



**List of Courses Focus on Professional Ethics, Gender, Human Values,
Environment & Sustainability**

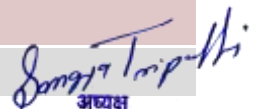
Department : *Social Work*

Programme Name : *UG- BSW/PG-MSW/PhD*

Academic Year : 2017-18

**Courses which focuses on Professional Ethics, Gender, Human Values,
Environment & Sustainability and other value framework:**

Sr. No.	Course Code	Name of the Course
01.	SW102	Fundamental Of Social Work
02.	SW301	Working With Individual
03.	SW302	Working With Groups
04.	SW502	Social Legislation And Human Rights
05.	SW504	Areas Of Social Work Practice-I
06.	SW601	Social Welfare Administration
07.	SW602	Research In Social Work
08.	MS101	Society And Polity
09.	MS102	Human Growth And Personality Development
10.	MS103	Social Work Profession: History, Philosophy And Fields
11.	MS104	Working With Communities
12.	MS105	Working With Groups
13.	MS202	Working With Individuals & Families
14.	MS204	Social Work Research And Statistics
15.	MS301	Social Problems And Social Legislations
16.	MS303	Integrated Social Work Practice
17.	MS304B	Employee Welfare And Social Security
18.	MS305B	Organizational Behavior And Industrial Relations
19.	MS404B	Human Resource Management
20.	MS405B	Labour Problems And Legislation In India


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HEAD

समाज कार्य विभाग
Department of Social Work
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर(छ.ग.)
Bilaspur(Chhattisgarh)

Signature & Seal of HoD



Scheme and Syllabus

Department of Social Work GGV Bilaspur

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The schedule of papers prescribed for various semesters shall be as follows
Structure five Years U.G/P.G Course for Social Work
BACHALOR OF SOCIAL WORK

The Schedule of theory papers & field work prescribed for six semesters is as follows:

Level	Course	Title of Papers	ENDSEM MARKS	CIA	M-M
Semester-1	SW 101	Beginnings of Social Work	75	25	100
	SW 102	Fundamental of Social Work	75	25	100
	SW 103	Sociology for Social Work	75	25	100
	Field Work	Concurrent Field Work	50	50	100
	Paper	Concurrent- Qualifying Language (Functional Hindi)	75	25	100
Semester-2	SW 201	Basic Concepts in Psychology	75	25	100
	SW 201	Contemporary Social Concerns	75	25	100
	SW 203	Social Psychology	75	25	100
	Field Work	Concurrent Field Work	50	50	100
	Paper	Concurrent- Qualifying Language (English)	75	25	100
Semester-3	SW 301	Working with Individuals	75	25	100
	SW 302	Working with Groups	75	25	100
	SW 303	Social Deviance and Social Problems	75	25	100
	Field Work	Concurrent Field Work	50	50	100
	Paper	Concurrent- Interdisciplinary(Disaster Management)	75	25	100
Semester-4	SW 401	Community Organization	75	25	100
	SW 402	Communication & Development	75	25	100
	SW 403	Physical, Mental & Community Health	75	25	100
	Field Work	Concurrent Field Work	50	50	100
	Paper	Concurrent- Discipline Centered-I (Environmental Science)	75	25	100
Semester-5	SW 501	Social Policy & Social Development	75	25	100
	SW 502	Social Legislation & Human Rights	75	25	100
	SW 503	Social Action and Movements	75	25	100
	SW 504	Areas of Social Work Practice-I	75	25	100
	Field Work	Concurrent Field Work	50	50	100
Semester-6	SW 601	Social Welfare Administration	75	25	100
	SW 602	Research in Social Work	75	25	100
	SW 603	Areas of Social Work Practice-II	75	25	100
	SW 604	NGO Management	75	25	100
	Field Work	Concurrent Field Work	50	50	100
Paper	Concurrent- Discipline Centered-II (Rural Reconstruction)	75	25	100	

COURSE STRUCTURE

- NO. OF PAPERS PER SEMESTER:** There will be 4(four) theory papers in each semester and one Field Practicum.
- DISSERTATION:** This is also compulsory paper for students. Dissertation work shall, however start in the beginning of the 3rd year.

SCHEME OF EXAMINATIONS

- English shall be the medium of instruction and examination.
- Examinations shall be conducted at the end of each semester as per the academic/examination calendar notified by the University.



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Block Placement is an integral and mandatory component of social work program. It comprises of an eight-week pre-employment training programme at the end of the 4th Semester and immediately after the Semester-end Examinations held during April-May. Placement is made in various welfare/development agencies / Industrial establishments. The objective is to give students an opportunity to get on-the-job training and honing of professional skills. It is conducted on a full-time basis. This training provides with more specific learning and intensive work within an organization/industry setting. Students' performance and learning would be evaluated during the Field Work and Viva-voce at the end of the 4th Semester on the basis of the work done and experiences they had during their Block Placement. Any specific assignment provided to the student trainee by the concerned organization will have to be duly completed by the student trainee during the period of placement and a report of the same will have to be submitted to the organization as well as the Department for evaluation indicating satisfactory performance.

PROGRAMME STRUCTURE

The S.W.P. programme is divided into Two Parts as under. Each Part will consist of two Semesters to be known as Semester-1 and Semester-2.

		Semester-Odd	Semester-Even
Part-I	First Year	Semester-1	Semester-2
Part-II	Second Year	Semester-3	Semester-4

The number of papers prescribed for various semesters shall be as follows:

SEMESTER-I

S.No	TITLE OF THE PAPER	END MARKS	SEMESTER	CIA	M.M.	CREDITS Theory + Pract	Total Credits
✓	SOCIETY AND POLITY	75		25	100	3 + 2	5
✓	HUMAN GROWTH AND PERSONALITY DEVELOPMENT	75		25	100	3 + 2	5
✓	SOCIAL WORK PROFESSION HISTORY, PHILOSOPHY AND ETHICS	75		25	100	3 + 2	5
✓	WORKING WITH COMMUNITIES	75		25	100	3 + 2	5
✓	WORKING WITH GROUPS	75		50	100	4	5
✓	FIELD PRACTICUM	30		175	600	18	2.5
✓	TOTAL	425					

SEMESTER-II

S.No	TITLE OF THE PAPER	END MARKS	SEMESTER	CIA	M.M.	CREDITS Theory + Pract	Total
✓	SOCIAL WORK & RELATED MANAGEMENT	75		25	100	3 + 2	5
✓	WORKING WITH	75		25	100	3 + 2	5



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S.No.	TITLE OF THE PAPER	END SEMESTER MARKS	CIA	M.M.	CREDITS	Total
✓	INDIVIDUALS & FAMILIES	75	25	100	3 + 2	5
✓	SOCIAL ACTION AND SOCIAL MOVEMENTS	75	25	100	3 + 2	5
✗	SOCIAL WORK RESEARCH AND STATISTICS	75	25	100	3 + 2	5
✓	TRIBAL DEVELOPMENT	50	50	100	3	6
✗	FIELD PRACTICUM		175	600	18	2.5
7	TOTAL	425				

S.No.	TITLE OF THE PAPER	END SEMESTER MARKS	CIA	M.M.	CREDITS	Total
✓	SOCIAL PROBLEMS AND SOCIAL LEGISLATIONS	75	25	100	3 + 2	5
✓	POPULATION, POVERTY & ENVIRONMENT	75	25	100	3 + 2	5
✓	INTEGRATED SOCIAL WORK PRACTICE	75	25+25	200	3+2	5
4	CHOICE (TWO PAPERS FROM ANY GROUP)	75+75				
	GROUP A					
	(I) SOCIAL WORK WITH SENIOR CITIZENS				3+2	5
	(II) SOCIAL WORK IN EDUCATION					
	(III) COUNSELLING & SOCIAL WORK PRACTICE					
	OR					
	GROUP B					
	(I) EMPLOYEE WELFARE AND SOCIAL SECURITY				3+2	5
	(II) ORGANIZATIONAL BEHAVIOR AND INDUSTRIAL RELATIONS					
	OR					
	GROUP C					
	(I) GENDER, FAMILY AND SOCIAL WORK				3+2	5
	(II) WOMEN EMPOWERMENT IN INDIA					
	OR					
	GROUP D					
	(I) LIVELIHOODS AND DEVELOPMENT				3+2	5
	(II) RURAL SOCIETY AND PANCHAYAT RAJ INSTITUTIONS					
5	FIELD PRACTICUM	50	50	100	3	2.5
6	TOTAL	425	175	600	18	

SEMESTER-III

Any Two as open electives

S.No.	TITLE OF THE PAPER	END SEMESTER MARKS	CIA	M.M.	CREDITS	Total
✓	SOCIAL POLICY AND SOCIAL DEVELOPMENT	75	25	100	3 + 2	5

SEMESTER-IV



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1	SOCIAL SECURITY & WELFARE ADMINISTRATION	25	25	100	3+2	6
2	DISSERTATION	25	25	100		6
4	GROUP A (i) SOCIAL WORK WITH DIFFERENTLY ABLED (ii) MANAGEMENT OF NON-PROFIT ORGANIZATIONS AND SOCIAL ENTERPRISES (iii) SOCIAL DEFENSE AND CORRECTIONAL SERVICES OR GROUP B (i) HUMAN RESOURCE MANAGEMENT (ii) LABOUR PROBLEMS AND LEGISLATION IN INDIA OR GROUP C (i) CHILD WELFARE AND DEVELOPMENT (ii) YOUTH DEVELOPMENT AND WELFARE OF THE AGED (iii) SOCIAL INCLUSION SOCIAL JUSTICE AND SOCIAL WORK OR GROUP D (i) URBANIZATION AND COMMUNITY DEVELOPMENT (ii) URBAN PLANNING AND URBAN DEVELOPMENT (iii) AGRARIAN SOCIAL STRUCTURE	75+75	25+25	200	04 3+2 3+2 3+2 3+2	5 5 5 5
5	FIELD PRACTICUM	30	50	100		
6	TOTAL	425	175	600	18	25
7	GRAND TOTAL			2400	72	100

Any Two as per syllabus Elective.

****The Credit Based Choice System is approved in Board of Studies meeting held on 29/06/15.**

CHOICE OF PAPERS
These papers will be offered to Students as per their Choice and Merit as well as up to the maximum of 15 students in any group.

COURSE STRUCTURE

1. **NO. OF PAPERS PER SEMESTER:** There will be 3 (five) theory papers in each semester and one Field Practicum.

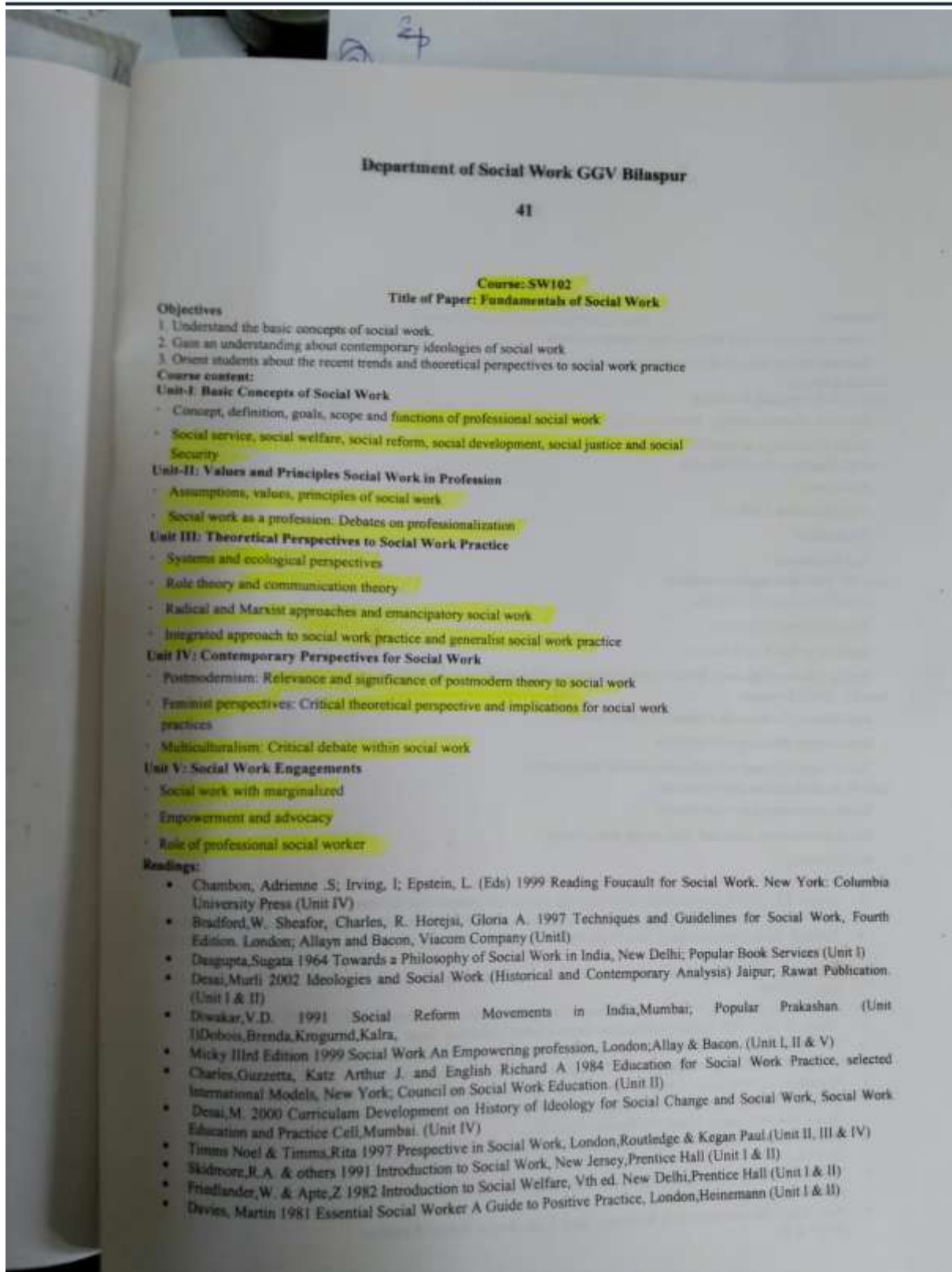
2. **ELECTIVE PAPERS:** Each student will have to select in the beginning of the Third and Fourth semester any one from among the Elective Papers offered in the Semester.

3. **DISSERTATION:** This is also compulsory paper for students. Dissertation work shall, however start in the beginning of the 3rd semester.

SCHEME OF EXAMINATIONS

(i) English shall be the medium of instruction and examination.

(ii) Examinations shall be conducted at the end of each semester as per the academic/examination calendar notified by the University.





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Semester III
Course: SW 301

Title of Paper: Working with Individuals

Objectives:

1. Understand social case work as a method of social work.
2. Develop abilities to critically analyse problems of individuals as well as families and factors affecting them.
3. Enhance understanding of the basic concepts, tools techniques skills and process.
4. Develop ability of establishing and sustaining a working relationship with the client.

Contents:

Unit I: Introduction to Social Case Work

- Concept of social casework: meaning, nature, objectives and importance
- Historical development of social case work
- Principles of social case work
- Components of social case work: person, problem, place and process

Unit II: Understanding Clients

- Basic human needs
- Types of problems faced by individuals and families
- Factors obstructing personality development of individuals
- Concept of social role and reasons for poor role performance

Unit III: Approaches to Social Case Work

- Task-centred approach
- Social-psychological approach
- Problem solving approach
- Integrated approach of practice

Unit IV: Tools, Techniques and Skills of Social Case Work

- Client-worker relationship and use of authority
- Case work tools: listening, observation, interview and home visits
- Skills of case work: communication, resource mobilization, rapport building and case work recording

Unit V: Process of Social Case Work Practice

- Phases of case work process: study, assessment, intervention, termination and evaluation
- Application of case work in different settings: family, hospital, mental health, schools, residential institutions.

Readings:

- Beistek, F.P. 1957 The Casework Relationship. Chicago: Loyola University Press (Unit-IV)
- Hamilton, G. 1956 Theory and Practice of Social Casework. New York: Columbia University Press. (Unit-V)
- Mathew, G. 1992 An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences.(Unit-II)
- Pearlman, H.H. 1957 Social Casework: A Problem Solving Process Chicago: The University of Chicago Press.(Unit-II)
- Skidmore, R.A. & Thakhary, M.G.1982 Introduction to Social Work. New Jersey: Prentice Hall. (Unit-I)
- Timms, N. 1964 Social Casework: Principles and Practice. London: Routledge and Kegan Paul (Unit-I)
- Timms, N. 1972 Recording in Social Work. London: Routledge and Kegan Paul.(Unit-IV)
- Werner, H.D. 1965 A Rational Approach to Social Case Work. New York: Association Press.(Unit-III)
- Younghusband, E. 1966 New Development in Case Work. London: George Allen and Unwin.(Unit-III)



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Course: SW 302
Title of Paper: Working with Groups

Objectives

1. Develop understanding of group work as a method of social work.
2. Gain knowledge about group formation and use of a variety of group approaches.
3. Develop knowledge, skills and techniques to be used by the social worker in groups.
4. Understanding group as an instrument of change.

Contents:

Unit I: Introduction to Social Group Work

- Social groups: meaning, characteristics, types and significance
- Concept of group work: Evolution, characteristics and objectives
- Basic values and principles of group work
- Models of group work practice

Unit II: Groups Processes and Dynamics

- Group behaviour
- Communication and interaction pattern
- Group cohesion & conflict

Unit III: Development of the Group

- Stages of group work: planning, beginning, middle and ending phases
- Use of programme as a tool: importance, principles and elements.
- Role of group worker in different stages of group work practice

Unit IV: Skills and Techniques of Social Group Work

- Group work skills: facilitation, analytical thinking, leadership and recording in group work
- Techniques of group work: group counselling group discussion, group decision-making, role play, programme media and group sessions

Unit V: Social Group Work in Different Settings

- Application of group work with different groups: children, adolescent's elderly persons, women and persons with disability
- Areas of group work practice: Health education, substance abuse, schools, labour welfare, juvenile delinquency

Readings:

- Balgopal, P.R. & Vassil, T.V. 1983 Groups in Social Work: An Ecological Perspective. New York: Macmillan.(Unit-I)
- Brown, Allan 1994 Group Work. Hampshire: Ashgate.(Unit-I)
- Douglas, T. 1972 Group Processes in Social Work: A Theoretical Synthesis. Chichester: Johan Wiley & Sons.(Unit-II)
- Geoffrey, L.G. & Ephross, P.H. 1997 Group Work with Population at Risk. New York: Oxford University Press.(Unit-V)
- Konopka, G. 1963 Social Group Work: A Helping Process. Englewood Cliffs: Prentice.(Unit-II)
- Toseland, R.W. & Rivas, R. 1984 An Introduction to Group Work Practice. New York: MacMillan.(Unit-III)
- Trecker, H.B. 1972 Social Group Work: Principles and Practices. New York: Association Press.(Unit-IV)
- Wilson, G. & Ryland, G. 1949 Social Group Work Practice. Cambridge: Houghton Mifflin Company.(Unit-I)



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Course: SW 502

Title of Paper: Social Legislation and Human Rights

Objectives:

1. Develop insights into the history and evolution of human rights discourse.
2. Understand legislative provisions involved in establishing and maintaining human rights.
3. Delineate the role of professional social workers in legal aid, legal assistance and social advocacy.

Course Content

Unit 1: Understanding Human Rights

- Human Rights: Introduction
- Three Generations of Human Rights: Positioning Social Work, Social Movements & Human Rights in India
- Social Ideals of Indian Constitution: Fundamental rights and duties

Unit 2: Social Justice and Human Rights

- Approaches to Social Justice (Marx, Gandhi, Fiere).
- Human Rights and Social Justice Concerns in Indian Society, Universal Human Rights: Covenant on Civil, Political, Economic, Social and Cultural Right, Rights of Migrant workers and Refugees.

Unit 3: Social Legislation and Social Change

- Social Legislation, Nature and Scope.
- Law, Society and Social Change
- Emerging Issues and concerns of lesbians, gays, bi-sexuals, trans-gendered (LGBT)
- Legal and public advocacy, PIL, legal literacy, free legal aid and RTI

Unit 4: Legal Provisions-I

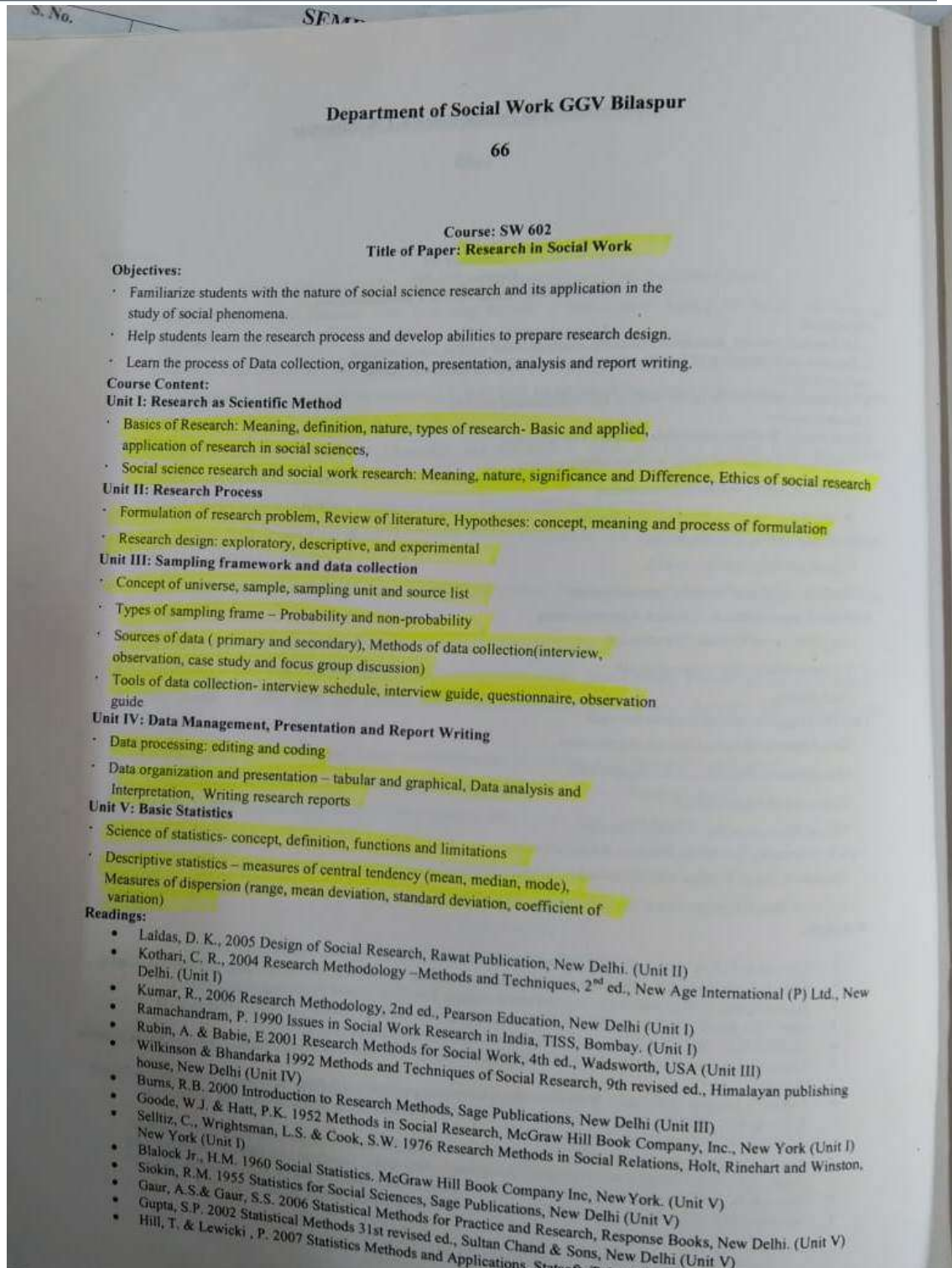
- Legal Provision for women regarding marriage, dowry, and domestic violence
- Legal provision for marginalized groups in the Indian society: SC/ST/OBC and Minorities people
- Legal Provision for disable and elderly people, children, and commercial sex workers
- Statutory bodies-National Human Rights Commission, National Commission for Women, National Commission for Minorities, National Commission for SC/ST.

Unit 5: Mechanism and Strategies of Social Work practice

- Human Rights perspective in social work practice: ethnic sensitive practice, Feminist practice, social work with diverse groups
- Laws and social advocacy, Human rights activism and civil society initiatives in India

Readings:

- Freeman, M. 2002 Human Rights: An Interdisciplinary Approach. Cambridge Polity Press (Indian Reprint, 2003).
- Kohli, A.S. (Ed). 2004 Human Rights and Social Work: Issues, Challenges and response. Kanishka Publishers, New Delhi. (Unit I & V)
- Naseema, C. 2002 Human Rights Education: Conceptual and Pedagogical aspects. Kanishka Publishing House, New Delhi. (Unit II & III)
- Centre for Development of Human Rights 2004 The Right to Development: A primer, Centre for Development of Human Rights. Sage Publications, New Delhi.
- Reichert, E 2003 Social Work and Human Rights: A Foundation for Policy and Practice. Columbia Univ. Press NW
- Nirmal, C.J. 1999 Human Rights in India-Historical, social and political perspectives, Oxford University Press.
- Parker, J 2004 Effective Practice Learning in Social Work. Learning Matters Ltd, Southern hay East U.K (Unit V)
- Conmoyer, B 1996 The Social Work Skills Workbook. Brooks/Cole Publishing Company, California (Unit V)
- Raju, C.B 2006 Social Justice & The Constitution of India, Serials Publications, New Delhi
- Chandra, A. 2000 Human Rights Activism and Role of NGO's. Rajat Publications, Delhi (Unit V)
- Mohapatra, A.R 2001 Public Interest Litigation and Human Rights in India. Radha Publication, New Delhi (Unit III)
- Rehman, K 2002 Human Rights and the Deprived. Commonwealth Publishers, New Delhi.





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SYLLABUS

SEMESTER- 1ST

MS- 101 SOCIETY AND POLITY

COURSE OBJECTIVES:

1. Develop understanding of the basic concepts of Sociology and Political Science relevant to social work.
2. Acquire ability to apply these concepts to the understanding of social structures and conditions, social differences, conflicts and change.
3. Understand social, political and cultural dimensions of social problems in India.
4. Understand the social, political and cultural dimensions of social planning.

Course Content:

Unit-I	Basic Sociological Concepts: Society and the Individual; Society, Culture and Social Capital; Social Interaction, Social Relationship, Social Groups, Social Organization and Bureaucracy; Urban, Rural and Tribal Societies;
Unit-II	Socialization, Social Control, Social Deviance Social Change, Social Process and Social Movements Social Institutions - Family, Economy, Polity, Religion, Social Stratification - Hierarchy, Difference And Diversity: Gender, Caste, Class, Religion
Unit-III	Basic Political Science Concepts: State, Nation-State and Welfare state; Liberty; Equality; Rights and Human Rights; Justice and Social Justice; Power, Authority and Legitimacy; Ideologies – Socialism, Capitalism, Mixed economy, Sarvodaya;

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Unit-IV	Indian Political System – Overview of the Indian Constitution; Constitutional Provisions for the Weaker Sections; Structure and Function of the Judiciary, Bureaucracy, Legislature;
Unit-V	Power Structure and the Power Elites; Gender, Caste, Class and Politics in India; State, Civil Society and Local Self Governance;

REFERENCES:

S.No	AUTHOR	TITLE	PUBLISHER	YEAR
1.	Davis, Kingsley	Human Society	Surjeet Publication, Delhi	1981
2.	Divekar, V.D.	Social Reform Movements in India: A Historical Perspective	South Asia Book	1991
3.	Donnell, Mike O.	Introduction to Sociology	United Kingdom: Nelson	1997
4.	Dube, S.C.	Indian Society	National Book Trust, Delhi	1990
5.	Erasov, Boris; Singh, Yogendra	Sociology and Culture	Rawat Publication, Jaipur	2006
6.	Giddens, Anthony; Griffiths, Simon	Sociology	Harvard University Press	2006
7.	Haralambos, Michael	Sociology: Themes and Perspectives	Oxford University Press, Delhi	1992
8.	John Madge	The Origin of Scientific Sociology	Taylor and Francis Tavistock Publication	2003
9.	Johnson Harry M.	Sociology- A Systematic Introduction	Allied Publishers Limited, New Delhi	1960
10.	Lewelline, Anne; Agu, Lorra; Marcer, David	Sociology for Social Workers	Polity Press, London	2008

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MS-102 HUMAN GROWTH AND PERSONALITY DEVELOPMENT

COURSE OBJECTIVES:

1. Develop a holistic understanding of the nature and bases of human growth and behaviour and factors affecting them.
2. Gain understanding of developmental tasks and the needs during various stages of life and changes during adulthood and later years of life cycle.
3. Apply knowledge of growth and behaviour in social work practice.
4. Understand own stage in the light of knowledge thus gained.
5. Acquire knowledge and holistic understanding of the various schools of thought on human behaviour.

COURSE CONTENT:

Unit-I	Life span perspective, interactional or systems approach to studying human development; Nature and principles of growth and human development; Determinants of human development: Heredity, Ecology and Environment; Social Institutions and Culture.
Unit-II	Stages of development - their needs, tasks, problems; perspectives on gender; and available institutions for providing services: prenatal, infancy, childhood, adolescence, adulthood, middle age, old age & death; Understanding the Indian concept of life span stages.
Unit-III	Theories of Human Development: Psychosexual Theory; Psychosocial Theory; Learning Theories, Theory of Cognitive Development, Motivation
Unit-IV	Concepts, meaning of personality and personality traits, Theories of personality development: Behaviour and Learning theories, Humanistic theories. Meaning of normal and abnormal behaviour: Types, causes and manifestations of abnormal behaviour, Application to Social Work Practice.
Unit-V	Psycho-social bases of behaviour: social perception, values, attitudes; prejudices, stereotypes and discrimination; ; Gender, Social customs, traditions, values in parenting and child rearing practices; deprivation and development during stages of the life span.

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Department of Social Work
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Guru Ghasidas Vishwavidyalaya
बिलासपुर (छत्तीसगढ़)
Bilaspur (Chhattisgarh)



MS- 103 SOCIAL WORK PROFESSION: HISTORY, PHILOSOPHY AND FIELDS

COURSE OBJECTIVES:

- i) Understand the philosophy and evolution of concepts in the field of social welfare in national and international context.
- ii) Appreciate the development of various perspectives in social work.
- iii) Understand the growth of profession of Social Work with reference to values, knowledge, skills.
- iv) Appreciate the various approaches in professional social work and its expanding field.
- v) Reflect upon own values vis-à-vis that of social work profession.

COURSE CONTENT:

Unit-I	Basic Concepts : Social service, social services, social welfare, social welfare services, social work, human & social capital, social action, social reform, social security, social work intervention. Welfare vs. development orientation in social work. Philosophy and Values of social work. Evolution of Social Work in, U.K., U.S.A. and India; Traditional vs. professional social work; Ideological perspectives: charity, philanthropy, humanitarian, humanistic-rationalistic, radical, human rights and social inclusion;
Unit-II	Assumptions of social work; Social work Goals - ameliorative, remedial, rehabilitative, promotional, developmental and transformational. Characteristic features of professional social work; regulatory mechanisms in social work. Social Work Components: Principles, Values (intrinsic vs. instrumental), Process, Phases, Methods, Skills & techniques. Interplay of various systems in social work practice - client system, target system, change agent system, and action system.
Unit-III	Influence of Social thinkers and social scientists in the development of social work. Contribution of social sciences theory and research to social work and vice versa. Perspectives in social work practice: Integrated Social Work practice, Ecological perspective in social work, System theory and Radical theory, Feminist theory, Existential theory and Rational Emotive theory, Marxian theory, Gandhian theory, and Rights perspective. Approaches to Social Work: psycho-dynamic, problem-solving, inter-actionist, integrated.
Unit-IV	Social Work Settings – Institutional and Non-institutional. Fields of social work-I: Family and Child Welfare, Community Development, School Social Work.
Unit-V	Fields of social work-II: Labour Welfare, Medical and Psychiatric Social Work, Correctional Social Work. Roles of Social Worker – educator, guide, facilitator, enabler, planner, catalyst, mediator, advocate, confronter, change-agent, system-linkage roles. Applicability of the principles of social work in practice.

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MS- 104

WORKING WITH COMMUNITIES

COURSE OBJECTIVES:

1. Acquire knowledge on community and community power dynamics.
2. Appreciate understanding of the concepts relevant to community organization as a method of intervention.
3. Develop skills in the use of various approaches, techniques and models of community organization.
4. Promote attitudes conducive to participatory practice in community development.

COURSE CONTENT:

Unit-I	Basic concepts: Community; rural, urban and tribal communities; community work; caste, class; local self-governance; community power dynamics; community development.
Unit-II	Community Organization: Concept, principles, techniques, scope and models. Indigenous approaches to community organization: Sarvodaya, Bhoodan. Recording in Community Organization.
Unit-III	Community Development Programmes and Panchayati Raj System. People's participation: Concept and types, Its relevance to the concept of empowerment and democratic decentralization.
Unit-IV	Grassroots governance & community work, Good practices of community work – Case illustrations, Social thrust of community engagements by NGOs – health, education, gender, micro-finance, environment, etc.
Unit-V	Community work and change, community work as inclusive and emancipatory practice, community work with people on the margins – Dalit's, minorities and tribal. Participation, empowerment and capacity building through community work.

REFERENCES:

S.No	AUTHOR	TITLE	PUBLISHER	YEAR
1.	Kramer, R.M. & Specht, H.	Reading in Community Organisation Practice (3 rd ed.)	Prentice-Hall Inc. Englewood Cliffs	1983
2.	Ross, M.G.	Community Organisation	Harper and Row, New York	1967
3.	Jones, D. & Mayo, M.	Community Work	Routledge and Kegan Paul, London	1974
4.	Clinard, M.B.	Slums and Community Development: Experiments in Self-help	Free Press, New York	1966
5.	Siddiqui, H.Y.	Social Work and Social Action	Harnam, New Delhi	1984
6.	Gangarde, K.D.	A School is Built	Delhi School of Social Work	1964
7.	Twelvetrees, A., B. Singh K.	Rural Development: Principles, Policies and Management	SAGE Publications, New Delhi	1986
8.	Government of	Report of the Legal Aid	Government of India	1973



MS- 105

WORKING WITH GROUPS

COURSE OBJECTIVES:

1. Acquire knowledge and understanding about individual, family and group dynamics, stage of individual and group development.
2. Develop skills of group formation, and understand concept of social group work.
3. Understanding group process, effective use of programme media and programme planning.
4. Acquire knowledge and understanding about group dynamics, different models of growth, enhancing problem solving skills.
5. Develop appreciation and skills of working with groups as an effective method of social work intervention.

COURSE CONTENT:

Unit-I	Group: Definition, types, characteristics, life as a process of adjustment within different types of groups-Growth enhancement, education, task oriented and therapeutic.
Unit-II	Social Group Work: Meaning and definition, characteristics, principles philosophy, scope and objectives, historical development and current methods.
Unit-III	Social group work process: intake, study, objectives and goal setting, assessment, stages of group development, termination. Programme planning, use of programme, programme media implementation & evaluation.
Unit-IV	Group Dynamics: Determinants, indicator and outcomes, leadership, support and conflict, decision making and problem solving, isolation, different models of growth.
Unit-V	Core skills in social group work: communication, listening analytical, thinking, self-control and leadership, technique of working with groups, recording & records in group, integrated approach workers' relationship

REFERENCES:

S.No	Author	Year	Title	Publisher	Place
1.	Mark J. Macgowan	2008	A Guide to Evidence-based Group Work	OUP	USA
2.	Siddiqui, H.Y.	2008	Group work: Theories and practices	Rawat Publications	Jaipur
3.	Urania Glassman	2008	Group Work: A Humanistic and Skills Building Approach, Second Edition	Sage Publications	
4.	Andrew Malekoff	2007	Group Work with Adolescents: Principles and Practice	Guilford Press	
5.	John Sharry	2007	Solution-Focused Groupwork, Second Edition	Sage Pub.	NY



MS-202

WORKING WITH INDIVIDUALS & FAMILIES

COURSE OBJECTIVES:

1. Understand social casework as a method of social work and appreciate its relevance in social work practice.
2. Appreciate the values and principles of working with individuals and families.
3. Acquire knowledge of different models of treatment, enhancing problem solving skills and utilizing them selectively.
4. Develop skills in motivational interviewing, counseling, recording, therapeutic intervention.
5. Promote positive attitude towards growth enhancing and problem solving.

COURSE CONTENT:

Unit-I	A brief introduction of the individual and family. Social Casework: nature, definition and objectives, historical development, and its relation to other methods of social work; Contributions of Mary Richmond, Florence Hollis, H.H. Perlman in social casework. Components of social casework: person, problem, place & process.
Unit-II	Voluntary & involuntary clients, hard-to-reach clients, target & tangential clients, agreement or contract. Principles of social casework with illustrations. Phases of social casework: Initial phase, appraisal or assessment phase, helping phase, termination & evaluation phase. Importance of follow-up in social casework. Application of social casework principles in social work.
Unit-III	Helping techniques: interviewing & collateral contacts, home-visits, supportive techniques, motivational interviewing, networking & referral, environmental modification. Client-Worker Relationship; Transference & counter-transference and their significance in casework practice. Recording in Social Casework- process and types; Use of casework records as tool of intervention.
Unit-IV	Models of Casework Practice: [a] Social diagnostic (Richmond), [b] Supportive and modificatory (Hamilton); [c] Problem solving (Perlman), [d] Crisis intervention (Rappaport), [e] Classified treatment method (Florence Hollies), [f] Competency-based approach (Elleen Grabrill)
Unit-V	Models of treatment: long-term & short-term, task-oriented, crisis intervention, family treatment. Counselling in social casework. Indian tradition of working with individuals: Family, purohit, kul guru, Gram Devta, illustrations from Ramayan, Mahabharat, life of Lord Buddha, and Gandhi; Role of dialogue. Influence of cultural factors on social casework practice.



MS -204 SOCIAL WORK RESEARCH AND STATISTICS

COURSE OBJECTIVES

1. Develop appreciation of the scientific method, its characteristics and significance in Social Work Research.
2. Develop skills in the selection and formulation of research problems.
3. Understand different research designs, their elements and variations.
4. Develop skills in the selection & use of different tools of data collection, processing and analysis, and the use of appropriate statistical methods and report writing.
5. Inculcate attitude of scientific enquiry and objectivity.

COURSE CONTENT:

Unit – I	Meaning and purpose of research. Scientific method: meaning, assumptions and steps; Ethics in Research: Research in social sciences and in social work - scope and limitations. Construct & Concept; variables and indicators; Hypothesis, attributes of a sound hypothesis. Types of research: qualitative and quantitative; pure, applied, action, evaluation. Social survey and case study.
Unit – II	Research design: need, importance and steps. Selection and delimitation of the problem, objectives, working definition. Sources and types of data. Methods and tools of data collection; participatory methods ; Sampling: meaning and need; types of sampling — probability and non-probability.
Unit – III	Types of designs: qualitative and quantitative, descriptive, exploratory, experimental, cross sectional, ex-post facto. Research project: planning, scheduling, budgeting and recruitment & training of staff.
Unit – IV	Nature, importance and scope of statistics and statistical methods; Classification of data, coding and tabulation; diagrammatic and graphic representation of data. Descriptive statistics: Proportions, percentages and ratios; Measures of central tendency - mean, median and mode.
Unit - V	Measures of dispersion - range, mean deviation, standard deviation. Inferential statistics: Parametric and Non-parametric techniques; Measures of association: correlation - Spearman's Rho, the Pearson's 'r'. Tests of significance. Chi-square, t-test (independent and related), Mann-Whitney (U) and Wilcoxon signed rank test. Interpretation of data, report writing.

REFERENCES

S. No	AUTHOR	TITLE	PUBLISHER	YEAR
1.	Blalock, H.M.	Social Statistics,	New York: McGraw-Hill	1972
2.	Burton, T.L. &	Social Research Techniques	Allen & Unwin,	1970



SEMESTER – III

MS- 301 SOCIAL PROBLEMS & SOCIAL LEGISLATIONS

COURSE OBJECTIVES:

1. Understand the nature and concept of social problems of indices of social disorganization/pathology/social legislation.
2. Develop capacity to analyze problems, identify causative factors and assess their magnitude.
3. Develop understanding of contemporary national problems.
4. Understanding role and importance of social legislation in dealing with social problems, social concern and social issues.
5. Understand the role of social work professionals in the organization and delivery of services and implementation of legislation.

COURSE CONTENT:

Unit-I	Concept of social organization and disorganization, social change and social pathology. Concept of patriotic; anomic, alienation and cultural lag. Concept of deviance and social control. Social services ; concept, nature and scope.
Unit-II	Individual pathology: concept of impairment, handicap and disability; physical disabilities, mental retardation and mental illness. Alcoholism, substance-abuse: cause, effects, programme of prevention and cure, suicide.
Unit-III	National problems: concept, cause, effect and solution; infant and child, poverty and inequality, mortality and morbidity, illiteracy-problem of enrolment, dropouts, problem of environment, dowry, castism, beggary, disaster and terrorism.
Unit-IV	Social legislation: Meaning & concept, rational, historical perspective & effectiveness, legislations pertaining to social problems and issues like: marriage divorce, succession, adaption, dowry. Prevention, domestic violence, consumer protection, violence against women.
Unit-V	Role of social workers & NGOs in redressal of violation of rights. Solution for the solve of problems like: dowry, domestic violence, consumer protection and pertaining to marriage & violence.

REFERENCES:

S.No	AUTHOR	TITLE	PUBLISHER	YEAR
1.	Anna Leon, Guerrco Kristine M. Zenigraf	Contemporary Readings in Social Problems	Sage Publication	2008
2.	Curram Daniel J.; Ronrethi	Social Problems	M. Pub. Boston, Allyan and Bacom	1996
3.	Deshta, S.	Lok Adalats in India: Genesis and Functioning	Deep and Deep Publications, New Delhi	1995
4.	Diwan, Paras	Modern Hindu Law	Law Agency, Allahabad	1985

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MS- 303

INTEGRATED SOCIAL WORK PRACTICE

COURSE OBJECTIVES

- i) Understand the perspective of integrated social work.
- ii) Develop appreciation of work with units of intervention-individual, group, family, neighborhood, community, organization and political agencies as part of the social system.
- iii) Develop appreciation of the process of identification of problem, process of work and location of tasks for problem solving and growth enhancement.
- iv) Enhance the capacity and skill of utilizing the integrated approach to solve human problems.
- v) Develop capacity to identify the goals of the profession, understand the conflict of values and develop skills to use strategies to overcome them.
- vi) Develop self-awareness in one's role as a change agent and assume responsibility for self-learning and growth.

COURSE CONTENT:

Unit-I	Historical evolution of social work from charity to helping, enabling, and empowering profession. Evolution of the various methods in social work and the limitations of methods-specialisation. Common base of social work practice; Meaning, concept & need of integrated approach. Contribution of intra and inter-disciplinary content; correlating knowledge and practice. Context and culture specific practice. Phases of integrated approach – initial, middle and concluding (termination).
Unit-II	Contribution of systems theory, ecological theory and the eco-systems approach. Concept & characteristics of social systems, units of social work intervention, dynamics and interplay therein (individual, family, groups, communities, organizations and environment – physical, social and cultural). Holistic, Interactional and transactional approaches for integrated social work practice. Nature of social work practice – direct and indirect.
Unit-III	Social work practice systems: the client system, the change agent system; the action system, the target system - individual, multi-person system (family, groups, communities and organisations) and environmental social system. Integrating micro, meso, and macro level practice; Dynamics of relationship among systems and levels.
Unit-IV	The social work process - the action system: initiating contact, collection of facts, assessment, planning, and negotiation of contract, direct practice actions, indirect practice actions, evaluation and termination. Selective use of collaborative, bargaining, conflictual, motivational, resistant and influencing interventions.
Unit-V	Emerging challenges, roles and tasks in light of integrating social work practice; The process of planned change: information collection, editing and analysis, prioritization, intervention, networking, monitoring and evaluation. Roles in integrated practice: direct provision of services, system-leveling, maintenance, enhancement and development, change agent, researcher and research consumer; intra and inter-disciplinary approach to eclectic practice, Case management and working in inter-disciplinary teams and collaborative practice; Application of integrated social work in field practicum.



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MS-304(B)

GROUP B

(I) EMPLOYEE WELFARE IN INDUSTRIAL ORGANIZATION AND SOCIAL SECURITY

COURSE OBJECTIVES

1. Develop understanding about employee welfare, its philosophy and development.
2. Gain Knowledge about legislative measures, policies and programmes of employee welfare.
3. Acquaint with concept, forms and system of social security.
4. Understand legislative frame work of social security.

COURSE CONTENT

Unit-I	Employee Welfare: concept, need, scope, philosophy, principles, approaches and theories. Quality of work life, Historical development of employee welfare in India.
Unit-II	Constitutional and legal safeguards for employee welfare in India. Employee welfare policies and measures, Worker's education. Labour welfare Officer: role and functions, Employee counseling
Unit-III	Employee Welfare / Wellness: policies and programmes, management of welfare, health and safety, fringe benefits.
Unit-IV	Social Security: concept and related terms such as social services, social welfare services, social justice. Forms of social security, Social security system in India: policies and programmes.
Unit-V	Social Security legislation: The Workmen's Compensation Act, 1923, Employees State Insurance Act, 1948, The Employees Provident Fund Act, 1948, The Payment of Gratuity Act, 1972, and Maternity Benefit Act, 1972.

REFERENCES

S.No	Author	Title	Publisher	Year
1.	Subramanya, R. K.A.,	Evolution and Status of Social Security Systems in India,	Social Security Association of India,	1995.
2.	Jagdeesan, G.,	Workforce Welfare and Soical Security in India,	ICFAI University Press,	2009.
3.	Gokale, Jagdish,	Soical Security: A Fress Look at Policy Alternative,	University of Chicago,	2010
4.	Sharma, A.M.,	Aspects of Labour Welfare and Social Security,	Himalaya Publishing House, Bombay.	1991.
5.	Singh, Surendra,	Swades Evam Videsh Main Samajik Suraksha (Three Vol.)	U.P. Hindi Granth	1976.



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MS- 305(B)

(II) ORGANIZATIONAL BEHAVIOR AND INDUSTRIAL RELATIONS

COURSE OBJECTIVES

1. Develop understanding of different aspects of organizational behavior.
2. Acquire knowledge about psychological aspects of industrial organization.
3. Know about industrial relations and industrial disputes and their handling procedure.
4. Understand industrial democracy and collective bargaining

COURSE CONTENT

Unit-I	Organizational Behavior: Meaning, importance and scope, personality, learning, perception, attitude, values and ethics aspects, work culture.
Unit-II	Industrial Psychology: Meaning and scope, fatigue, boredom, accidents, Job satisfaction, employee morale, group dynamics, leadership, occupational stress and its management.
Unit-III	Industrial Relations: Concept, objectives, scope, approaches, determinants and reflectors, status of industrial relations in India, corporate social responsibility.
Unit-IV	Industrial disputes: Concept, causes and effects, grievance handling procedure, Industrial Disputes Act, 1947, The Industrial Employment (standing orders) Act, 1946.
Unit-V	Collective Bargaining: Concept, objectives, principles, forms, methods and theories, Industrial democracy: Concept and importance, worker participation in management, management of industrial conflicts.

REFERENCES

S.No	Author	Title	Publisher	Year
1.	Frank, Wandel, L.,	Organisational Development,	California Management Review, Winter,	1962.
2.	Davis, Keith, The Essence of	Personnel Management and Industrial Relations,	Prentice Hall of India Pvt. Lim., New Delhi,	1983.
3.	Fisher, Cynthia, Schoenfeldt,	Human Behaviour at Work,	Tata McGraw Hill, New Delhi.	2001
4.	Jaygopal, R.,	Human Resource Development; Conceptual Analysis and Strategies,	Sterling Publishers Pvt. Ltd., New Delhi,	1990.
5.	Norman, M.,	Psychology in Industry,	Harper and Company, London,	1960.
6.	Prasad, L. M.,	Organisational Behaviour,	S. Chand and Company, New Delhi,	2005



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GROUP - B

MS- 404 (B)

HUMAN RESOURCE MANAGEMENT

COURSE OBJECTIVES

1. Develop a general perspective on management of industrial organization.
2. Understand a holistic perspective of human resource management and human resource development.
3. Familiarize with HR information system and HRD interventions.
4. Develop an understanding of enhancement of competences of HR professionals.

COURSE CONTENT

Unit - I	Fundamentals of Management: Concept of management, Principles, theories and approaches, types of management: multi-nationals, trusts, cartels, cooperatives, public undertakings.
Unit-II	Human Resource Management: Concept, scope, philosophy, objectives, evolution, approaches, structure and functions.
Unit-III	Strategic Human Resource Management, talent acquisition, talent retention, compensation management, corporate ethics and values, competences of HR professionals in a strategic human resource management scenario. Application of human resource information system.
Unit-IV	Human Resource Development: Concept, need, scope, and approaches. HRD sub-systems. HRD for organizational effectiveness, training and development, HRD interventions, Performance management, Measuring HR: the need for measuring HR, HR as strategic partner.
Unit-V	HR auditing: effectiveness index, key indicators, management objectives, organizational development, local quality management and employee competency development.

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MS- 405 (B) LABOUR PROBLEMS AND LABOUR LEGISLATION IN INDIA

COURSE OBJECTIVES

1. Identify and analyses labor problems
2. Know about concept, need and development of labor legislation
3. Understand different labour legislations
4. Familiarize with labour organizations

COURSE CONTENT

Unit - I	Labour Problems: Problems of organized and unorganized labour, labour migration, indebtedness, absenteeism, labour turnover, alcoholism, housing, livelihood, emerging challenges for social workers in industry.
Unit-II	Labour legislation: Concept, need, scope and development, Inter relationship between labour legislation and other social legislation, International Labour Organization (ILO): structure and functions. Impact of ILO on labour legislation in India.
Unit-III	The Factories Act, 1948; Mines Act, 1952, Plantations labour Act, 1951, Contract labour (Regulation) Act, 1970.
Unit-IV	The Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Equal Remuneration Act, 1976.
Unit-V	Labour Organization: Need, types and role responsibilities, problems, and impact of globalization on labour organizations. The Trade Union Act, 1926, Industrial disciplinary procedure.

उत्तरदाता
HEAD

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