



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


**Department : Social Work**

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

**Academic Year : 2018-19**

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

Sr. No.	Course Code	Name of the Course
01.	SS/SW/C102	Fundamental Of Social Work
02.	SS/SW/GE103	Fundamental Of Social Work
03.	SS/SW/C-301	Working With Individual
04.	SS/SW/C-302	Working With Groups
05.	SW 502	Social Legislation And Human Rights
06.	SW 504	Areas Of Social Work Practice-I
07.	SW 601	Social Welfare Administration
08.	SW 602	Research In Social Work
09.	SS/MS/C- 101	Society And Polity
10.	SS/MS/C- 102	Human Growth And Personality Development
11.	SS/MS/C- 103	Social Work Profession: History, Philosophy And Fields
12.	SS/MS/C- 104	Working With Communities
13.	SS/MS/C- 105	Working With Groups
14.	SS/MS/C- 202	Working With Individuals & Families
15.	MS 204	Social Work Research And Statistics
16.	MS- 301	Social Problems And Social Legislations
17.	MS- 303	Integrated Social Work Practice
18.	MS-304(B)	Employee Welfare And Social Security
19.	MS-305(B)	Organizational Behavior And Industrial Relations
20.	MS404(B)	Human Resource Management
21.	MS-405(B)	Labour Problems And Legislation In India
22.	PhD	Research Methodology

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

Signature & Seal of HoD



**Course Structure & Syllabus of BSW NEW COURSE CBCS Session -2019**

DEPARTMENT OF SOCIAL WORK  
GURU GHASIDAS VISHWAVIDYALAYA  
KONI, BILASPUR (CHHATTISGARH)

*(Signature)*  
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Department of Social Work  
गुरु घासीदास विश्वविद्यालय  
कोनी, बिलासपुर (छत्तीसगढ़)  
Bilaspur (Chhattisgarh)

School of Social Sciences:BSW (Hon's): Subject: Social Work

Semester	Course Opted	Course Code	Name of the course	Credit	Hour / Week
I	Core-1	SS/SW/C-101	Beginnings of Social work	4	4
	Core -1 Practical (Field work practicum)	SS/SW/C-P-101	Field work practicum based on Beginnings of Social work	2	2
	Core -2	SS/SW/C-102	Fundamental of Social Work	4	4
	Core -2 Practical (Field work practicum)	SS/SW/C-P-102	Field work practicum based on Fundamental of Social Work	2	2
	Generic Elective GE-1	SS/SW/GE-103	Fundamental of Social Work	5	5
	Generic Elective - Tutorial	SS/SW/GE-T-103	Tutorial based on Fundamental of Social Work	1	1
	Ability Enhancement Compulsory Course (AECC)	SS/SW/AECC-104	Environmental Science	4	4
	ECA	SS/SW/ECA-105	ECA-Extracurricular activity/Educational Tour/ Field visit/ Industrial training/NSS/Yoga/ Swachhta/ sports/ community service/ others	2	(2)
			TOTAL	24	24
II	Core-3	SS/SW/C-201	Basic concepts in Psychology	4	4

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Prof. Pratibha J. Mishra (Member) ABSENT  
Dr. Archana Gajjar (Member)  
\*Comments sent via email Prof. Vandana S (Educational Expert)



	Core -3 Practical (Field work practicum)	SS/SW/C-P-201	Field work practicum based on Basic concepts in Psychology	2	2
	Core -4	SS/SW/C-202	Contemporary Social Concerns	4	4
	Core -4 Practical (Field work practicum)	SS/SW/C - P-202	Field work practicum based on Contemporary Social Concerns	2	2
	Generic Elective GE-2	SS/SW/GE- 203	Contemporary Social Concerns	5	5
	Generic Elective - Tutorial	SS/SW/GE-T- 203	Tutorial based on Contemporary Social Concerns	1	1
	Ability Enhancement Compulsory Course (AECC)	SS/SW/AECC-204	Hindi Communication	4	4
	ECA	SS/SW/ECA-205	ECA-Extracurricular activity/Educational Tour/ Field visit/ Industrial training/NSS/yoga/ Swachhta/ sports/ community service/ others	2	(2)
			Total	24	24

SUMMER Internship: 15 days (Optional) - Swayam Swachhta / NSS / Industrial/ others 2 100

III	Core-5	SS/SW/C-301	Working with individuals	4	4
	Core -5 Practical (Field work practicum)	SS/SW/C-P-301	Field work practicum based on Working with individuals	2	2
	Core -6	SS/SW/C-302	Working with Groups	4	4
	Core -6 Practical (Field work practicum)	SS/SW/C - P-302	Field work practicum based on Working with Groups	2	2

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Prof. Pratibha J. Mishra  
(Member) ABSENT

Dr. Archana Yadav  
(Member) ABSENT

\* Comment sent via email  
Prof. Vandana Singh  
(External Expert)

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	Core - 7	SS/SW/C-303	Social deviance and social problems	5	5
	Core - 7 Practical (Field work practicum)	SS/SW/C-P-303	Field work practicum based on Social deviance and social problems	1	1
	Generic Elective GE-3	SS/SW/GE- 304	Social Deviance and Social Problems	5	5
	Generic Elective - Tutorial	SS/SW/GE-T- 304	Tutorial based on Social Deviance and Social Problems	1	1
	Skill Enhancement Course (SEC -1)	SS/SW/SEC-1-305	Counselling Skills for Social Work Practice	4	4
				28	28

IV	Core-8	SS/SW/C-401	Community Organization	4	4
	Core -8 Practical (Field work practicum)	SS/SW/C-P-401	Field work practicum based on Community Organization	2	2
	Core -9	SS/SW/C-402	Communication and Development	4	4
	Core -9 Practical (Field work practicum)	SS/SW/C - P-402	Field work practicum based on Communication and Development	2	2
	Core - 10	SS/SW/C-403	Physical, Mental and Community Health	4	4
	Core - 10 Practical (Field work practicum)	SS/SW/C-P-403	Field work practicum based on Physical, Mental and Community Health	2	2
	Generic Elective GE-4	SS/SW/GE- 404	Communication and Development	5	5
	Generic Elective - Tutorial	SS/SW/GE-T- 404	Tutorial based on Communication and Development	1	1
	Skill Enhancement Course (SEC -2)	SS/SW/SEC-2-405	Programme Media in Social Work	4	4
				28	28

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## Scheme and Syllabus

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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**

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

**SCHEME OF EXAMINATIONS**

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Pre PhD Course Work

Course Code	Course Name	Category	Max Marks
	Research Methodology & Publication Ethics	Compulsory	100
	Contemporary Issues in Social Work Perspective	Compulsory	100
	Rural and Urban Community Development	Elective	100
	Social Work in Industry	Elective	100

*Sangita Tripathi*

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**BSW**  
**Semester: 1**  
**Core-2**  
**Course Code: SS/SW/C-102**  
**Credit:4**

**Title of Paper: Fundamental of Social Work**

**Objectives**

1. Understand the basic concepts of social work.
2. Gain an understanding about contemporary ideologies of social work
3. Orient students about the recent trends and theoretical perspectives to social work practice

**Course content:**

**Unit-I: Basic Concepts of Social Work**

- Concept, definition, goals, scope and functions of professional social work
- Social service, social welfare, social reform, social development, social justice and social

Security

**Unit-II: Values and Principles Social Work in Profession**

- Assumptions, values, principles of social work
- Social work as a profession: Debates on professionalization

**Unit III: Theoretical Perspectives to Social Work Practice**

- Systems and ecological perspectives
- Role theory and communication theory
- Radical and Marxist approaches and emancipatory social work
- Integrated approach to social work practice and generalist social work practice

**Unit IV: Contemporary Perspectives for Social Work**

- Postmodernism: Relevance and significance of postmodern theory to social work
- Feminist perspectives: Critical theoretical perspective and implications for social work

practices

- Multiculturalism: Critical debate within social work



**BSW**  
**Semester: 1**  
**GENERIC ELECTIVE GE-1**  
**FOR OTHERS**  
**Course Code: SS/SW/GE-103**  
**Credit: 5**

**Title of Paper: Fundamental of Social Work**

**Objectives**

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**Course content:**

**Unit-I: Basic Concepts of Social Work**

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- Postmodernism: Relevance and significance of postmodern theory to social work
- Feminist perspectives: Critical theoretical perspective and implications for social work

Practices

- Multiculturalism: Critical debate within social work

**Unit V: Social Work Engagements**

- Social work with marginalized
- Empowerment and advocacy
- Role of professional social worker



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**School of Social Sciences**  
**Subject: Social Work**

**BSW**  
**Semester: III**  
**Core-5**  
**Course Code: SS/SW/C-301**  
**Credit:4**

**Title of Paper: Working With Individual**

**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. & Thakary, 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)



**BSW**  
**Semester: III**  
**Core-6**  
**Course Code: SS/SW/C-302**  
**Credit: 4**

**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



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**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

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**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: John Wiley & Sons. (Unit-II)
- Geoffrey, L.G. & Ephross, P.H. 1997 Group Work with Population at Risk. New



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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

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**Unit 2: Social Justice and Human Rights**

- Approaches to Social Justice (Marx, Gandhi, Friere).
- 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)





**Course: SW 504**

**Title of Paper: Areas of Social Work Practice -1**

**Objectives:**

- Develop an understanding of the areas of social work practice.
- Develop skills required for professional social work practice.

**Course Content:**

**Unit I: Social Work with Family and Child**

- Changing patterns of family in India
- Needs and problems of families
- Needs and challenges for children,
- Family and child welfare policies and programmes in India.
- Emerging role of social workers in dealing with families and children in difficult circumstances

**Unit II: Social Work with Youth**

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- Problems of youth in contemporary society
  - Youth and youth welfare (Major policies and Programmes),  
factors influencing development of youth
  - Youth and Leadership, Role of youth in nation building,  
Role of social workers in working with youth in difficulties.



### **Unit 3: Social Work with Differently Abled**

- Understanding Disability: Concept, Types, needs, problems and causative factors at the individual and societal level.
- Major Policies and programmes for differently abled in India.
- Services provided by voluntary and governmental organizations, Institutional care Vs. Community Based Rehabilitation and Inclusion.
- Role and challenges of Social Worker in dealing with people with special needs.

### **Unit 4: Social Work with Women**

- Women and society: Challenges to identity and status
- Problems of Tribal, Rural and Urban Women;
- Legislations and Programmes
- Role of social workers in empowerment of women

### **Unit 5: Social Work in Education**

- Education, Socialization and Social Work
- Flag-ship education programmes in India: Sarva Shiksha Abhiyan and Right to Education, Non-Formal Education, Adult Education.
- Working in schools to deal with school phobia, depressed, grieving, suicidal students, school community collaborative initiatives and home visiting
- Historical overview of School Social work in India, Role of professional organizations. Challenges in school social work practice

### **Readings:**

- Hartman, A. and Laird 1983 Family Centered Social Work Practice, New York Free Press(Unit-1)
- Tata Institute of Social Sciences.1994 Enhancing the role of family as an agency for Social and Economic Development (Unit-1)
- Gore, M.S. 1980 Organization and Family change, Popular Prakashan, Bombay(Unit-1)
- Rapp-Pagliceci, L.A., Dulmus, C.N. & Wodarski, J.S. (Eds) 2003 Handbook of Prevention Interventions for children and Adolescents, New York, John Wiley & Sons.. (Unit-1)



## Semester VI

Course: **SW 601**

### Title of Paper: Social Welfare Administration

#### Objectives:

1. Understand concept, principles and components of social welfare administration.
2. Develop understanding of social welfare administration as a method of social work profession.
3. Acquire competence in social welfare and development services.

#### Course Content:

##### Unit I: Social Welfare Administration an Introduction

- Concept and nature of social welfare administration
- History of social welfare administration
- Principles of social welfare administration

##### Unit II: Structures and Processes

- Central and state welfare boards
- Processes in Social Welfare Administration

##### Unit III: Components in Welfare Administration

- Registrations of Welfare Organization
- Resource Mobilization, Grant-in-aid
- Fund raising



**Unit IV: Organization of Human Services**

- Establishment of human service organization
- Management of human service organization
- Decision making processes
- Role of Communication in administration

**Unit V: Emerging Trends in Welfare Administration**

- Practice of Social Welfare Administration in different settings.
- Social welfare Administration as an instrument of Social Change

**Readings:**

- Connaway R.S. & Gentry M.E. 1988 Social Work Practice, New Jersey M.E. Prentice
- Hall. (Unit I)
- Goel, S.L. and Jain, R.K 1988 Social Welfare Administration, Vol. I and II, New Delhi Deep Publications. (Unit I)
- Jagannadham, C 1978 Administration and social change, New Delhi, Uppal Publishing House. (Unit I)
- Reed, Ella W. ed., 1961 Social Welfare Administration, New York, Columbia University Press. (Unit I)
- Siddiqui H.Y. 1990 Social Welfare in India New Delhi Harnam Publications. (Unit I)
- Louise C. Johnson. Charles L. Schwarth 1994 Social Welfare A Response to Human Need, Allyn and Bacon, London. (Unit I)



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Course: **SW 602**

**Title of Paper: Research in Social Work**

**Objectives:**

- Familiarize students with the nature of social science research and its application in the study of social phenomena.
- Help students learn the research process and develop abilities to prepare research design.
- Learn the process of Data collection, organization, presentation, analysis and report writing.

**Course Content:**

**Unit I: Research as Scientific Method**

- Basics of Research: Meaning, definition, nature, types of research- Basic and applied, application of research in social sciences,
- Social science research and social work research: Meaning, nature, significance and

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difference

- Ethics of social research

**Unit II: Research Process**

- Formulation of research problem
- Review of literature
- Hypotheses: concept, meaning and process of formulation
- Research design: exploratory, descriptive, experimental



### **Unit III: Sampling framework and data collection**

- Concept of universe, sample, sampling unit and source list
- Types of sampling frame – Probability and non-probability
- Sources of data ( primary and secondary), Methods of data collection(interview, observation, case study and focus group discussion)
- Tools of data collection- interview schedule, interview guide, questionnaire, observation guide,

### **Unit IV: Data Management, Presentation and Report Writing**

- Data processing: editing and coding
- Data organization and presentation – tabular and graphical, Data analysis and interpretation
- Writing research reports

### **Unit V: Basic Statistics**

- Science of statistics- concept, definition, functions and limitations
- Descriptive statistics – measures of central tendency (mean, median, mode), Measures of dispersion (range, mean deviation, standard deviation, coefficient of variation)

### **Readings:**

- Laldas, D. K., 2005 Design of Social Research, Rawat Publication, NewDelhi. (Unit II)
- Kothari, C. R., 2004 Research Methodology –Methods and Techniques, 2<sup>nd</sup>ed., New Age International (P) Ltd., New Delhi. (Unit I)
- Kumar, R., 2006 Research Methodology, 2<sup>nd</sup> ed., Pearson Education, NewDelhi (Unit I)



**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:**

<b>Unit-I</b>	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;
<b>Unit-II</b>	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
<b>Unit-III</b>	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;
<b>Unit-IV</b>	Indian Political System – Overview of the Indian Constitution; Constitutional Provisions for the Weaker Sections; Structure and Function of the Judiciary, Bureaucracy, Legislature;
<b>Unit-V</b>	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





## MS- 102 HUMAN GROWTH AND PERSONALITY DEVELOPMENT

### COURSE OBJECTIVES:

1. Develop a holistic understanding of the nature and bases of human growth and behaviour a factors affecting them.
2. Gain understanding of developmental tasks and the needs during various stages of life a 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 hum behaviour.

### COURSE CONTENT:

<b>Unit -I</b>	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.
<b>Unit-II</b>	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.
<b>Unit-III</b>	Theories of Human Development: Psychosexual Theory; Psychosocial Theory; Learning Theories, Theory of Cognitive Development, Motivation
<b>Unit-IV</b>	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.
<b>Unit-V</b>	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.



REFERENCES:

S. NO	AUTHOR	TITLE	PUBLISHER	YEA R
1.	Baron, R.A. & Byrne, D.	Social Psychology (8 <sup>th</sup> Edition).	Prentice Hall, New Delhi	1998
2.	Bron, Rober A.; Byrne, Donn	Social Psychology	Allyn and Bacon, Boston	1997
3.	Collins, D.; Jordan, C.; & Coleman, H.	An Introduction to Family Social Work	Wadsworth Publishing	1999
4.	Hall, C.S.; Lindsay, G. & Campbell, J.B.	Theories of Personality	John Willey & Sons, Inc. New York:	1998
5.	Hilgard Ernest R.; Atkinson, Rital	Introduction to Psychology	Harcourt Brace Jovanovich inc. New York	1979
6.	Hurlock, E.A.	Developmental Psychology, Lifespan Approach.	Tata McGraw Hill, New Delhi	1994
7.	Hurlock, Elizabeth B.	Child Growth and Development	McGraw Hall Publicity Co., New Delhi	1949
8.	Hurock, Elizabeth B.	Child Development	McGraw Hill Book Company, London	1978
9.	Lindzey, G. &	The Handbook of Social Psychology (2 <sup>nd</sup> ed) Vol. II to V.	Wesley Publishing Co., Massachusetts	1969



## 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:

<b>Unit-I</b>	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;
<b>Unit-II</b>	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.
<b>Unit-III</b>	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.



**REFERENCES:**

S.No	Author	Title	Publisher	Year
1.	Allan, June; Pease, Bob; Briskman, L.	Critical Social Work: An Introduction to Theories and Practice	Allen & Unwin, NSW / Rawat, Jaipur	2003
2.	Banerjee, G.R.	Papers on Social Work - An Indian Perspective	Tata Institute of Social Sciences, Bombay	1964
3.	Bogo, Marion	Social work practice: concepts, processes, and interviewing	Columbia University Press	2006
4.	Compton, B. R.	Introduction to social welfare and social work: Structure, function and process	The Dorsey Press, Irwin-Dorsey (Homewood, Ill, Georgetown, Ont)	1980
5.	Compton, B. R., Galaway, B., Cournoyer, B. R.	Social work processes (7th Ed.)	Belmont, Brooks-Cole, California	2005
6.	Cooper, Marlene G.; Lesser, Joan Granucci Edition: 3	Clinical Social Work Practice: An Integrated Approach	Allyn & Bacon	2007
7.	Corcoran, Jacqueline; Walsh, Joseph	Clinical assessment and diagnosis in Social Work Practice	Oxford University Press US	2006
8.	Coulshed, Veronica; Orme, Joan	Social Work Practice 4th Revised edition	Palgrave Macmillan;	2006
9.	Dasgupta, Sugata	Towards a Philosophy of Social Work	Gandhian Institute of Studies, New Delhi	1967
10.	Derezotes, David S.	Advanced Generalist Social Work Practice	Sage Pub., New Delhi	2000
11.	Dubois, B. and Miley, K.K.	Social Work : An Empowering Profession	Allyn and. Bacon, London	2005
12.	Field, John	Social Capital	Routledge	2003
13.	Gilbert, N.; Miller, H.; and Specht H.	An Introduction to Social Work Practice,	Prentice-Hall	1980



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:

<b>Unit-I</b>	Basic concepts: Community; rural, urban and tribal communities; community work; caste, class; local self-governance; community power dynamics; community development.
<b>Unit-II</b>	Community Organization: Concept, principles, techniques, scope and models. Indigenous approaches to community organization: Sarvodaya, Bhoodan. Recording in Community Organization.
<b>Unit-III</b>	Community Development Programmes and Panchayati Raj System. People's participation: Concept and types, Its relevance to the concept of empowerment and democratic decentralization.
<b>Unit-IV</b>	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.
<b>Unit-V</b>	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.



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:



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:

<b>Unit-I</b>	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.
<b>Unit-II</b>	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.
<b>Unit-III</b>	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.





<b>Unit-IV</b>	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)
<b>Unit-V</b>	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.

### REFERENCES:

S.No.	AUTHOR	TITLE	PUBLISHER	YEAR
1.	Amnesty	The Casework Manual: A Toolbox for coordinators of action files, cases, dossiers, and long-term campaigns	Amnesty	1994
2.	Aptekar, Herbert H	Dynamics of casework and Counseling	Houghton Mifflin Co., Boston	1955



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 Pearman'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.
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## REFERENCES

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

<b>Unit-I</b>	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.
<b>Unit-II</b>	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.
<b>Unit-III</b>	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.
<b>Unit-IV</b>	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.
<b>Unit-V</b>	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.



	actions, evaluation and termination. Selective use of collaborative, bargaining, conflictual, motivational, resistant and influencing interventions.
<b>Unit-V</b>	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.

### REFERENCES:

S.No	Author	Title	Publisher	Year
1.	Allen-Meares, Paula; Garvin, Charles D.	The handbook of social work direct practice	Thousand Oaks, Cal.: SAGE.	2000
2.	Bartlett, Harriet	The Common Base of Social Work Practice	New York: National Association of Social Workers,	1970
3.	Bronfenbrenner, U.	Ecology of Human Development	Cambridge: Harvard University Press	1979
4.	Compton, Beulah; Galaway, Burt	Social Work Process	Homewood, Illinois: The Dorsey Press	1984



## (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.



## (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.



## 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

<b>Unit - I</b>	Fundamentals of Management: Concept of management, Principles, theories and approaches, types of management: multi-nationals, trusts, cartels, cooperatives, public undertakings.
<b>Unit-II</b>	Human Resource Management: Concept, scope, philosophy, objectives, evolution, approaches, structure and functions.
<b>Unit-III</b>	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.
<b>Unit-IV</b>	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.
<b>Unit-V</b>	HR auditing: effectiveness index, key indicators, management objectives, organizational development, local quality management and employee competency development.



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**DEPARTMENT OF SOCIAL WORK**

**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.) 495009**

**SYLLABUS FOR Pre-Ph.D. IN SOCIAL WORK**

**PAPER I RESEARCH METHODOLOGY**

**UNIT I**

**SOCIAL RESEARCH:** Meaning, Objectives, Characteristics and Qualities of Good Research. Social Work Research Meaning, Scope and Importance. Types of research: Pure & Applied, Longitudinal & Cross sectional and Qualitative & quantitative. Basic Concepts of research: Theory, Facts, Variables, Research Problems, Hypothesis.

**UNIT II**

**RESEARCH DESIGN:** Exploratory and formative, Descriptive & Diagnostic, and Experimental. Evaluation research, case study, rural participatory research.

**UNIT III**

**SOCIAL SURVEY** Concept, Scope, Advantages and Disadvantages of Social Survey, Social survey and social research Techniques of sampling. **SOURCES OF DATA:** Primary And Secondary sources. Tools of data collection: observation, interview schedule, mailed Questionnaire and interview guide.

**UNIT IV**

**SKILLS OF DOING RESEARCH:** Formulation of research problem, Review of literature, Data Analysis and interpretation, Preparation Bibliography, References and Footnotes.

**UNIT V**

**STATISTICS IN SOCIAL WORK RESEARCH:** Measures of Dispersion, Correlation, Tests of significance, Correlation, Chi square test, t test and Analysis of variance, Application of Computers in Social Work Research.

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