Law House , Eastern Book Company
- Kapoor N.D 1992 : Elements of industrial Law New Delhi : Sultan Chand & Sons
- Kothari G.M : Law relating to Disciplinary matters & standing orders , Bombay N.M Tripathi Pvt.Ltd
- Kumar H.L 1992 : Law relating to Strike Gherao & Demonstration , New Delhi : Universal Book Traders.
- Malhotra O.P 1985 : Industrial Disputes Act 1947 , Lucknow : Easter low Book Company
- Mishra , Srikant 1989 : Modern Labour Laws & Industrial Relations, New Delhi : Deep & Deep Publications.
- Rekhapalli, Giridhari Lal , 1992 : Domestic enquiries into charges against employees & workmen: Principles, Procedures, New Delhi: Deep & Deep Publications.
- Srivastava K.D 1990 : Commentaries on payments of Wages Act 1936 New Delhi : Deep & Deep Publications
- Srivastava K.D 1992 : Commentaries on Factories ( Regulation & abolition ) Act 1970, New Delhi : Deep & Deep Publications
- Davar R.S 1981 : Personnel Management & Industrial Relations Richard D Irwin Inc
- Kudchekar L.S 1979 : Aspects of Personnel Managemnet & Industrial Relations, New Delhi: Tata McGraw Hill Publishing Co.
- Madhusudhan Rao, 1986 : Labour Management Relations & Trade Union Leadership , New Delhi : Deep & Deep Publications
- Mamoria C.B & Mamoria. S : Dynamics of industrial Relations in industries Himalaya Publishing house

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

### **Objectives**

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

### **Course Outcomes:**

CO1: Be able to orient professionals about the importance of sustainable development.

CO2: Demonstrate entrepreneurship skills.

### **UNIT 1**

Sustainable Development: Concept, Nature and Characteristics. History and Significance of Sustainable Development. /The issues and aims of Sustainable Development. Sustainable Development in India-How and why? International Cooperation and sustainable development. Discussion: Contemporary situation in local, state, national and international level.

### **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**

Entrepreneurship Essentials, Concepts and Overview of Entrepreneurship Evolution and Growth of Entrepreneurship in India, Role of Entrepreneurship in Economic Development., Key issues in concepts, Entrepreneurial context, Entrepreneurial Characteristics, Entrepreneurial outcome, Current theories of Entrepreneurship, Success stories of entrepreneurs



## **UNIT4**

Entrepreneurial culture, Entrepreneurial society, women entrepreneurship, rural entrepreneurship, emerging trends in entrepreneurship development, entrepreneurship potential and potential Entrepreneur, Difference between a Business and Social Entrepreneurship, Perspectives on Entrepreneurship – Academic and practioner's view, Case Studies, Social entrepreneurship in India.

### **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**

1. 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.
2. Develop competence to select and integrate therapeutic counseling skills when working with different client groups in different settings.

### **Course Outcomes:**

CO1: Develop knowledge and skills of different psycho – therapeutic theories.

CO2: Be able to utilize different theories in relation to individuals, families and groups.

CO3: 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 Ethical and Legal Guidelines

Process and Physical requisites for the Counselling atmosphere. Current trends in counselling. Psychometry

### **UNIT 2: Approaches to Counselling:** Client centered therapy, Gestalt Therapy, Psycho – Analytical therapy, Behaviour therapy, Multimodal Approach, Rational Emotive Behaviour therapy, Neuro – Linguistic Programming., Tele counseling

### **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.

Life style modification and wellness counselling

### **UNIT 4: Skills of Therapeutic counseling** – Senior citizens, Differently abled, persons affected by chronic illness and HIV / AIDS. Crisis Intervention & Trauma Counseling. Rehabilitation Counseling

### **UNIT – V:Skills of counseling in various areas-** Chemically dependent clients, Addiction counselling, Suicide prevention and counseling in Industry. School counselling.

**Books for References:**

- Terne Eric 1964 : Games People play New York : Grove Press
- Tarkhuff , Robert R Pereson , : Beyond Counselling & therapy : New York : Holt  
Bornard G 1977 Rinehart & Wination
- Tarkhuff 1980 : The art of helping IV Massachusetts – Human  
Resource Press
- Torey , Gerald 1977 : Theory & practice of Counselling & Psychotherapy  
California – Brookn / Cole Publishing Company
- Erickson Clifford E 1949 : A Basic Text for guidance Workers New York :  
Prentice Hall Inc.
- Duster J.M 1980 : Helping in personal growth A new Approach to  
counselling Bombay: St. pauls Publications.
- Duster J.M 1980 : An Integration of Carkhuff's Models St.Pauls  
Publications
- Glanner William 1965 : Reality Therapy New York , Evaaston & London  
Harper & Row Publications
- Marvin . R Goldfried & Gerald . : Clinical Behaviour Therapy New York : Holt ,  
C Davison 1976 Rinehart & Winson
- Rollo, May 1977 : The Art of counselling United States of American  
Parthenon Press At Nashville Tennessees
- Villere Maurice : Transactional Analysis at work New Jersey Prentice  
Hall Inc. Eaglewood Cliffs.
- Mary , Richmond 1965 : Social Diagnosis London : The Free Press
- Helen , Harris , Perlman 1965 : Social case work – A problem solving approach ,  
Chicago : The University of Chicago Press
- Florence , Hollis 1966 : Case work – A psychosocial Therapy . New York ,  
Random House

## **SWS 556: LABOUR WELFARE AND INDUSTRIAL RELATIONS**

### **Objectives**

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

### **Course Outcomes:**

CO1: Gain knowledge about concept, philosophy and evaluation of labour welfare.

CO2: Understand the components of labour welfare and their management in the overall context of human resource development.

CO3: Understand the dynamics of union management relationships in the industry.

### **UNIT – I**

**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 – II**

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

Industrial Accidents- Causes, Prevention and Precautions. Safety Administration - Standard Operating Systems in relation to major hazards like gas leaks / fire- Bhopal Gas Tragedy. Industrial Health and Hygiene, Major Occupational Diseases, Preventions and Precautions.Safety officer – Role and Functions.

### **UNIT – III**

**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 – IV

**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.

#### Books for References:

- |                             |   |
|-----------------------------|---|
| Giri V.V 1958               | : Labour problems in Indian Industry Madras : Asia Publishing House |
| Moorthy M.V 1968            | : Principles of Labour Welfare Vizg : Gupta Brothers                |
| Mutalik Desai & B.R Rairkar | : Labour welfare & Industrial Relations , Bombay :                  |
| 1978                        | Noble Publishing House  |
| Pnekar , Deodhar & Sankaran | : Trade Unionism Industrial Relation & Labour                       |
| 1980                        | welfare Bombay : Himalaya Publishing House                          |
| Saxena R.C 1961             | : Labour problems & social welfare Meerut :                         |
|                             | Jaiprakashnath & Co   |
| Silvera D.M 1991            | : Human Resource Development A Indian                               |
|                             | Experience New Delhi : New India Publications                       |
| Srivastav K.N 1954          | : Industrial peace & Industrial Relations Allahabad                 |
|                             | Kitab Mahal   |
| Vaid K.N 1965               | : Labour welfare in India Madras : Asia Publishing                  |
|                             | House   |
| Vaid K.N 1970               | : State & Labour in India Madras: Asia Publishing                   |
|                             | House.  |
| Florence .P.Sargant 1953    | : Labour New York : Hutchinsen University                           |

## **SWS 557- A: REHABILITATION AND AFTER CARE SERVICES**

### **Objectives**

1. To understand the concept of handicap, rehabilitation and the scope for practice.
2. To identify the specific client categories requiring the rehabilitation services, problem specificity and rehabilitation service interventions.
3. To acquaint oneself with different rehabilitation settings, different therapeutic approaches to rehabilitation process.
4. 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.

### **Course Outcomes:**

- CO1: Understand the concept of handicap, rehabilitation and the scope for practice.
- CO2: Identify the specific client categories requiring the rehabilitation services, problem specificity and rehabilitation service interventions.
- CO3: Acquaint oneself with different rehabilitation settings, different therapeutic approaches to rehabilitation process.
- CO4: Acquire the social work skills adapted to facilitate the process of rehabilitation, the rights and legal provisions provided for differently able 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,
- Pandey,Rajendra(1991): Street Children of India. Allahabad: Calugh Publications.
- 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
- Rao, V. (1989) Victims of Crime, Allied Publishers Ltd., New Delhi
- Tandon, S.L.(1990) Probation: A New Perspective. New Delhi: Reliance Publishing
- Valier, C. (2001) Theories of Crime and Punishment. Essex:

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

### **Objectives**

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

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

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

**UNIT III- 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.

**Books for References:**

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

Aswathappa K, 2008 Organisational Behaviour- Text, Cases and Games, Mumbai, Himalaya Publication House.

Khanka, S S and S Chand, 2008 Organisational Behaviour, New Delhi Co., Ltd.

ICFAI, 2004 Organisational Behaviour, Hyderabad, Centre for Management Research.

Kumar Arun and Organizational Behaviour: A Modern Meenakshi N, 2009 Approach, NIILM Center for Management Studies, New Delhi.

Luthans Fred, 2005 : Organisational Behaviour, New York, Mc Graw Hill International Edition.

Moorhead Gregory and Organizational Behaviour- Managing Griffin Ricky W, 2005 People and Organisations, New Delhi, Biztantra Publications.

Northouse Peter G, 2003: Leadership- Theory and Practice, New Delhi, Response Books: A Division of Sag Publications.

Robbins, Stephen P, 2007: Organisational Behaviour, New Delhi, Pearson Education.

Sadler, Philip, 2004 Leadership- Styles, Role Models, Qualities, Behaviours, Concepts, New Delhi, Kogan Page India Pvt., Ltd.

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

## **SWS558: RESEARCH PROJECT**

### **Objectives**

1. Develop ability to conceptualize, formulate & conduct simple research projects.
2. Learn to make informal assessment & judicious use of research studies & findings on a particular subject/area.
3. Develop skills for use of library & documentation services for research
4. 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.

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

- NET/ SLET qualification
- 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

**Title page**

A Face sheet having details regarding the title of the study, name of the researcher with

- Register number, name of the guide, department, and institution through which the study has been undertaken under University, year of the work.
- Forward/Acknowledgement
- Table of contents with Page Numbers
- List of Tables, Charts, Graphs
- Certification from the guide
- 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;

- Introduction
- Review of literature.
- Methodology
- Data presentation & analysis
- 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 copy of the tool/tools of data collection.
- Additional statistical tables.
- References/Bibliography
- Photographs

**Section 1V-** Practical Knowledge on SPSS/Excel for research data analysis.

## **CERTIFICATE COURSE**

### **SOCIAL SKILLS AND ETIQUETTES FOR PROFESSIONALS**

**Total hours: 40.**

**Per Unit: 10 hours.**

**Course Description:** A study of the interpersonal and communication skills fundamental for success in the workplace. Students will hone their professional style as they study topics including professional behavior, interpersonal interaction, and civility as they relate to the workplace.

**Objectives:** The course has three major learning objectives. Upon completion of this course a student should be able to:

- Understanding the importance of professionalism
- Determine the attitudes and behaviors appropriate to workplace situations and settings
- Use interpersonal and communication skills to enhance his/her job effectiveness
- Adopt attitudes and behaviors consistent with standard workplace expectations
- Problem-solving activities, role plays and case studies.

## **UNIT 1**

**Professional and Personal Etiquette:** Understanding the importance of professionalism, establishing a professional presence through personal style. Telephone etiquette, Dining etiquette, Interview skills, Time Management & Stress Management.

## **UNIT 2**

**Workplace Skills-** Effective Communication, Teaming and collaboration, Interpersonal skills, Personal responsibility, Social and Civic responsibility, Interactive communication, Training and Development, Decision making,

## **UNIT 3**

**Virtual Literacy-**Technological literacy (Drafting of letters and Emails, Email acronyms, Virtual platforms for communication, Challenges in availing technological literacy), Information literacy, Cultural literacy, Global awareness& Research and innovations.

## **UNIT 4**

### **Role of individual in an organization and knowing self**

Change management, logical thinking, effective participation and as a team member in an organization.

Self awareness in the work place, benefits of knowing self. The value of self awareness.

**Instructional Strategies:** A variety of methods will be used including lectures, guest speakers, focused group discussions, videos, webinars, audio & video conferencing,