FACULTY OF HUMANITIES

MSW PROGRAM 2015-2017

This dossier contains the syllabus and course matrix of MSW program which come under Faculty of Humanities.

CURRICULUM OVERVIEW

1. **Aim of the Programme**

   The objectives of the MSW programme are to prepare students for a career in Social Work through a professional training programme aimed at developing in them.

   - Knowledge, skills, Attitudes and values appropriate to work with individuals, groups, communities and organizations
   - Developing ability to look critically at the structure and ideologies, which lead to exclusion and marginalization of vulnerable groups
   - Skills to integrate theory and practice.
   - Provide interdisciplinary collaboration for better understanding of human problems, services and issues related to human development
   - Developing ability to apply Social Work skills in practice and Social Work research in different fields for achieving desirable change and empowerment of people.
   - Inculcating attitudes and values necessary for working with people and organizations governmental and non-governmental for achieving the goals of Social Work profession

2. **Eligibility**

   Any candidate who has secured 50% or above in aggregate in three-year/four year degree course of any university approved by UGC or from any autonomous institution approved by UGC is eligible for applying.

3. **Credits**

   - MSW programme offers total 90 credits
   - Subjects having four hours per week of lectures for 15 weeks of class will earn 3 credits.
   - Fieldwork will earn 5 credits in a semester.
   - Social Work camp and Minor project will earn 3 credits each
   - Allied course offered in each semester carries 2 credits
   - Dissertation will be evaluated out of 100 marks and will carry 4 credits
   - Elective paper in III semester carries 2 credits
   - Block placement in the end semester will earn 5 credits

4. **Attendance**

   - A student should have 75% percentage of attendance in each course
   - Any student who is not complying to this requirement will not be allowed to appear for End Semester Examination
   - In case a student does not appear for the examination due to shortage of attendance, the student has to repeat that semester to make up for the attendance and the student will have to pay the fees for that semester as applicable.

5. **Specialization / Electives**
   The MSW Program offers the following specializations and it's practical from the III Semester onwards

   Branch A : Human Resource Management (HRM) concentrates on the areas of Human Resource Management, Labour Welfare, Labour legislations and Industrial Relations and is more specially associated with Social Work in the indus trial setting. Students are trained as Personnel Officers, Human Resource Managers, Labour Welfare Officers and Industrial Social Workers in industries.

   Branch B : Medical & Psychiatric Social Work: specialization is concerned with the field of Medical & Psychiatry. Psychiatric Social Workers can work under both formal and non-formal settings. They are trained to be the liaison between the people who have been affected with physical & psychiatric problems. Medical & Psychiatric Social Worker can effectively engage himself in counseling, casework, group activities, career guidance, community settings and development Programmes, Family Intervention Programmes, research and Training.

   Branch C : Social Development (SD) focuses its attention on urban, rural and tribal communities and their development. It qualifies the student to take up responsible positions as Community Development officers, Community Organizers and Block Development Personnel. Employment potential is good especially with the number of voluntary agencies engaged in development work, research and training and also in the corporate in the Corporate Social Responsibility activities.

6. **Orientation and Bridge Programme**
   The orientation Programme of the department familiarizes students joining the Programme on the culture and functioning of the College & the Department. Once the students are inducted to the college they have been given the orientation about the CMI vision of Education, and Institutional Orientation to make the students to familiarize about the college. Later the orientation about MSW course and Curriculum will be given in the Departmental Orientation Programme.

7. **Value Added Courses**
   <u>**Certificate Programmes**</u>
   - Human Rights
   - Participatory Rural Appraisal
   - Disaster Management
   - Corporate Social Responsibility
   - Project Formulation & Management

   <u>**Value Added Courses**</u>
   - Health Care Administration
   - Development Communication
   - Life Skills for Social Work
   - Gender Sensitization

   Every Semester One Value added Course and One Certificate Programme will be given to both I and II MSW Students.

8. **Internship / Project**
   Every student is required to undergo field work with commitment and dedication with appropriate professional behavior. The field work will be done concurrently two days in a week by the students in different Social Work organizations selected by the department/institution. The students shall put in not less than 15 hours a week, spread over 25 working days in every semester. In the first two semesters, students will be placed in a general Social Work setting and in the second year i.e 3rd and 4th Semesters Students will be placed in the organisation related to their specialization like (Medical & Psychiatric Social Work students in Hospitals & Special Schools, Human Resource Management Students in

Industries and Social Development students in Community based organisations). At the end of the I year the all the students have to take up a Minor Project for that they will be placed in an organisation for 21 days and they have to conduct an Organizational Study, Case work and Group work. At the end of the final IV semester all the students will be placed in an organisation related to their specialization for 30 days. Also at the end of the IV semester all the students have to take up a Dissertation related to their course and specialization.

9. **Skill Development Activities**

Students Development Programmes will be conducted every day 1 or 2 hours in the SDP Hour scheduled in the time table. This Programme will comprise of activities that help the students to mould their soft skills, prepare them to face entry level competitions in their career, prepare for competitive examinations and also to improve their communication skills.

10. **Co-curricular Activities**

The Student joining the course will have to participate in conferences, Guest Lectures/ Seminars, need to make Organizational/Industrial Visits, Skill Development Programmes, participate in intercollegiate Fests/ organize Fests and earn credits.

11. **Social Outreach Programme**

The total MSW curriculum is based on Social Outreach Programme. As a part of the curriculum the students need to go for Field work & Observation visits so that they can learn the practice of Social Work in the reality. The Students must attend a 10-days Social Work rural camp in a rural or tribal setting in the II semester. Innovative Project/Study Tour will be organized for 5 days at the beginning of fourth semester. Students should participate and contribute in a way to express their concern towards the society.

12. **Evaluation Process**

12.1 Assessment Norms

Students' academic performance is assessed throughout the semester/trimester based on the following:
- Performance in the Mid Term Examination (Internal Examination)
- Assignment
- Seminar
- Case Study/Mini Project/Paper Presentation performance
- Performance in End Semester/Trimester Examination

12.2 Continuous Internal Assessment

The Continuous Internal Assessment (CIA) is having a weightage of 30 % and the student performance in the End Semester Examinations is having a weightage of 70 %. All the PG theory courses are evaluated out of 100 marks where 70 marks will be based on the End Semester Examination and 30 marks will be based on the Continuous Internal Assessment.

Component	Marks
CIA I : Mid Term Examination	15
CIA II : Assignment	5
CIA III : Seminar	5
CIA IV : Paper presentation / Case Study/ Mini Project	5
Total	**30**

CIA I: Term Examination or **Internal Test - PG**
>The Term Examinations are held as per the schedule given in the academic calendar. The Term Examination will be conducted out of 50 marks for duration of two hours for each course. For PG students the marks secured in one Mid Term Examination will be scaled down to 15 marks.

CIA II: Assignment –PG
>One assignment will be given for each course as per the schedule given in the calendar. The assignment is evaluated out of five marks for each PG course.

CIA III: Seminar – PG
>One seminar will be done by the student for each course as per the schedule given in the calendar. The seminar is evaluated out of five marks for each course.

CIA IV: Paper presentation / Case Study / Mini Project - PG
>According to the nature of the course the subject teacher provide one among the three options (Paper Presentation/Case Study/Mini Project) and evaluate the same out of 5 marks.

The Faculty supervisors carry out the fieldwork assessment. The Continuous Internal Assessment for practical is for 30 Marks which will be divided as follows:

   a. Documentation – 10 Marks
   b. Presentation - 5 Marks
   c. Field Work Supervisor's assessment – 10 Marks
   d. Agency Supervisor's assessment – 5 Marks

12.3 End Semester Examination (ESE)

The time table of ESE will be notified three weeks before the examination. The duration of the examination will be three hours for each course.

The question paper for the End Semester Theory Examination will be out of 70 marks.

Eligibility conditions to receive hall ticket and appear for End Semester Examination
   - Admission procedures done and admission eligibility documents submitted on time
   - Minimum 85% attendance for each course
   - Applied for the ESE and paid the Examination Fee on time
   - No disciplinary complaints from the Class Animator / HOD / Dean / COE / Management

Note:
Students who fail to apply for the End Semester Examination (by submitting the appropriate form and paying examination fee on the scheduled dates given in the calendar) shall not be allowed to appear for the examination and shall not be promoted to the subsequent Semester of the programme.

12.4 Passing Criteria

Passing Minimum for PG
   - No minimum pass mark for CIA
   - ESE (End Semester Examination) alone 40% (28 marks out of 70)
   - (ESE + CIA) aggregate 50 % or 50 marks out of 100

Pass Status for a Programme
The student must acquire the total number of credits allotted for the programme for achieving the degree.

12.5 Grading

Nine grade point scale for PG Programme is given below:

Percentage	Grade	Grade Point	Interpretation	Class
80 - 100	O	9.00	Outstanding	**Distinction**
70 – 79	A+	8.00	Excellent	
60 – 69	A	7.00	Good	**First Class**
55 – 59	B+	6.00	Average	**Second Class**
50 – 54	B	5.00	Satisfactory	
Less than 50	F	0	Reappear	**Reappear**

12.6 Credit System

A 'credit' is generally a 'value' used to measure a student's work load in terms of learning time required to complete course units, resulting in learning outcomes. Detailed credit structure of MSW programme is available in course matrix

Choice Based Credit System

The 2015 PG programmes follow Choice Based Credit System. The Choice Based Credit Course will be offered during the third semester of the PG programme.

13. Course Matrix

Subject	Paper	Title of the Paper	Hrs/Week	Credits	Internal	External	Total
I Semester MSW					Marks		
Core	SOW151201	History, Philosophy Ideologies & Contemporary Thoughts of Social Work	4	3	30	70	100
Core	SOW151202	Sociology & Psychology	4	3	30	70	100
Core	SOW151203	Social Case Work -I	4	3	30	70	100
Core	SOW151204	Social Group Work - I	4	3	30	70	100
Core	SOW151205	Human Rights(HR)	3	2	30	70	100
Core Practical	SOW1512I1	Concurrent Field Work I	2 days (15 hours)	5	30	70	100
Total				**19**	**180**	**420**	**600**
II Semester MSW							
Core	SOW152201	Social Case Work & Social Group Work - II	4	3	30	70	100
Core	SOW152202	Social Welfare Administration & NGO Management	4	3	30	70	100
Core	SOW152203	Community Organization & Social Action	4	3	30	70	100

Core	SOW152204	Social Work Research & Statistics	4	3	30	70	100
Core	SOW152205	Participatory Rural Appraisal (PRA)	3	2	30	70	100
Core Practical	SOW1522I1	Concurrent Field Work II	2 days (15 hours)	5	30	70	100
Core Practical	SOW1522I2	Social Work Camp	10 Days	3	30	70	100
				22	**210**	**490**	**700**

III Semester MSW

Subject		Paper	Title of the Paper	Hrs/ Week	Credits	Marks		
						Internal	**External**	**Total**
Core		SOW153201	Counselling: Theory & Practice	4	3	30	70	100
Elective			Open Elective	2	2	30	70	100
Specialization	HR	SOW153A01	Human Resource Management	4	3	30	70	100
	M&P	SOW153B01	Social Work Intervention in Health Care					
	SD	SOW153C01	Rural, Urban & Tribal Community Development					
Specialization	HR	SOW153A02	Labour Legislations & Employee Welfare	4	3	30	70	100
	M&P	SOW153B02	Social Work with Families					
	SD	SOW153C02	Project Formulation & Management					
Core		SOW153202	Disaster Management	3	2	30	70	100
Core Practical		SOW1532I1	Concurrent Field Work III	2 days (15 hours)	5	30	70	100
Allied Practical		SOW1533I2	Minor Project	21 Days	3	30	70	100
					21	**210**	**490**	**700**

IV Semester

Subject		Paper	Title of the Paper	Hrs/ Week	Credits	Internal	External	Total
Core		SOW154201	Correctional Social Work	4	3	30	70	100
Core		SOW154202	Social Legislation, Policies and Planning	4	3	30	70	100
Spe	HR	SOW154A01	Industrial Relations	4	3	30	70	100

Subject		Paper	Title of the Paper	Hrs/Week	Credits	Internal	External	Total
cial izat ion	M&P	SOW154B01	Mental Health & Psychiatric Social Work					
	SD	SOW154C01	Gandhian Approach to Welfare and Development					
Spe cial izat ion	HR	SOW154A02	Organizational Behaviour & Change and Development	4	3	30	70	100
	M&P	SOW154B02	Health Care Administration & Community Health					
	SD	SOW154C02	Social Entrepreneurship for Development Practitioners					
Core		SOW154203	Corporate Social Responsibility (CSR)	3	2	30	70	100
Core Theory		SOW1542R1	Dissertation	4	4	30	70	100
Core Practical		SOW1542I1	Concurrent Field Work IV	2 days (15 hours)	5	30	70	100
Core Practical		SOW1542I2	Block Placement	30 days	5	30	70	100
					28	240	560	800
Grand Total					90	840	1960	2800

Specializations:
Branch A – Human Resource Management
SOW153A01 Elective I - Human Resource Management (III Sem)
SOW153A02 Elective II - Labour Legislations & Employee Welfare (III Sem)
SOW154A01 Elective III - Industrial Relations (IV Sem)
SOW154A02 Elective IV - Organizational Behaviour & Organizational Development(IV Sem)
Branch B – Medical and Psychiatric Social Work
SOW153B01 Elective I – Social Work Intervention in Health Care (III Sem)
SOW153B02 Elective II – Social Work with Families (III Sem)
SOW154B01 Elective III - Mental Health and Psychiatric Social Work (IV Sem)
SOW154B02 Elective IV - Health Care Administration & Community Health (IV Sem)
Branch C – Social Development
SOW153C01 Elective I - Rural, Urban & Tribal Community Development (III Sem)
SOW153C02 Elective II – Project Formulation & Management (III Sem)
SOW154C01 Elective III – Gandhian Approach to Welfare and Development (IV Sem)
SOW154C02 Elective IV - Social Entrepreneurship for Development Practitioners (IV Sem)

I SEMESTER

SOW151201: HISTORY, PHILOSOPHY, IDEOLOGIES & CONTEMPORARY THOUGHTS OF SOCIAL WORK

Credits: 3   **Hours: 50**

Learning Objectives:
- To trace the history of Social Work approaches with respect to underlying ideologies and philosophies.
- To identify the impact of ideologies on Social Work.
- To appreciate Social Work as a profession and to recognize the need and importance of Social Work Education, Training and Practice.
- To identify the importance of professional values and ethics in Social Work practice.
- To know about different fields of Social Work intervention and the issues and concerns of Social Work practice in India

Unit I: Social Work and Related Concepts-Definitions   **5 hrs**
Social Work, Social service, Social Reform, Social Welfare, Social Policy, Social Development, Social Action, Social Legislation, Social Defence and Social Education.

Unit II: Evolution of Social Work in India   **5 hrs**
Social service tradition in Indian Culture, Religious roots of charity and Philanthropy, Evolution of Social Work in India.

Unit III: Evolution of Social Work in West   **5 hrs**
Evolution of Social Work in USA and UK. Organized Scientific Charity, the emergence of professional Social Work, The Elizabethan Poor Law 1601, Charity Organization Society 1869, Settlement House Movement, The Poor Law Commission of 1905, The Beverridge Report 1941, Post Independent Era and state activities in India, Social Movements and contribution of Indian Social Reformers to Social Welfare.

Unit IV: Analysis of Various Approaches To Social Work Through Different Ages   **5 hrs**
A framework to different approaches-Benefactor-beneficiary ideology, Religious charity, state sponsored charity and welfare, organized or scientific charity, professional Social Work. Systems perspective, Rights based approach, Ecological perspective and strengths perspective in Social Work.

Unit V: Philosophy & Contemporary Ideologies of Social Work   **5 hrs**
Moral & Religious values in Social Work philosophy-Christian, Hindu, Muslim, Buddhist traditions.
Ideologies: Impact of Gandhian ideology, Social Justice Liberalism, Humanism, Socialism, democracy

Unit VI: Globalization and Social Work   **5 hrs**
The impact of Feminism, Pluralism and Multiculturalism, Globalization, Computerization.

Unit VII: Social Work Profession   **5 hrs**
Identification of Social Work as a Profession, Values & principles of Social Work, Methods and functions of Social Work, Ethics in Social Work, Developmental, Promotional, Remedial, Ameliorative goal of Social Work, Code of Ethics, role and skills of professional Social Worker.
Social Work Education: History and multidisciplinary foundation of Social Work education, Field work, supervision and Recording-Need and importance

Unit VIII: Fields & Scope of Social Work   **5 hrs**
Social Work Practice in different settings, Family, School, Industry, Development NGOs, Hospital and Health Setting, Psychiatry, Community-Rural and Urban, Correctional settings, Unorganized sector, Environmental issues. Social Work with Children, Youth, Women, Elderly, Persons with Disability.

Unit IX: Social Work Reform Movements in The West and in India   **5 hrs**
Concept of social reform, contribution of reforms of the 19th & 20th Centuries.
Social Work & Voluntary Action: Voluntary action, evolution of voluntary Social Work in India, Central Social welfare Board, Community Based Organisation.

Unit X: Issues and Concerns of Social Work Profession: **5 hrs**
Indigenization of Social Work Education and Practice, Collaboration and networking, Professionalization & managerialism, voluntarism Vs professionalism Social Work Professional organisation/Association: Social Work Association in India & west, IASSW, ASSWI, IATSW, APSWA, State Specific Social Work Associations.

Books for References:
- Bhanti,Raj.(1996). Field Work in Social Work Perspective. New Delhi: Himanshu Publications.
- Choudhary, Paul. (1983). Introduction to Social Work. New Delhi: Atma Ram & Sons,
- Dasguta, S.(1967). Towards a philosophy of Social Work in India. New Delhi:Popular Book Services
- Dinitto, Diana, M. (2008). Social Work Issues and Opportunities in a challenging profession (3rd edition). Chicago: Lyceum Books
- Desai.M.2000, Curriculum Development on history of ideologies for social changer and Social Work, Mumbai: Social Work education and practice cell Encyclopedia for Social Work in India 1987 New Delhi: Ministry of welfare.
- Fink, Arthur et al (1985).The fields of Social Work. Beverly Hills, Calif: Sage Publications
- Friedlander, Walter A(1968). Introduction to Social Welfare, Prentice Hall
- Gore, M. S. (1965). Social Work and Social Work Education. Bombay: Asia Publication House
- Hepworth, Dean H (2010). Direct Social Work Practice-Theory and skills (8th edition). New York: Brooks/Cole.
- Konopka,Gisela(1958). Social Work Philosophy. Minneapolis: The University of Minnesota Press.
- Mclunis-Dittrich, Kathlee (1994). Integrating Social Welfare Policy and Social Work Practice. New York: Brooks/Cole.

SOW151202: SOCIOLOGY & PSYCHOLOGY

Credits: 3   **Hours: 50**

Learning Objectives:

- To develop an understanding of basic concepts of Social Sciences relevant to Social Work.
- Acquire ability to apply this knowledge to understand social structures and conditions.
- Develop an overall understanding of the principles of growth, their relevance and applications to behavior at various phases in the life span.
- Develop sensitivity towards needs, developmental tasks and health status along with need for developmental Programmes for the same.
- Apply the information of growth, development and health in Social Work practice in general and to individuals, groups and communities in particular.

Unit I: Social Sciences   **5 hrs**
Concept, Types: Sociology, Psychology, Economics, Anthropology, Political Science and Human Geography. Importance of Social Sciences disciplines and interdisciplinary perspective in the understanding of Indian Society, Community and Social Groups.

Unit II: Society & Culture   **5 hrs**
Meaning & Components of Society, Types of Society, Characteristics of Indian Society, Individual & Society. Concepts of Culture, aspects of Culture, Types of Culture and Cultural Pluralism.

Unit III: Social Inequalities   **5 hrs**
Concept of Social Inequalities/Stratification: Class, Caste, Gender, Ethnicity and Language based inequalities in India. Causative Analysis of Inequalities, Micro & Macro Level Analysis of Social Situation.

Unit IV: Socio – Cultural Institution & Socialization   **5 hrs**
Concept of Institution, Form of Institution, Family, Marriage, Kinship, Religion, Education, Media, Arts in India, Changing trends. Meaning and Process of Socialization, Agencies of Social Psychology, Social Control and Social Deviance.

Unit V: Concept of Social Change   **5 hrs**
The meaning of Social Change – Nature, Causes and Theories. Indian History of Ideologies of Social Change: Ancient & Modern Period. Contemporary Ideologies for Social Change: Neoliberalism & Globalization – Post Modernism- Multiculturalism – Ideology of action groups, Social Movements & NGOs.

Unit VI: Introduction to Psychology   **5 hrs**
Concept of Human Behaviour, Schools of Psychology: Structural, functional, behaviourist. Various Definitions of Psychology: Science of mind, behaviour, consciousness, subconscious processes and motivation. Nature of Psychology, Branches and Scope of Psychology, application of Psychology.

Unit VII: Introduction to Developmental Psychology: **5 hrs**
Beginning of life - Human reproductive system; Fertilization and Fetal development – Delivery, Pre-natal and Post-natal care and their importance in development. Principles of growth and development - Methods of studying human behaviour, - Role of heredity and environment. Understanding of the Indian concept of life span stages

Unit VIII: Developmental Periods   **5 hrs**
The Prenatal Period, Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood and Old Age **-** Characteristics, Developmental Tasks, Adjustments and Hazards**;**

Relevance of Psychology to Social Work Practice across the stages of development period specific needs, tasks and challenges.

Unit IX: Theories of Human Development   5 hrs
A critical look at the theories of human development like those of Freud's theory, Erickson's Psychosocial theory, Carl Jung's ancestral foundation theory, Carl Rogers's view of the person theory, Alfred Adler's theory.

Unit X: Behavioral Integration, Personality, Motivation, Learning & Memory   5 hrs
Stress – Nature and types, coping and Social Support. **Motivation & Emotion**- Definition, nature, Theories. Types and **Personality** – Definition, Nature, Theories, Types and Assessment. **Intelligence**: Concept and Definition, Levels of Intelligence, Influence of Hereditary & Environment, Theories, Assessment of Intelligence. **Learning** - Definition, Nature, Theories. **Memory and Forgetting**- Concept, types, theories and process.

Books for References:
- Anastasi, Anne 1988 Psychological Testing, New York, Macmillan Publishing Company.
- Baltes, P. B. (Ed.) (1978) Life span Development and Behaviour. New York: Academic Press, Inc.
- Bronfenbrenner, U. 1979 The Ecology of Human Development, Cambridge: Harvard University Press.
- Chowdary, D. P. 1992 Aging and the Aged, New Delhi: Inter-India Publications.
- Feldman Robert S 1997 Understanding Psychology, 4th Edition, Tata McGraw Hill Publishing Company Limited, New Delhi
- Gore, M. S. 1978 Changes in the Family and the Process of Socialisation In India, In Anthony, E. J. & Colette, C. (Eds.). The Child in his Family, Wiley, 365-374.
- Gore, M. S. 1992 Aging and the Future of the Human Being, The Indian Journal of Social Work, 53 (2), 210-219.
- Hurlock, Elizabeth B. 1978 Child Growth and Development, New Delhi, Tata McGraw-Hill Publishing Company Ltd.
- Hurlock, Elizabeth B. 1975 Developmental Psychology, New Delhi, Tata McGraw-Hill Publishing Company Ltd.
- Kail, R. V. and Human Development, Pacific Grove, Cavanangh, J. C. 1996 CA: Brooks/ Core Publishing Company.
- Kakar, S. 1979 Indian Childhood, Cultural Ideals and Social Reality, Delhi: Oxford University Press.
- Kakar, S. 1982 Identity and Adulthood, Delhi: Oxford University Press.
- Kakar, S. 1970 Conflict and Choice - Indian Youth in a Changing Society, Bombay: Somaiya Publications.
- Kaplan, P. S. 1988 The Human Odyssey: Life-Span Development, St.Paul, West Publishing Company.
- Misra, G. (Ed.) 1990 Social Psychology in India, New Delhi: Sage Publications.
- Weiner, E. A. and Assessing Individuals: Psychological Stewart, B. J. 1984 and Educational Tests and Measurements, Boston, Little, Brown and Co.
- Anthony Giddens. 1998. Sociology. Oxford: Blackwell Publication.
- Bhushan, Vidya. 2006. An Introduction to Sociology. New Delhi: Kitab Mahal Agencies.
- Chanshyam, Shah. 2004. Social Movements in India. New Delhi: Sage Publication.
- Jainendra, Kumar Jha. 2002. Basic Principles of Developmental Sociology. New Delhi: Anmol Publications.
- Johnson, M. M. 1993. Sociology. A Systematic Introduction. New Delhi: Allied Publication.
- Ken Morrison, 2006, Marx Durkheim Weber - Formations of Modern Social Thoughts. New Delhi: Sage Publication,.
- Kingsley, Davis, 1995. Human Society. New Delhi: Surjeet Publications

<div align="center">**SOW151203: SOCIAL CASE WORK-I**</div>

Credits: 3   **Hours: 50**

Learning Objectives:
- To understand casework as a method of Social Work and appreciate its place in Social Work practice
- To develop an understanding of recording in social case work.
- To gain knowledge of the scope of this method in various settings.
- To develop skills and attitude to apply the method for development and therapeutic work
- To develop an ability to reflect on self as a person and grow as a professional Social Worker

Unit I: Introduction To Social Case Work   **5 hrs**
Definition and objectives of Social Case Work. Historical developments of Case Work in West and India. Social Case Work practice in Indian Society.

Unit II: Values, Principles & Code Of Ethics   **5 hrs**
Values of Case Worker. Principles of Case Work: Individualization, Acceptance, Non-Judgmental attitude, Purposeful Expression of feelings, Controlled Emotional Involvement, Client Self-determination, and Confidentiality. Code of ethics of Social Case Work. Ego, Social Role, Stress and Adaptation

Unit III: Components of Social Case Work   **5 hrs**
Components of Social Case Work; The Person, The Place, The Problem and The Process.

Unit IV: Case Work Process   **5 hrs**
Process: Intake, Psycho-Social Study, Psycho-Social Diagnosis, Intervention/Treatment, Monitoring and Evaluation, Follow up and Termination

Unit V: Interventions in Case Work   **5 hrs**
Ventilation, Reassurance, Reflective thinking, Motivation, Support, Interpretation, Education, Suggestion, Developing insight. Enhancing social support, Environmental modification, Resource Utilization, Advocacy. Reinforcement, Limit setting, Confrontation, Renewing family relationships, Externalization of interests, Universalization, Spirituality. Skills training: Assertiveness skills, Social skills, communication skills, interpersonal relationship skills and coping with emotions

Unit VI: Exploration & Assessment in Social Case Work   **5 hrs**
Assessment, Multidimensionality of assessment-critical role of assessment- various components of assessment- Different systems of assessment- intra-personal, interpersonal and environmental systems, family system and social support systems

Unit VII: Tools for Exploration and Assessment   **5 hrs**
Tools: Interviewing, principles, process, and skills; observation, listening, communication skills, rapport building. Supportive techniques, home visits, collateral contacts and referrals. Relationship – Essential conditions to develop relationship-Empathy, Positive regard, Warmth, Genuineness, Authority. Problems in professional relationship like, transference, counter transference, resistance, silence.

Unit VIII: Approaches of Social Case Work   **5 hrs**
Psycho-social approach, Functional approach, Problem solving approach and Diagnostic approach

Unit IX: Recording Social Case Work   **5 hrs**
Principles, Structure and usefulness of recording; Types of recording- narrative, process, verbatim and summary; Use of Genograms and Eco-maps in Case work recording.

Unit X: Development of Personal and Professional Self & Emerging Trends in Case Work Practice 5 hrs
Self-Awareness, Stages of development of a Case Worker, Use of Supervision and Role of case worker. Recent and Emerging trends in Case Work practice.

Books for References:
- Beistek Felix (1957). Case Work Relationship. Chicago: Loyola University Press
- Grace Mathew (1992). Introduction to Social Case Work. Bombay: Tata Institute of Social Sciences.
- Hamilton Gordon, (1976). Principles of social case recording. New York: Colombia University Press.
- Hepworth & Larsen (2010). Direct Social Work Practice: Theory and Skills (Eighth Edition). Belmont, CA: Brooks/Cole/ Thompson.
- Woods, M. & Hollis, F. (2000). Case work: A Psycho-Social Therapy. New York: McGraw Hill Inc.
- Perlman, H.H. (1957). Social Case Work: A Problem Solving Process. Chicago: University of Chicago Press.
- Roberts, R.W., Nee R.H.(1970). Theories of Social Case Work. Chicago: University of Chicago press
- Fischer, J. (1978).Effective Case Work Practice- An Eclectic Approach**.** New York: McGraw Hill Book Co.
- Mary Richmond E, What is Social Work?
- Friedlander, W.A. (1978), Concepts and Methods of Social Work, Prentice Hall, Englewood Cliffs.
- Goldstein: Ego Psychology and Social Work practice

SOW151204: SOCIAL GROUP WORK-I

Credits: 3   **Hours: 50**

Learning Objectives:

- To understand the concept of group and its dynamics
- To develop understanding and use of the skills of group work in different settings and situations.
- To understand group work models and develop skills in formulating objectives and
- Plan of action for different settings.
- To understanding group work method as a method of Social Work.

Unit I: Introduction to Groups   **5 Hrs**

Group and Social Group Work: Concept, types and characteristics of groups; Group as an instrument of change;

Unit II: Introduction to Group Work: **5 Hrs**

Social Group Work: Concept, objectives, functions, Evolution of Social Group Work in West and in India

Unit III: Phases of Group Work: **5 Hrs**

Group Work Process: Study, Formation, Analysis, Assessment, Treatment and Evaluation.

Unit IV: Principles of Group Work: **5 Hrs**

Principles of planned group formation, specific objectives, purposeful worker-group relationship, Continuous individualization, guided group interaction, democratic self-determination, flexible functional organization, progressive program development, resource mobilization & utilization, Continuous evaluation

Unit V: Models of Group Work Practice: **5 Hrs**

Models of Social Group Work: Development, Preventive, Remedial, Recreational and Therapeutic; Recording: Importance, Types and Principles.

Unit VI: Group Work Programs: **5 Hrs**

Programs: Meaning and purpose; Program Process – Planning, Implementation and Evaluation (PIE); Criteria for effective programs; Principles of program planning; Resources for programs; Difficulties in implementing programs.

Unit VII: Values and Ethics of Group Work: **5 Hrs**

Values and Ethics in Group Work Practice

Unit VIII: Group Dynamics: **5 Hrs**

Bond, Sub-groups, Role, Leadership, Isolation, Decision making, Contagion, Conflict, Communication

Unit IX: Skills and Techniques for Effective Group Work & The Role of Group Worker   **5 Hrs**

Skills for effective group work with group/problem solving, Group games. The Role of Group Worker : Guide, Enabler, Stimulator, Helper, Supporter, Therapist, Educator, supervisor and resource mobilizer

Unit X: Recent & Emerging Trends in Social Group Work Practice   **5 Hrs**

Recent & Emerging Trends in Social Group Work Practice

Books for References:

- Argyle Michael. 1969. Social Interaction. London: Tavistock Publications.
- Button Leslie. 1976. Development Group Work with Adolescents. London: Hodder and Stoughton Ltd.
- Cooper, Cary L. 1976.Theories of Group Processes. London: John Wiley & Sons,
- Day, Peter, R. 1987. Sociology in Social Work Practice. London: Macmillan Education.
- Douglas Tom. 1976. Group Work Practice. London: Tavistock Publications.
- Douglas Tom. 1978. Basic Group Work. London:Tavistock Publications.
- Ely, P.J.& M.K.Mc Cullough. 1975Social Work with Groups. London: Routtedge & Kegan Paul.
- Gillbert Neil. et. at.1980. An Introduction to Social Work Practice. New Jersy :Prentice Hall, Inc., Englewood Cliffs.
- Heap, Hen. 1977. Group Theory for Social Workers. England: Pergamon Press,
- Heap, Hen. 1979. Process and Action in work with Groups. England: Pergamon Press,
- Heap, Hen. 1985. The Practice of Social Work Groups, a Systematic Approach, London : George Allen, Unwin

SOW151205: HUMAN RIGHTS

Credits: 2   **Hours: 30**

Learning Objectives:
- To impart a general idea of the principal aspects of human rights and duties in a broad sweep.
- To understand the philosophical and historical foundations of human rights
- To learn about the basic international human rights norms
- To appreciate the normative and institutional mechanism of human rights and duties in India
- To discuss the human rights issues faced by Indian society
- To promote the importance of internalizing the human rights and duties

Unit I: Concept of Human rights and Duties   **5 hrs**
1) Values: Dignity, liberty, equality, justice, unity in diversity
2) Inherent, inalienable, universal and indivisible
3) Classification of rights
4) Classification of duties
5) Correlation of rights and duties

Unit II: Historical, Philosophical and Social Perspectives   **5 hrs**
1) Changing dimensions of human rights and duties
2) Theories of human rights
3) Social movements

Unit III: United Nations and Human rights and Duties   **5 hrs**
1) UN system and human rights
    a. Universal Declaration of Human Rights 1948
    b. International Covenant on Civil and Political Rights 1966
    c. International Covenant on Economic, Social and Cultural Rights 1966
    d. Convention on Elimination of All Forms of Racial Discrimination 1965
    e. Convention on Elimination of All Forms of Discrimination against Women 1979
    f. Convention on the Rights of the Child 1989
    g. UN Declaration and Duties and Responsibilities of Individuals 1997
2) UN agencies to monitory compliance such as UN High Commission for Human Right and the Committees under the various conventions

Unit IV: Human Rights and Duties in India   **5 hrs**
1) Evolution
2) Fundamental Rights (Part III)
3) Directive Principles of State Policy (Part IV)
4) Fundamental Duties (Part IV-A)
5) Their inter-relationship
6) Protection and enforcement of human rights and duties
    (a) Judiciary
    (b) National and State Human Rights Commissions and other grievance redressal mechanisms
    (c) NGOs, social movements and pressure groups
    (d) Information media

Unit V: Societal Problems in Private and Public Domains   **5 hrs**
1) Core problems: Poverty, underdevelopment and illiteracy
2) Some Specific Problems:
    (a) Communal and Caste conflicts and tensions
    (b) Discrimination and violence against women and children, sexual violence, trafficking, child labour, bonded labour and others
    (c) Custodial violence
    (d) Problems of health and environmental protection

Unit VI: Importance of Internalizing of Human rights and Duties   **5 hrs**
Urgent need for not only sensitizing others of human rights and duties, but of practicing oneself those values: self-inculcation, endeavour to live up to those ideals - Duty to respect others' rights, respect each other's human dignity.

Books for References:

- Agrawala, S.K., Public Interest Litigation: A Critique (Bombay: N.M.Tripathi, 1985).
- Alam, Aftab, ed., Human Rights in India: Issues and Challenges (New Delhi: Raj Publications,1999).
- Basu, D.D., Human Rights in Constitutional Law (New Delhi: Prentice Hall, 1994).
- Bava, Noorjahan, ed., Human Rights and Criminal Justice Administration in India (New Delhi:Uppal Publishing House, 2000).
- Begum, S.M., ed., Human Rights in India: Issues and Perspectives (New Delhi: APH Publishing Co., 2000).
- Bhagwati, Justice P.N., Legal Aid as Human Rights (Dharwad: Jagrut Bharut, 1985).
- Chandra, Shailja, Justice V.R. Krishna Iyer on Fundamental Rights and Directive Principles (New Delhi: Deep and Deep, 1998).
- Diwan, Paras and Peeyushi Diwan, Children and Legal Protection (New Delhi: Deep and Deep,1994).
- Forsythe, David P., ed., Human Rights and Development: International Views (New York: St.Martin's Press, 1989).
- Kashyap, Saubhash C., Human Rights and Parliament (Delhi: Metropolitan, 1978).
- Kaushal, Rachna,Women and Human Rights in India(New Delhi:Kaveri Books, 2000).
- Mishra, Jyotsna, ed., Women and Human Rights (Delhi:Kalpaz Publications, 2000).
- Mishra, Pramod, ed., Human Rights: Global Issues (Delhi: Kalpaz Publications, 2000).
- Narasimham, R.K., Human Rights and Social Justice (New Delhi: Commonwealth Publishers,1999).
- Phillips, A. and A. Rosas, eds., The UN Minority Rights Declaration (London, 1993).
- Saxena, J.N. & others, United Nations for Better World (New Delhi: Lancers Books, 1986).

SOW1512I1: CONCURRENT FIELD WORK I

Credits: 5   **Hours: 180**

Learning Objectives:
1. Understanding a community in terms of its geographical, social, economic and political systems, power structures and their inter-relationships based on the theoretical understanding obtained from the courses in the semester;
2. Understanding the values and code of ethics of professional Social Work practice and familiarize with the principles of Social Work;
3. Understand and empathize with the living conditions and the problems of the rural/urban communities;
4. Understand and appreciate the culture, norms and values of the community varied sections of the society;
5. Develop understanding of the assumptions, principles, phases and models of community organization;
6. Demonstrate professional rapport building skills with the people in the community;
7. Demonstrate skills in social analysis and need assessment, program planning, implementation and evaluation frame work in a community setting
8. Demonstrate oral, written and presentation skills of communication in a community context;
9. Demonstrate skills in report writing and documentation of practice

Field Practicum Requirements:
1. **Orientation Visits:** The students of first semester are required to undergo an orientation visit programme before starting their continuous fieldwork. The first semester students will make 05 visits that will comprise of community, health settings and agencies working for special groups. All orientation visits will be arranged under professional guidance.

2. **Concurrent Fieldwork:** The student is required to undergo field work with commitment and dedication with appropriate professional; behavior. The field work will be done concurrently two days in a week by students in the agency selected by the department. The student shall put in not less than 15 hours a week for field work training. The students will be placed in the social welfare organizations for their first semester fieldwork.

Note:
1. A thorough understanding of roles and functions of institutions in the community
2. Organize at least one programme in the community based on the community need assessment with community participation

Field Practicum Evaluation
The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1.	Field Work Viva Voce	70
2.	Field work Documentation	10
3.	Field work Presentation	05
4.	Evaluation by faculty supervisor based on performance of the student in the field work: • Understanding of concepts and quality of field work reports • Application of theory in to practice Completion of requirements (observational visit (5), completion of 180 hours in the community based field work) and participation in individual conference	10
5.	Evaluation by Agency Supervisor	05
	TOTAL	**100**

SOW152201: SOCIAL CASE WORK AND SOCIAL GROUP WORK - II

Credits: 3   **Hours: 50**

Learning Objectives
- To understand and critically assess the application of therapeutic models of case work with individuals and families in different settings.
- To understand and critically assess the preventive and promotive aspects of working with individuals.

Unit I: Models of Social Case Work Practice   **5 hrs**
Psychodynamic model, Behavioral Model, Psychosocial Model, General Systems Model, Humanistic Existential model, Problem Solving, Behavioral, Functional, Crisis Intervention, and task centered models

Unit II: Theories for Social Case work   **5 hrs**
Behavioral, Assertiveness, Transactional Analysis, Client centered and Gestalt theories, Rational Emotive behavior therapy and Eclectic approach, Family therapy

Unit III: Comparison of Social Case work   **5 hrs**
Comparisons of Case work with Psychotherapy, Guidance, and Counseling,
'Crisis Counselling': Volunteers and Para professionals in crisis counseling

Unit IV: Case Work Practice with Individuals with Specific Problems   **5 hrs**
AIDS, Alcoholics Anonymous (AA), Disaster Survivors, Couple with family Problems, local & relevant cases

Unit V: Scope and Recent Developments in Social Case Work   **5 hrs**
Scope of Social case work in different settings- Family and Child Welfare Development settings, school setting, Marriage Guidance and Counseling. Mental health consultation – Importance in Indian Context. Limitations in the practice of social casework in India

Unit VI: Theoretical Models of Group Work Practice   **5 hrs**
Social Goal Model, Remedial Model, Reciprocal Model, Ecological Model

Unit VII: Group Work Practice with Various Settings   **5 hrs**
Practice of Group work in various settings: Medical & Psychiatry,   Community Setting, Correctional Setting, School Setting, Family & Child Welfare and Industrial Setting.

Unit VIII: Leadership and Dealing with Conflicts Of Interest: **5 hrs**
Leadership: Concept, Approaches, Theories, Styles of leadership, Conflicts of Interest: Concept of conflict. Sources of conflict in groups, styles of managing conflict

Unit IX: Group Work Practice with Specific Target Groups   **5 hrs**
AIDS, AA, Disaster Survivors, Couple with family Problems and local & relevant issues

Unit X: Evaluation in Group Work   **5 hrs**
Personal and professional self, Individual and group evaluation, Evaluation at the end of each session and at the end of group work.

Books for References:

- Currie, Joe. 1976. The Bare foot Counsellor. Bangalore:Asian Trading Corporation.
- Fuster, J.M. 1984. Personal Counselling. Bombay: St. Paul Publication.
- Gillbert Neil. et. At.1980. An Introduction to Social Work Practice. New Jersey :Prentice Hall, Inc., Englewood Cliffs.
- Heap, Hen. 1979. Process and Action in work with Groups. England: Pergamon Press,
- Prashantham, B.J. 1975. Indian Case studies in Therapeutic Counselling. Vellore: Christian Counselling Centre.
- Richmond, E. Mary. 1971. Social Diagnosis. New York: Russel Sage Foundation
- Argyle Michael. 1969. Social Interaction. London: Tavistock Publications.
- Button Leslie. 1976. Development Group Work with Adolescents. London: Hodder and Stoughton Ltd.
- Cooper, Cary L. 1976.Theories of Group Processes. London: John Wiley & Sons,
- Day, Peter, R. 1987. Sociology in Social Work Practice. London: Macmillan Education.
- Douglas Tom. 1976. Group Work Practice. London: Tavistock Publications.
- Douglas Tom. 1978. Basic Group Work. London:Tavistock Publications.
- Ely, P.J.& M.K.Mc Cullough. 1975Social Work with Groups. London: Routtedge & Kegan Paul.
- Heap, Hen. 1977. Group Theory for Social Workers. England: Pergamon Press,
- Heap, Hen. 1985. The Practice of Social Work Groups, a Systematic Approach, London : George Allen, Unwin
- Hollis, Flurence and mary E.Woods. 1981. Case Work – Psychosocial Therapy. New York: Random House.
- Mathew, Grace. 1992. An introduction to Social Case Work. Bombay:Tata Institute of Social Sciences.
- Narramore, M. Clyde. 1978. The Psychology of Counselling. Michigan: Zondervan Publishing House.
- Perlman, H.H. 1974. Social Case Work. Chicago:The University of Chicago Press.
- Tilbury. D.E.F. 1977. Case Work in Context. Oxford: Pergamon Press.
- Wasik, B.H. et.al. 1990. Home Visiting Procedures for Helping Families. California: Sage Publications.

SOW152202: SOCIAL WELFARE ADMINISTRATION & NGO MANAGEMENT

Credits: 3   **Hours: 50**

Learning Objectives
- To develop understanding of the evolution of administration as a science and as a method in Social Work practice.
- To develop understanding and appreciate the utility of the administrative structures, processes and procedures in an organization.
- To acquire knowledge and skills in the use of different management techniques in HSO.
- To develop an understanding of elements of management and different concepts in Organizational Management.
- To acquire knowledge of the concept of social marketing and its scope in Social Work practice.

Unit I: Introduction to Administration   **5 hrs**
Evolution of Administration as a science. Concepts - Administration, Organization, Management, Business Administration, Public Administration,

Unit II: Social Welfare Administration   **5 hrs**
Meaning, Definition, Objectives, Principles, Characteristics and Scope of Social Welfare Administration. Social welfare Administration as a method of Social Work. Administrative structure of Social Welfare programmes at the Central and State level

Unit III: Principles of Administration and Partnership Approaches   **5 hrs**
Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting; Leadership and Public Relation; communication, Monitoring.

Unit IV: History and Role of Welfare Organization   **5 hrs**
History of Welfare Organization in India. Role of NGO's in National and International development

Unit V: Approaches to Organizational Management   **5 hrs**
Organizational Management: Concept, functional areas – Production, Finance, Marketing and Human Resources Approaches to Organizational Management - Bureaucratic, Democratic, Human Relations Model, System Theory, Theory X, Theory Y and Theory Z

Unit VI: Introduction to Voluntary Organization   **5 hrs**
Voluntary Organization: Organizational Structure, Functions and Principles. Role and type of voluntary organizations. Organization - Types of Organizations, Characteristics of Human Service Organizations. Procedures in registering an organization-Societies Registration Act, Trust Act and Companies Act

Unit VII: Financial Administration & Corporate Social Responsibility   **5 hrs**
Administrative skills; writing letters, reports and minutes, Fund raising, conducting meetings, Public Relations and Networking. Financial Management- Sources of Finance (Governmental and Non-Governmental), Methods of Resource mobilization, Corporate Social Responsibility (CSR).

Unit VIII: Partnership Approaches In Administration   **5 hrs**
Convergence and networking with Non-Governmental Organizations and Community Based Organization, Approach and Issues. Central Social welfare Board (CSWB), State Social Welfare Board (SSWB), Ministry of Social Justice and Empowerment, Government of India. Directorate of welfare of Disabled and Senior Citizens, National Literacy Mission, Administration of health care systems, Administration of programmes for women.

Unit IX: Organisational Behaviour   **5 hrs**

Concept of Organizational Behaviour, Organizational Culture, Organization Development-process, approaches, strategies and techniques. Evaluation of motivational theories and basic understanding of their application in the work context. Leadership; meaning, definition and importance of leadership, Theories of Leadership: Trait theory, Behavioural theories, contingency theories. Communication in Organization, Work ethics and values.

Unit X: Marketing of Social Services & Recent and Emerging Trends in Social Welfare Administration   **5 hrs**

Social Marketing and Marketing mix, Cause Related Marketing (CRM),Relevance of social services in developing economy; applications of marketing in social services such as health and family welfare, Adult literacy programme, environment protection, Social forestry, organizing for marketing social services; Beneficiary research and measurement of their perceptions and attitudes; socio-economic-cultural influences on beneficiary system; Recent and Emerging trends in Social Welfare Administration.

Books for References :

- Abha, Vijay and Prakash.(2000). Voluntary Organizations and Social Welfare. ABD Publishers
- Chhabra.T.N.(1999). Principles and Practice of Management. New Delhi: Dhanpat Rai & Co
- Chowdhary D.Paul.(1992). Social Welfare Administration. New Delhi: Atma Ram
- Goel S.L, Social Welfare Administration VOL. 2: Theory and Practice, Deep & deep Publication, Goel S.L., Jain R.K., (1988) .Social Welfare Administration VOI. I: Theory and Practice, Deep & Deep Publication,
- Kohli A.S., Sharma S.R. (1996). Encyclopaedia of Social Welfare and Administration Vol. 1-7, New Delhi : Anmol Pub. Pvt. Ltd.
- Lawani B.T.(1999). NGOs in Development. Jaipur: Rawat Publication.
- Lewis Judith A., (1991), Management of Human Services, Programs. Brooks Cole Publishing Co.
- Pasad.L.M. (2000). Principles and Practice of Management. New Delhi: Sultan Chand & Sons.
- Ralph Brody. (2005).Effectively Managing Human Service Organizations (Third Edition). New Delhi: Sage Publications
- Sachdeva.D.R.(2003).Social Welfare Administration in India. New Delhi: Kitab Mahal
- Sidmore Rex A. (1990). Social Work Administration: Dynamic Management and Human Relationships. New Jersey: Prentice Hall
- Rao, V. (1987).Social Welfare Administration. Bombay: Tata Institute of Social Sciences.
- Elwood, Street, A Handbook of Social Agency Administration, Harper & Brothers, New York.
- Government of India Report of the Director General for Weaker sections.
- Gupta N. S. (1979), Principles & Practice of Management, Light & Life publications, New Delhi.
- Hachette, H.W. (1946), Dynamics of Social Agency Administration, Family Services Association of America, New York.
- India International Proceedings of the Seminar on Social Administration in Developing Countries.
- Jagannadhan, V, Social Welfare Organisation, Indian Institute of Public Administration, New Delhi.
- Sankaran & Rodriguez (1983), Handbook for the Management of Voluntary Organizations.

SOW152203: COMMUNITY ORGANIZATION & SOCIAL ACTION

Credits: 3   **Hours: 50**

Learning objectives
- To get in depth knowledge about the community organization process.
- To understand the use and practice of community organization in various fields of Social Work.
- To learn the role of Social Worker in social action and social reform for social development.
- To identify the emerging trends and experiments in community organization.
- To understand social action as a method of Social Work and critically evaluate the strategies of social action in India.

Unit I: Community   **5 hrs**
Community: Concept, characteristics, types and functions

Unit II: Community Organization   **5 hrs**
Definition and concept of Community Organisation, Values and Principles of Community Organisation, Ethics of Community Organisation Practice, Community Organization as a method of Social Work, Historical Development of CO Practice, Similarities and differences between Community Organization and Community Development.

Unit III: Roles and Skills of Community Organization Practitioner   **5 hrs**
Skills of Community Organization Practitioner- Problem Analysis, Resource Mobilization, Conflict Resolution, Organizing meetings, Writing and Documentation, Networking, Training and Social Advocacy. Roles of a Community Organizer.

Unit IV: Power Dynamics in Community   **5 hrs**
Concept of Power, Different perspectives of power, Dimensions of Power relevant to Community organization Concept of Empowerment, process and cycle of Empowerment, Barriers to empowerment Community Dynamics: Integrative and disintegrative forces, Participative groups and groupism, function of subgroups, Minority groups. Gender and Empowerment: Gender sensitive community organization practice

Unit V: Models of Community Organization   **5 hrs**
Models of Community Organization and its uses. Rothman Locality Development Model, Social Planning Model, Social Action Model, Saul Alinsky Model, Paulo Friere, Gandhian model, Women-centered Model, and Panchayat raj model. Critique of models

Unit VI: Phases in Community Organization   **5 hrs**
Study, analysis, assessment, discussion, organization, action, evaluation, modification and continuation

Unit VII: Methods & Strategies of Community Organization   **5 hrs**
Overview of methods of Public Interest Litigation, Mobilization, Protests and Demonstrations, Dealing with Authorities, Public Relations, Planning, Monitoring and Evaluation, Skills of Community Organization Practitioner- Problem analysis, Resource Mobilization, Conflict resolution, Organizing meetings, Writing and documentation, Networking, Training and Social advocacy. Roles of a Community Organization Practitioner

Unit VIII: Social Action   **5 hrs**
Social Action - Concept, Definitions and Principles, Assumptions of Social Action, Goals of Social Action, Social Work and social action, Values and Ethics of Social Action, Social Legislation through social action - Role of Social Worker in social action. Social Action Groups. Scope and relevance of Social Action, History of social action in India.

Unit IX: Ideologies and Strategies of Social Action   **5 hrs**
Ideologies of Social Action: Saul Alinsky, Mahatma Gandhi, Paulo Freire, Dr. Ambedkar, Martin Luther King, Antonio Gramsci Indicators of Social Change Strategies: Lobbying, Advocacy, Protest, Networking.

Unit X: Social Movements & Recent and Emerging trends in Community Organization & Social Action   **5 hrs**
Concept and Stages of Social Movement, Theories of Social Movement: Collective Behaviour, Resource Mobilization, Political process and New Social Movement theory. Peasant Movement, Tribal movement, Dalit Movements, Backward Caste/Class Movements, Industrial Working Class Movement, Students' Movement, Middle Class Movements, Human Rights and Environmental Movements. Recent and Emerging trends in Community Organization & Social Action

Books for References:

- Ross Murray, G., (1985). Community Organization: Theory and Principles. New York: Harper and Row Pub.
- Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.
- Cox M. F. & Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers
- Jack Rothman and others (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition
- Dr. Mrs. Banmala, Community Organisation. Indian Institute of Youth Welfare, 134, Shivaji Ma
- Freire, Paulo. Pedagogy of the Oppressed. Adult Education & Libration.
- Freire, Paulo, Cultural Action for Freedom.
- Gandhi M.K., Social Service. Work & Reform (3 vols.)
- Ramachandran P., (1996). Towards an understanding of People's Movements: History from below. Institute for Community Organization Research.
- Adams, Robert, Oominelli, Lena & Payne, Malcom (ed.l, Social Work: Themes, Issues & Critical Debates. Ch. 17, Radical Social Work.
- D'Abreo, Desmond A., From Development Worker to Activist.
- Haynes, Karen S. & Mickelson, James S., Affecting Change, Social Movements Pub.107 ff.
- Kramer, R.M. & H., Spechit, (1974). Community Organisation Practice. Strategies.
- Fink ArthurE (1978). The fields of Social Work. New York : Holt Rinchest and Winston
- Anne Hope & Sally Timmet (1985). A handbook for community workers. 3 volumes, Gwera Mambo Press
- Brager, George, Harry Specht, and James Torczyner (1973, 1987), Community Organizing, Columbia University Press, New York.
- Clinard, Marshall B. (1966), Slums and Community Development, The Free Press, New York.
- Dunham, Arthur, The New Community Organization. Thomas Crowell Co., New York.
- Friedlander, Walter A. (ed) (1958), Concepts and Methods of Social Work, Prentice-Hall, New Jersey.
- Gangrade K. D., Community organization in India, Popular Prakashan. Bombay.
- Hanna, Mark G. And Robinson, Buddy (1994), Strategies For Community Empowerment: Direct-Action And Transformative Approaches To Social Change Practice, The Edwin Mellen Press, New York.
- Hardcastle, David A., Stanley Wenocur, and Patricia Powers (1996), Community Practice: Theories And Skills For Social Workers, Oxford University Press, New York.
- Hillman, Arthur (1950), Community Organization and Planning, The Macmillan Company, New
- Murthy M.V., (), Social Action, Asia Publishing House, Bombay. .
- Tropman, John E., John L. Erlich, And Jack Rothman (Eds.) (1995), Tactics and Techniques of Community Intervention, 5th Ed., Peacock Press, Itasca, Illinois.
- Ghanshyam Shah, Social Movements in India, Sage Publications, New Delhi.

SOW152204: SOCIAL WORK RESEARCH AND STATISTICS

Credits: 3   **Hours: 50**

Learning Objectives:
- Understand the role of research as a method of Social Work.
- Acquire Research Knowledge and skills to be able to undertake independent research projects.
- Become familiar with some of the basic statistical techniques and their application in the field of Social Work research and Social Work practice.
- Understand major research strategies, meaning, scope and importance of Social Work research. Develop an ability to see the linkages between practice, research, theory and their role in enriching one another.
- Develop ability to conceptualize, formulate and conduct simple research projects/exercises (This would include a broad range of basic research skills such as conceptualization of a research strategy and problem; writing a research proposal; developing tools for col1ecting data; use of sampling, strategies; data collection, processing, presentation, analysis and interpretation; and writing research report etc).

Unit I: Introduction to Social Work Research   5 hrs
Definition and objectives of social research and Social Work research.
Scope and Nature of scientific enquiry, Basic elements of scientific method: concepts, conceptual and operational definitions, assumptions, hypothesis, theory, law Cause-effect relationships and difficulties in establishing causal relations in Social Work research.
Research design: Definition, Importance and types, Explorative, Descriptive, Diagnostic and Experimental methods, Evaluative research- types, steps. Participatory research, Action research.

Unit II: Research Process   5 hrs
Identification and formulation of research problems. Need and importance of theoretical frame work in research**,** Review of Literature – Need and importance.
Formulation of Objectives & Hypotheses: Meaning, Types, Characteristics, methods of forming Hypotheses.
Preparing a Research Design: Research proposal: meaning and major steps of a research proposal.
Sampling: Population and sampling. Sampling definition, sampling theory, purpose and types-probability and non-probability sampling
Data: Sources and types of data: primary and secondary, quantitative and qualitative data.
Methods & Tools of data collection – observation, questionnaire, interview schedule, interview guide, Steps and guidelines in the construction of research instruments; Reliability, Internal and external validity

Unit III: Qualitative Research Methods for Social Work   5 hrs
Advantages and disadvantages. Possible biases and measures to ensure objectivity, Tools of data collection in Qualitative research method- Systematic observation, Focus group discussion, in-depth interview, Case studies. Mixed Research; Ethical considerations in research. Critical review of research report.

Unit IV: Data   5 hrs
Data Scrutiny, Editing, Coding, Data Analysis & Discussion.

Unit V: Report Writing & Recent and Emerging Trends in Social Work Research   5 hrs
Preparation of Research Proposals, Synoptic note, Report writing, Bibliography, Index and appendices. Planning and Conducting Social Work Research. Recent and Emerging trends in Social Work Research

Unit VI: Statistics   5 hrs
Definition, Characteristics, Functions, Limitations, Application of Statistics in Social Work Research.

Unit VII: Presentation of Data   5 hrs
Tabulation of data – purpose and basis of classification. Frequency distribution- construction of frequency tables, graphic presentation of data- Bar chart, pie chart, histogram, frequency curve and ogive. Selection of appropriate statistical methods.

Unit VIII: Statistical Procedures   5 hrs
Basic Statistics: Levels of Measurement, Descriptive Statistics, Basic Probability Theory, Probability Distributions, Test of Hypothesis,
Descriptive statistics- Measures of central tendency: Mean, median, mode.
Measures of variability - Range, Standard Deviation and uses-co-efficient of variation.
Inferential statistics – Correlation and Regression: Meaning and computation

Unit IX: Parametric & Non Parametric Test: 5 hrs
Parametric & Non-Parametric statistics - Significance tests: Pearson's chi square, 't' test, F test, Z - test, ANOVA - analysis of variance-one-way - Relevance, application and interpretation. Principles and Commonly used methods, Sign test, Wilcoxon Signed rank test, Mann-Whitney test, Median test, Rank Correlation

Unit X: SPSS: Statistical Packages for Social Sciences: 5 hrs
Use of software packages in data analysis – SPSS & R Software Process and various statistical procedures using SPSS, interpretation and presentation of the statistical findings.

Books for References:
- Aczel Amir D., (1995). Statistics: Concepts and Applications. Richard D. Irwin Inc.
- Alan Bryman, (2004) Social Research Methods. New York : Oxford University Press
- Albright Christian S; Winston Wayne L; Zappe Christopher, Data Analysis and
- Bradley James W; Schaefer Kurt C., (1998).Uses and Misuses of Data and Models: Mathernatization of the Human Sciences. The Sage Pub.,
- Chow Siu L., (1996). Statistical Significance: Rationale, Validity and Utility, Sage Pub.
- Cramer Duncan, (1999). Fundamental Statistics for Social Research: Step-by-Step Calculations and Computer Techniques using SPSS for Windows, New York :Routledge.
- Darin Weinberg, (2002). Qualitative Research methods, UK : Blackwell publishing
- Earl Babbie, (1998) Adventures in Social research using SPSS. New Delhi : Pine forge press
- Elifson K., (1998). Fundamentals of Social Statistics. New York : McGraw-Hill.
- Fredman David , et.al. (1998). Statistics. New York : Norton & Co.
- Gupta S.C., (1997). Fundamentals of Statistics. New Delhi : Himalaya Pub. House
- Gupta.S.P, (2005). Statistical Methods. New Delhi : Sultanchand publishers
- Janet M. Ruane, (2005). Essentials of Research Methods. UK : Blackwell publishing
- Kothari. C.R, (2004). Research Methodology. New Delhi : NAI Publishers.
- Lakmi Devi, (1997) Encyclopedia of Social research. Vol I, II & III . New Delhi : Anmol publications
- LalDas .D.K., (2000). Practice of Social Research. Jaipur : Rawat Publications
- Sarantakos, (2005). Social research. New York : Palgrave Macmillan

SOW152205: PARTICIPATORY RURAL APPRAISAL

Credits: 2   **Hours: 30**

Learning Objectives:
- To understand the concept of Participatory Rural Appraisal
- To understand the history Of PRA
- To learn the use of PRA techniques
- To learn the tools of PRA
- To get trained in how to conduct PRA in a community

Unit I: Introduction to Participatory Rural Appraisal   **5 hrs**
Concept of Participatory Rural Appraisal, Five key principles of PRA
Role description of PRA team – facilitator, Note taker, PRA team leader

Unit II: Relation of PRA to Rapid Rural Appraisal   **5 hrs**
Rapid Rural appraisal. Principles shared by PRA and RRA.
Difference between PRA and RRA

Unit III: PRA Techniques   **5 hrs**
Methodological Principles: Visualization-Verbalization-Documentation, Sequencing, Optimal ignorance, Triangulation; Techniques: Direct Observation, Do it yourself, Participatory Mapping and modeling, Transect walks and guided field walks, Seasonal calendar, Daily activity profiles, Semi structured interviewing,. Types, Sequencing and Chain interviews,   Timelines, local histories, Local researcher and village analysts, Venn diagram, Participatory diagramming, Wealth and well-being ranking, Direct matrix pair wise ranking and scoring, matrices, Traditional management systems and local-resource, Portraits, profiles, case studies, and stories, Key probes, Folklore, songs, poetry, and dance, Diagrams exhibition, Shared presentations and analysis, Night halts, intriguing practices and beliefs

Unit IV: Organization of PRA   **5 hrs**
Selection of PRA team members, Objectives, Formation of sub topics, Selection of methods, Designs and respondents, Interview, Sub team meetings, Whole team meeting, Report writing.
Rules of PRA: Before PRA: Use of secondary information, Selection if interdisciplinary team, Developing sub topics. - During PRA : Rapport building, Maintaining protocols, Data collection by applying tools and techniques, Debriefing sessions. - After PRA
Eight stages of problem solving with PRA: Rapport formation, Understanding, Reframing, Solution searching, Solution planning and commitment development, Implementation, Evaluation and Adjustment, Ending and Consolidation

Unit V: PRA Tools   **5 hrs**
Semi structured Interview**,** Maps - Social mapping and Resource Mapping, Timeline, Time Chart or Seasonal Calendar - Labor schedules and Daily routines, Wealth ranking, Wenn diagram on institutions, Pair wise ranking, Structured direct observation, Key informant interviews

Unit VI: Practical Training in using PRA tools in field   **5 hrs**

Books for References:

- A Process for Participatory Rural Appraisal, Ridish K. Pokharel and Mohan K. Balla, 2003 Institute of Forestry, Pokhar.
- Participatory Rural Appraisal, 2003 World Bank.
- Participation Sourcebook, 2003 World Bank.
- Methods of Participatory Appraisal, Phil Bartle, 2003 CSMED.
- Participatory Rapid Appraisal in Project Planning, Julika Rollin, 2002 GTZ.
- Conducting a PRA Training and Modifying PRA Tools to Your Needs, Sally Sontheimer, Karel Callens, Bernd Seiffert, 1999 FAO.
- Participatory Rural Appraisal, Jim Thorn, Milanjali Maharaj, Kawthar Zerouali, Tanya Hershey, 1999 International Development Research Centre, Ottawa, Canada.
- Participatory Rural Appraisal, Mohan Dhamotharan, 1998 – Dhaka.
- Improving agricultural extension. A reference manual, Burton E. Swanson, Robert P. Bentz, Andrew J. Sofranko, 1998.
- Participatory Rural Communication Appraisal (PRCA), Philippe Van der Stichele, 1998 FAO.
- Social Aspects and Community Participation, Dawn Chatty, Queen ElizabethHouse, 1997 University of Oxford.
- Guidance note on how to do stakeholder analysis of aid projects and programmes, 1995 Social Development Department UK.
- Guidelines on social analysis for rural area development planning, Diane Conyers, 1993 FAO.
- Rapid Assessment Procedures, Nevin S. Scrimshaw, Gary R. Gleason, 1992 International Nutrition Foundation for Developing Countries.
- Using rapid or participatory rural appraisal, Jules N. Pretty and Simplice D. Vodouhê,
- www.agraria.unipd.it

SOW1522I1: CONCURRENT FIELD WORK II

Credits: 5   **Hours: 180**

Leaning Objectives:
- Identify structured welfare development agencies for the welfare of children, women, the aged, the physically challenged, the chronically ill and so on within the given community, and try to work with one or a few of them in the application of the methods, and to understand the functioning of such agencies within the community.
- Understand the functioning of a structured setting/agency – Primary or Secondary
  (e.g., a school, a hospital, or an institution providing services for people with inability, social, 'physical or mental)
- Understand in depth the application of Social Work methods in dealing with individuals (case work), groups (group work) and communities (community organisation)
- Develop the ability to do interventions ensuring clients' participation.
- Be familiar with the method of Social Work research through field level application
- Develop skill in writing academic articles based on practice experience.
- Develop the skill in recording

Concurrent Fieldwork:
The student shall put at least 25 working days in a semester for fieldwork training. The department will give the detailed guidelines for methodology of fieldwork in this semester. The students will be placed in the social welfare organizations for their second semester fieldwork. The department will be finding the agency for field work for the students.

Field Practicum Evaluation
The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Field Work Viva Voce	70
2	Field work Documentation	10
3	Field work Presentation	05
4	Evaluation by faculty supervisor based on performance of the student in the field work: • Understanding of concepts and quality of field work reports • Application of theory in to practice Completion of requirements: Completion of 180 hours in the community/agency based field work)and participation in individual conference • Submission of Case Work – 5 (minimum 5 sessions each) Group Work – 1 (minimum 10 sessions) Community programme - 1	10
5	Evaluation by Agency Supervisor	05
	Total	**100**

SOW1522I2: SOCIAL WORK CAMP

Credits: 3   **Days: 10**

Learning Objectives
- To understand the rural social system with specific reference to a specific poverty group
- To analyze the regional, rural social system, the approach and the strategies of intervention used by the community.
- To develop the capacity to undertake critique of the intervention of both the voluntary organizations and government agencies in relation to the specific poverty group
- To experience group living, appreciate its value in terms of self-development, interpersonal relationships, sense of organization, management and taking on the responsibility.
- To acquire skills in planning, organizing, implementing the camp through conscious use of time, communication skills, team spirit, handling relationships, conflicts and differences of opinion, decision making, evaluation and appreciation.

No.	Components		Marks	Total Marks
I	**Viva Voce**		**70**	**100**
II	**Continuous Internal Assessment**	Documentation	10	
		Presentation	05	**30**
		Evaluation by faculty supervisor	10	
		Evaluation by Agency Supervisor	05	
Minimum eligibility for pass		The student should secure 50% marks aggregate.		

The Rural camp will be held for a period of 10 days in a rural area identified by the Camp Director. The key objective of rural camp is to help students understand rural social systems, community need assessment, approaches and the strategies of intervention used by the various organizations working for the welfare of the rural community. The camp will also help initiate the capacity of the student to critique the intervention of both the voluntary organization and the government agencies in relation to the specific poverty group. The rural camp facilitates the students to experience group living to appreciate the value in terms of self-development, interpersonal relationship and sense of organization, management and talking responsibility.

SOW153201: COUNSELLING - THEORY AND PRACTICE

Credits: 3   **Hours: 50**

Learning Objectives:

- To sensitize students to the concept of Counselling and discussion on Counselling in retrospect and prospect.
- To sensitize students to the principles, theories, types, methods and techniques of Counselling.
- To acquire knowledge of the theoretical and therapeutic approaches in counseling.
- To understand the process of Counselling.
- To acquire skills for practice of Counselling in different settings.

Unit I: Introduction to Counselling: **5 hrs**
Meaning & Definitions, Need, Scope, Characteristics, Goals, & Elements of Counselling. Types of Counselling: Individual and Group Counselling. Concepts-similarities & differences: Guidance, Counselling, Social Case Work, Psychotherapy. Elements of Counselling: Counselee, Counselor, Counselling setting. Important Psychological tests and tools and its applications in Counselling

Unit II: History & Foundations of Counselling: **5 hrs**
Evolution/Development of Counselling as a Profession in West and India. Present Status of Counselling, Prospect of Practicing Counselling.
Foundations of Counseling,- Philosophical Foundations – dignity of the human beings. Sociological foundations – influence of social system. Psychological foundations – concept of self, goal directed Behaviour, learning principles, developmental needs at different stages.

Unit III: Counselling Relationship: **5 hrs**
Importance of Counselling Relationship, Factors that promote Counselling Relationship, Respect & Regard. Authenticity & Empathy. Problems in establishing Counselling Relationships.

Unit IV: Theories/Approaches in Counselling: **5 hrs**
Psychoanalysis, Client-Centered, Gestalt, Rational Emotive, Behaviour, Cognitive Behaviour, Reality and Transactional Analysis, Eclectic approach in Counselling.

Unit V: The Portrait of a Counsellor: **5 hrs**
Personal Characteristics/Qualities of a Counsellor, Professional Characteristics of a Counsellor, Counsellor as a Professional, Code of ethics and Ethical standards in Counseling. Need for research in counselling practice, Recording in counseling.

Unit VI: The Portrait of Counselee (Client)   **5 hrs**
Characteristics of a Counselee (Client). Skills of a client/counselee: Self-explanation, Non-Defensive Listening and Dynamic Self-Understanding.

Unit VII: Counselling Process & Skills: **5 hrs**
Counselling Process and Stages of Counselling: Phases of Counseling: Relationship building Phase, Exploration and understanding phase, Problem Solving Phase, Termination and Evaluation Phase.
Skills for General Counselling: Attending & Listening, Communication, Confrontation, Concreteness, Focusing, Questioning, Paraphrasing, Reflection of feelings, Summarization, Clarification, open and closed questioning, Reinforcement, Extinguishing, Leading, Informing, Contract, Silence, Referring, Interpretation, Self-Disclosure. Physical Attending skills: Non-verbal skills: Posture, Facial Expressions, Voice, Eye Contact.
Counselling Techniques: Listening, Responding, Goal setting, Exploration and Action, Behaviour techniques, Psychodrama, Role play.

Unit VIII: Group Counselling: 5 hrs

Meaning, Definition & Goals of Group Counselling Skills. Types of Groups. Group Counselling Skills – Group Formation Skills, Group Counselling Skills & Process of Group Counselling.

Unit IX: Practice of Counselling in Different settings: 5 hrs

Counselling in special situations: Family counseling- premarital, marital counseling;   Industrial counseling; De-addiction Counselling- Motivation Interviewing; Sex Counselling; Career Counselling; Crisis Counseling; Genetic Counselling; Counselling related to chronic illness.

Unit X: Intervention and Issues in Counseling Practice 5 hrs

Specific Techniques in Stress management, Anger management, Post traumatic Stress Counseling, Grief Counselling, Counselling in the Context of HIV/ AIDS – Risk Assessment Counselling, Risk   Reduction Counselling, Pre-Post Test Counseling, STI Counselling etc. Counseling services for children and adolescents- Mental Health Promotion Programmes, Life skills education, sex education, learning disability, School counselling etc. Counselling for Elderly: old age and retirement. Counselling Center: Structure, Functions and Management.

Books for References:

- Association of Psychological and Practices, 1982 counselling in Asia, perspectives and practices, Educational Counselors of Asia.
- Carroll, Michael., (1996). Workplace Counseling: A systematic Approach to Employee Care. London : Sage Publications
- Delaney & Eisenber 1973 the Counselling Process.
- Fuster, J. M., (2002). Personal Counselling. Mumbai : Better Yourself Books
- Fuster, J.M.Helping Personnel Growth – a new approach to Counselling.
- Fullmer, D.W & Bernard, H.W.Counselling Content & Process.
- Nelson-Jones, R., (2000). Practical Counselling and Helping Skills. Mumbai : Better Yourself Books
- Patri, V.R., (2005). Counselling Psychology. New Delhi : Authors Press
- Rao, S.N., (2002). Counselling and Guidance. New Delhi : Tata Mc Graw Hill Publishing Company Ltd
- Yeo, Anthony, (1993). Counselling a Problem Solving Approach. Boa Vista : APECA publications in India

SOW153A01: HUMAN RESOURCE MANAGEMENT

Credits: 3 **Hours: 50**

Learning Objectives:
- Enhance the understanding of the Role of Social Workers in Industrial Setting
- Understand the basic concepts and role of Personnel Management in Industry.

Unit I: Human Resource Management **5 hrs**

Concept, Meaning, Nature, Objectives, Scope and Importance, its need in India, Distinction between personnel management and HRM.

Unit II: Concept of Human Resource Planning **5 hrs**

Needs, Objectives and Components, process of HR Planning System and its relationship to Corporate Planning.

Unit III: HRM Action Areas **5 hrs**

Management Information Systems, Job Analysis, Job Description, Job Specification and Job Evaluation.

Unit IV: Recruitment **5 hrs**

Meaning, Concept, Objective, Recruitment process, Methods and Techniques, Recruitment Policy.

Unit V Selection **5 hrs**

Meaning, Concept, Objectives, selection of managerial employees, Induction, Placement, Probation and Conformation.

Unit VI: Discipline and Disciplinary Procedure **5 hrs**

Positive and Negative disciplinary techniques, standing orders, misconducts, domestic enquiry, principles of natural justice, suspension, discharge, dismissal code of discipline and code of conduct.

Unit VII: Communication **5 hrs**

Meaning, concept, importance, methods, barriers of communication.

Unit VIII: Records **5 hrs**

Need, objectives, importance, Human Resource, present trends in HRM in India.

Unit IX: Quality of Work **5 hrs**

Meaning, concept, Factors determining quality of work, total quality circles, total quality management.

Unit X: Human Resource Development **5 hrs**

Origin, meaning and definition, objectives, importance, scope, concept and theories.

Books for References:
- Abraham E (1983 Ed) Alternative approaches and strategies of Human Resource Development (Jaipur rawat publisher)
- Jaya Gopal R (1980) Human Resource Development; Conceptual Analysis and Strategies (New Delhi; Sterling Publications Pvt Ltd)
- Myens C. A & R. C Gopal management of personal (Bombay; Montakalos)
- Morrisey G. L (1972) appraisal & development through objectives & results (London: Addison Wilsey)
- Piyor S. Paul. Nyers Charles A, Maion F. T. (1964) management of Human Resource Reading in Personnel Administration (New York; Mc Graw Hill Company)
- Parik Udai & Rao TV (1981) Designing & Managing Human Resource System (New Delhi; Oxford & IBH Publishing Co.)
- Rudra Basavaraj M. N (1984) Human factors in administration (Bombay, Himalaya Publishing House)
- Rudra Basavaraj M. N (1980)cases in human resource management (Bombay, Himalaya Publishing House)
- Rao T.V. Strategies of developing resources; experiences from 14 organisations (working papers) (Ahmedabad Indian institute of Management)
- Rao T.V. & Abraham E. A. Survey of HRD practices in Indian Industries (New Delhi, Oxford & IBH publishing company)

SOW153B01: SOCIAL WORK INTERVENTION IN HEALTH CARE

Credits: 3   **Hours: 50**

Learning Objectives:
- Develop an understanding of the holistic concept of health.
- Provide basic understanding about different health problems in India
- Assess the scope of Social Work methods in medical settings
- Introduce interventions and skills needed for medical Social Work practice
- Understand the role and functions of a Social Worker in various settings.

Unit I: Basic Concepts   **5 hrs**

Meaning and Definition of Health, Evolution of concept of Health, Positive health, Public Health, Spectrum of health, Concept of Well-being, determinants of health, Overview of Human Anatomy – major systems and functions

An overview of the concepts: Curative medicine, Preventive Medicine, Social Medicine, Natural history of diseases, Ice-berg concept of diseases.

Deficiency diseases related to proteins, fats, carbohydrates and Vitamins

Problems of malnutrition in India – preventive and management measures

Different systems of medicine in India, International and national health agencies

Unit II: Health Aspects – Communicable and Non-Communicable Diseases   **5 hrs**

Incidence, Prevalence, Etiology, Symptoms, Treatment and prevention of major communicable and non-communicable diseases

Communicable diseases:

Respiratory infections: Chicken pox, Measles, Mumps, Diphtheria, Tuberculosis

Intestinal infections: Poliomyelitis, hepatitis, Cholera, Acute Diarrheal diseases, Typhoid.

Arthropod infections: Dengue Syndrome, Malaria, Filariasis

Zoonotic diseases: Rabies, Plague, Japanese Encephalitis

Surface infections: Tetanus, leprosy, STD, HIV/AIDS

Non-communicable Diseases:

Cancer, Diabetes, Obesity, Blindness, Aging and Physical Disabilities

Psychosocial Aspects of Deficiency Diseases:

Psychosocial aspects of deficiency disease, chronic illness, Communicable and Non communicable diseases, Women health, Pediatric health, aging and physical disabilities

Reaction of the patient, family and society towards disability and certain diseases, problems of hospitalization and surgery for the patients and the family economic, emotional and social burdens.

Unit III: Medical Social Work   **5 hrs**

Meaning, Definition, Historical Development and Scope of Medical Social Work in India and abroad. Illness as a social problem and its effects on the individual, family and community. The Role and functions of Medical Social Worker in various health issues and settings. Problems encountered by the medical Social Workers in the field, Scope of Medical Social Work

Health Work in Hospitals: Work with patients, Individual, Groups and community and family and collateral contacts. Importance of Team work – The Multidisciplinary team approach in health. Use of volunteers in Health care. Preparing family and community for the return of the affected individual, Follow Up

Unit IV: Methods of Intervention and Specific skills   **5 hrs**

Counselling Skills in a medical setting – Grief counseling, Genetic counseling, Geriatric Counselling, Group Therapy, Psychotherapy for medical Social Work. Concept of Sex education, Family Life Education and life skill Education in Medical Social Work Practice

Unit V: Social Work Methods in Medical Settings   **5 hrs**

Case Work and Group work practice in Medical Social Work – Process Recording, Ethical considerations, Relevance of Treatment groups, Task groups, Support groups in Medical Social Work practice, Administration in Medical Care – public relation, Staff Development, Hospital Information Systems, Training and Supervision in Medical Social Work. Clinical Research and applications.

Unit VI: Role and Functions of Medical Social Work in Various Medical Settings   **5 hrs**

Role of Social Worker in prevention of disease and promotion of Health. Medical Social   Work   with families, Hospitals, Rehabilitation services, Industry, Schools, Aged, Pain and Palliative Care and Differently abled groups.

Unit VII: Health Models   **5 hrs**

Institutional and Non institutional (Community Health), Governmental and Non-governmental programmes: Approaches, Policies, Relevant legislation. Alternatives to the present health care models.
Indigenous Health Systems, Health Education and Mobilization of people for Health Care. Training of Para professional workers for Health Care.

Unit VIII: Health Programmes   **5 hrs**

Work with school Health programmes, help teaching staff to identify health problems, make appropriate referrals, follow up, motivate staff and children, organize Health education programmes for the parents and the community; Health work in the community: Identifying basic existing health services – government and non-government. Training local health sources. Health problems and interest groups. Work with role of family in Health and disease – Importance of Doctor patient relationship.

Unit IX: Women and Health   **5 hrs**

Mortality and Morbidity patterns among women, Health as a gender issue, Different access to health services, Rural and Urban and its implications for health of the rural women. Mother and Child Health Services – Importance, Existing Health programmes – Mental and Post natal care, Immunization ICDS schemes. Problems of the aged and physically challenged – Programmes for their welfare.

Unit X: Rehabilitation   **5 hrs**

Concept, Definition, Principles, Types, assess communities, Day hospital, Half way homes, Occupational therapy, Recreational therapy, Vocational therapy.
Organization & Administration of Medical Social Work department, organizational pattern of different institutions for the treatment of the patient. Hospital as an organization, Medical Social Work department in relation to other departments. Coordination and cooperation with other departments

Books for References:
- Cockerham William C (2000), Medical Sociology, Prentice Hall
- Goel, S L, (2004), Health Care policies and programmmes : Health Care System and Management-2, Deep & Deep Publications
- Goel, S L, (2007), Health Education : Theory and Practice, Deep & Deep Publications
- Golstine Dora (1965), Readings in theory and Practice of Medical Social Work, University of Chicago Press.
- Health Information in India, Central Bureau of Health Intelligence, Ministry of Health & Family Welfare, Govt. of India, New Delhi.
- M.C Gupta & B.K Mahajan (2003), Textbook of Preventive and Social Medicine, Jaypee Brothers
- Madeley John (2002). Food for all. Books for Change
- Park K (20090, Preventive and Social Medicine, Banarsidas Bhanot Publishers
- Pathak S.h (1961) Medical Social Work in India, Delhi School of Social Work
- Seth G.S (1995) Medical Social Work, Medical College, Mumbai.
- Sivan Sadhan (1997), Preventive and Social Medicine. All India Publishing & Distributors, Chennai.
- Yash Pal Bedi, (1980) Social and Preventive Medicine, Athma Ram & Sons.

SOW153C01: RURAL, URBAN & TRIBAL COMMUNITY DEVELOPMENT

Credits 3   **Hours: 50**

Learning Objectives:
- To understand the concepts of rural, tribal and urban community development and the strategies and approaches for Rural & Urban Development.
- To understand the problems and issues of People in Rural/Urban/ Tribal settings in India and the various Governmental programmes and interventions in these settings.
- To study the functioning of rural and urban local self-government (LSG) and their contribution towards Rural and Urban Development.
- To study the role of Civil Society and NGOS in Rural and Urban Development
- To study the essential skills of a Community Development Workers

Unit I: Introduction to Rural Community Development   **5 hrs**
Community: Concept and Definition, Community Development- Need and Process,
Rural Community development – Definition, Concept, Philosophy, Scope and Objectives. Nature and Characteristics of Rural Community, Approaches to Rural Community Development, Principles of Rural Community Development. History and `evolutions of rural community development models in India and Problems of Rural Communities

Unit II: Urbanization, Urban Development and Settlement Pattern   **5 hrs**
Concept of Urban, Urban Community Development, Principles of urban community development, Theories of urbanization, types of urban centres, urban centres development in the new millennium. Ecological factors in migration to urban areas, land use pattern in cities and towns, twin cities and urban problems

Unit III: Rural and Urban Problems   **5 hrs**
Rural Poverty and unemployment. Water and Sanitation, Problems of Agriculture farmers and workers and food security issues in Rural India. Urban social problems: overcrowding, urban disorganization and maladjustments, urban migration. Poverty and unemployment in urban areas. Crime and juvenile delinquency. Urban housing and slums. Concept of sustainability and sustainable development.

Unit IV: Tribal Development   **5 hrs**
Meaning of Tribes-definition, types, Characteristics, Socio- Economic status of tribes, Regional distribution, Tribal leadership and political participation

Unit V: Policies and Programmes for Rural Development   **5 hrs**
Policies of Government on Rural and Tribal community.
Programmes for Scheduled Caste (SC), Scheduled Tribe(ST), Other Backward Class (OBC), women, youth and Children - Nehru Yuva Kendra (NYK), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA), Swarnajayanti Gram Swarozgar Yojana (SGSY), Provision of Urban Amenities in Rural Areas (PURA), Bharat Nirman Scheme (BNS), Pradhan Mantri Gram Sadak Yojana (PMGSY), Integrated Child Protection Scheme (ICPS), National Rural Health Mission (NRHM), Prime Minister's Rozgar Yojana (PMRY) – Objectives, strategies, organization and Administration

Unit VI: Policies and Programmes for Urban Development   **5 hrs**
National and State Polices for Urban Development. Five year plans and urban development welfare programmes for urban poor. Urban development authorities at National and State levels, Models of urban development in India, Public Private Partnership (PPP) for urban development (eg.Ahamedabad Urban Development Project).

Unit VII: Local Self-government and Cooperatives in Rural and Urban Development   **5 hrs**
Panchayat Raj - Concept, role and functions of Panchayat Raj institutions, Democratic Decentralization with specific reference to 73rd constitutional amendment; The Karnataka State Panchayat Raj Act, Administrative set up for Panchyathi Raj Institution (PRI). Structure and functions of rural and urban local self-government institutions in Karnataka. Programmes of rural and urban local bodies in Karnataka. Role of local self-government (LSG) in local development. Critical Analysis of Panchayat Raj system in India

Unit VIII: Skills of Community Development Worker and Capacity Building of Community 5 hrs
Identifying leaders, resource mobilization, activating and mobilizing people, organizing and working with groups, influencing, networking and facilitating, negotiating and cooperation
Leadership in Panchayat Raj institutions, Training and Capacity development of community and elected representatives.

Unit IX: Civil Society and NGOs in Rural Development   5 hrs
Theory of Voluntarism and voluntary action for empowerment of rural communities. NGOs intervention in rural development. Local initiatives and leadership in empowering Rural communities. Case studies of Corporate Social Responsibility (CSR) and Rural Community Development.

Unit X: Civil Society and NGOs in Urban Development   5 hrs
NGOs intervention in urban problems and urban community development
Role of civil society organizations (Resident associations and citizen clubs) in urban community development. Intervention of Corporate in urban problems: Case studies of Corporate Social Responsibilities (CSR) for urban community development.
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Books for References:

- Barik, C.K & Sahoo, U.C. (2008). Panchayati raj institutions and rural development. Jaipur: Rawat.
- Bhose, J.S.G.R. (2003). NGOs and rural development: Theory and practice. New Delhi: Concept.
- Johri, P.K. (2005). Social Work for community development. New Delhi: Anmol.
- Munjal, S. (1997). Rural development and cooperation .Jaipur: Sublime.
- Sharma, R.K. (1997). Rural sociology. New Delhi: Atlantic.
- Singh. (2009). Rural development principles, policies and management. New Delhi: Sage.
- Sisodia, Y.S. (2007). Rural development: Macro-micro realities. Jaipur: Rawat.
- Tripathy, S.N (1998). Cooperatives for Rural Development. New Delhi: Discovery.
- Das, A.K. (2007). Urban planning in India. New Delhi: Rawat.
- Goel, S.L. & Dhaliwal, S.S. (2004). Slum improvement through participatory urban based community structures .New Delhi: Deep & Deep.
- Jayapalayan.N. (2002). Urban Sociology. New Delhi: Atlantic.
- Nath, V. & Aggrawal S.K. (2007). Urbanization, urban development and metropolitan cities in India. New Delhi: Concept.
- Reddy J.S. (2006). Indian's urban problems. New Delhi ISI.
- Thudipara J.Z. (2007).Urban community development (ed.2). New Delhi: Rawat
- Brahamanda et al (1987), Dimensions of Rural Development in India, Himalaya Publishing Work, Bombay.
- Brar J. S. (1983), The Political Economy of Rural Development: Strategies for Poverty Alleviation, Allied Publishers Limited, New Delhi.
- Chowdhry Paul D. (1978), New Partnership in Rural Development, M. N. Publishers, New Delhi.
- Joshi. B. K. (ed) (1984), Alternative Development Strategies and the Indian Experience, Himalayan publishing house, Bombay.
- Larian Jorge, (1989), Theories of Development, Blackwell Publishers, Cambridge.
- Mehta S. R. (1984), Rural Development Policies and Programmes, Sage Publications Pvt Ltd., New Delhi.
- Mishra S, N. and Sharma, K (1983), Problems and Prospectus of Rural Development in India.
- Thurson E (1975), Castes & Tribes of Southern India, Cosmo Publications, New Delhi.
- Ansari, A.S. (2000), Urban Renewal and Development, Rawat Publications, Jaipur.
- Gupta, K.R., (2004, 2005) Urban Development Debates in the New Millennium.
- Jose, M and others (2003), Development Induced displacement, Rawat Publications, Jaipur.
- Mittal, A.C. (2001), Planning for Urban and Economic Development, Vol I and II, Mittal Publication.
- Sharma, R.K. (2004), Urban Sociology, Atlantic Publishers.
- Sharma, R.N. and Sita, K. (2001), Issues in Urban Development, Rawat Publications

SOW153A02: LABOUR LEGISLATIONS & EMPLOYEE WELFARE

Credits: 3   **Hours: 50**

Learning Objectives:
- Develop a holistic and integrated concept of labour legislation
- Understand the concept of employee welfare & employee empowerment
- Develop conceptual clarity on various legislations pertaining to labour welfare in India.
- Develop clarity on labour and Indian Constitution
- Understand the importance of labour laws for HR Managers

Unit I: Introduction to Labour Laws   **5 hrs**
Introduction to labour laws: History & Development of Legislation in India, labour in Indian constitution.

Unit II: Labour and Constitution   **5 hrs**
Labour in Indian Constitution, labour and judicial set and administration of labour legislation in India, Labour Judiciary; Classification of Labour Legislation.

Unit III: Salient Features of Welfare Legislation   **5 hrs**
Factories Act 1948, The Karnataka factories rules 1968, Karnataka shops & commercial Act 1961, The contract labour abolition and regulation Act 1971, the Karnataka welfare Officers (duties, qualifications and conditions of service) rules, 1963

Unit IV: Salient Features of Wages Legislation   **5 hrs**
The payment of wages Act 1936, the Minimum wages Act 1948, the Payment of Bonus Act 1965.

Unit V: Salient Features of Social Legislation   **5 hrs**
The employees state insurance Act 1948, the Provident fund and miscellaneous Act 1952, the Workmen Compensation Act 1923, the Payment of Gratuity Act 1972.

Unit VI: Salient Features of Industrial Relation Legislation   **5 hrs**
The Industrial Employment (standing orders) Act 1946, The Industrial Distribution Act 1947, Trade Union Act 1926.

Unit VII: Salient Features of Other Acts   **5 hrs**
The Indian Mines Act 1951, The Plantation Act, National & festival Act, The Maternity Benefit Act 1961, Provident Fund Act, The Employee Exchange (compulsory notification of vacancies act)

Unit VIII: Salient Features of Other Acts   **5 hrs**
The Minimum Wages Central Rules 1950, The Payment of Bonus Rules 1975, The Workmen Compensation Rules 1924, The Industrial Disputes Karnataka Rules.

Unit IX: Employee Welfare   **5 hrs**
Concept, Scope and Philosophy of Employee Welfare, Development of Employee Welfare in India.

Unit X: Different Areas of Employee Welfare   **5 hrs**
Working conditions, Safety, Industrial health and Welfare, Role Of Employees, Welfare Officer – Training, Functions And Limitations.

Books for References:
- Achar M. R. 1979, Labour rules in Karnataka, Bangalore, Yelamma Publications.
- Kapoor N. D. 1992 Elements of Industrial Law, New Delhi, Sultan Chand sons.
- Kothari G. M. Law relating to disciplinary matters and standing orders, Bombay N. M. Tripathi Pvt. Ltd.
- Malhotra O.P 1985, Industrial Disputes Act 1947, Lucknow: Easter Law Book Company.
- Mishra, Srikanth, 1989, Modern Labour Laws and Industrial Relations, New Delhi: Deep and Deep Publications.
- Srivastava K.D, 1990, Commentaries on payments of wages act 1936, New Delhi: Deep and Deep Publications.
- Srivastava K.D. 1990, Commentaries of factories (Regulation & Abolition) act 1970, New Delhi: Deep and Deep.

SOW153B02: SOCIAL WORK WITH FAMILIES

Credits: 3   **Hours: 50**

Learning Objectives:
- Understand family as a social institution and the different conceptual frameworks for understanding marriage and family
- Enhance understanding of the basic concepts, tools and techniques in work with families, in problem solving and in developmental work.
- Develop knowledge and skills of Family Therapy.
- Familiarize with family life education Programmes.
- Be acquainted with the various Programmes for the welfare and development of the family.

Unit I: Family as a Social Institution: **5 hrs**
Concept of family, Definition Marriage and Family, Types of family, Functions of family, Qualities of successful families, Trends in Marriage & Family.
Overview of Conceptual frame works for Understanding Marriage and Family:
Difference between Indian and Western values.

Unit II: Family and Social Change: **5 hrs**
Family as a social system, family & human rights. Indian family: Its characteristics, change pattern, social change & its effect on family function, family as a medium of social change, problems of Indian families.

Unit III: Lifespan Approach to Family   **5 hrs**
Family life cycle stages - Characteristics, goals, needs, tasks and problems of each stage in the family life cycle. Variations affecting the life cycle

Unit IV: Family Social Work- Assessment of Families   **5 hrs**
Overview of family assessment, Family Assessment interview, Criteria for assessing family functioning, Components of family assessment - Genogram, Ecomap.

Unit V: Family Social Work: **5 hrs**
Family Social Work – Concept & Definition, historical background - Assumptions - Principles Family Social Work, Family Counseling and Family Therapy – similarities and differences. Principles of Working with Families: Family life cycle, promotional/preventive activities (family and marital environments) and families in crisis.

Unit VI: Family Intervention Techniques: **5 hrs**
Family Therapy - History, Concepts, Process of Family Therapy and Different Models – Systemic, Structural Strategic, Psychodynamic, Behavioural. Recent trends in Family Therapy.

Unit VII: Practice of Family Social Work: **5 hrs**
Scope and practice of Social Work in - Family Service Agencies, Premarital counselling centers, Family Counselling Centers, Family Courts, Family Welfare Clinics, Suicide Distress Centers, Community Centers, Adoption and Foster Care Agencies, Rehabilitation Centers, Sponsorship Programmes,

Unit VIII: Profile of Children in India: **5 hrs**
Child Population of different group in India, other developing countries, vital statistics, growth population and the years.
Children in Difficult Circumstances**:** Destitute Child, Children in conflict with laws, street children, child beggars, child labour, Domestic Child Workers Child Abuse & Child Trafficking, Juvenile Delinquency

Unit IX: Policies & Programme for the Development of Family &Children: **5 hrs**
Existing Policies, Programmes, Legislations, Organizations in the Field Of Family Welfare and Development. Family Life Education - Concept, Philosophy, Goals and Significance. Marital Enrichment Programme.
Alternative Care Services for Children: Need for alternative care services, adoption and sponsorship.
Policies & Programme for the Development of Family &Children: National policy of Children, Salient Feature of National Commission for Children, ICDS, ICPS & other Child development Programme in State and National Level.
Role of Social Workers in policy formulation, Programmes, Implementation of Programmes, Monitoring and Evaluation of Programmes changing of role of Social Workers.

Unit X: The Aged   **5 hrs**
The aged in Indian Society, Problems of aged, role of family in promotion of the health of the aged and care, government policies and programme for the aged, Social Work in the care & protection of the aged.

Books for References:

- Carter, Betty, Monica Mc Goldrick ed (1999). Expanded Family Life Cycle: Individual, Family Social Perspectives. Boston: Allyn and Bacon.
- Carter,Betty (2004). Expanded family life cycle: individual, family and social perspectives. Newyork : Pearson Education
- Collins, D.Jordan, Catheleen,Coleman, Heather(1999). An Introduction to Family Social Work. Illinois: F.E.Peacock Publisers
- Desai, M. (ed), (1994). Family and Intervention: A course Compendium. Mumbai : Tata Institute of Social Sciences.
- Horne, Arthur M (2000). Family Counseling and Therapy. New York: F E Peacock Publishers.
- Ingoldsby, Bron B (2004). Exploring family theories. California: Roxbury Publishing Company.
- Khasgiwala, A. (1993). Family Dynamics: Social Work Perspectives. New Delhi: Anmol Publishers.
- Kilpatrick, Allie C (2009). Working with Families :An Integrative model by Level of Need. Newyork : Pearson Education
- Marie Mignon Mascarehas (1989). Family Life Education Value Education. Bangalore Crest Publications
- McCubbin,H.I. & Figley,C.R.(1984). Stress and family: Coping with Normative Transitions. New York: Brunneli Publishers.
- Nichols Michael P (2009), Inside Family Therapy : A Case study in Family Healing. Newyork : Pearson Education.
- Patterson, Joellen (1998). Essential skills in Family Therapy :From the First Interview to Termination. Newyork : Guilford Press.
- Sally Holland (2011). Child & Family Assessment in Social Work Practice. Newyork : Sage publications.

SOW153C02: PROJECT FORMULATION AND MANAGEMENT

Credits: 3   **Hours: 50**

Learning Objectives:
- Acquire understanding of a systematic approach to participatory programme planning.
- Develop an understanding of the changing trends in participatory programme planning approach in government and NGOs.
- Develop Analytical skills in preparation, administration, financial management, monitoring and evaluation of projects.
- Provide practical experience on project preparation.
- Acquire understanding on the usage of survey tools for baseline surveys

Unit I: Introduction and Relevance of project planning   5 hrs
Introduction and relevance of project planning and evaluation in Development Studies. Definition, types & elements of projects; Project Life Cycle — Conceptualization phase, formulation phase, operational phase, termination phase;

Unit II: Participatory Frame of Programme Planning   5 hrs
Definition of programme planning, levels of participation, stages of participation. Conditions for facilitating Participation in Development. Role of voluntary organizations in promoting participation in development, Participatory approach by government through decentralized planning.

Unit III: Steps in Participatory Programme Planning   5 hrs
Usage of standard PRA tools for community need analysis including problem tree (cause & effect) analysis, stakeholder analysis, SWOT analysis, usage of survey tools for baseline surveys. Identifying needs-PRA/PLA for identifying people's needs, Determining priorities, Assessing feasibility, Specifying goals and objectives, Selecting and analyzing alternatives of achieving objectives, Identifying preferred solution

Unit IV: Steps in Participatory Programme Planning –II   5 hrs
Operational plan: Preparing action plan. GANTT chart personal plan.
Concept of Logical Framework Analysis and Result Based Management

Unit V: Financial Management of the Project   5 hrs
Preparation of cost plan. Need for cost-benefit analysis. Accounting and Record keeping in a Project. Preparation of accounts for auditing-records needed. Rules regarding foreign contributions-FCRA. Fund raising methods for local financial participation in the project.

Unit VI: Administration of the Project   5 hrs
Role of Intermediary Organization in the administration of the project. Role of target constituency in administration. Preparing procedures and rules for the efficient functioning of the organization, administering the project

Unit VII: Personnel Management   5 hrs
Management of the Personnel, Selection and Training of Project Personnel, coordination, Reporting, Performance Appraisal. Management Information System

Unit VIII: Monitoring of Project   5 hrs
Monitoring– Concept, purpose. Project Monitoring - Mid-term evaluation & corrective measures
Project Scheduling –Gantt Charts, Logical Framework as a tool in Monitoring. Monitoring plan, process and result. Continuous review and assessment

Unit IX: Project Evaluation 5 hrs

Evaluation – Concept and purpose

Programme Evaluation and Review Technique (PERT) and Critical Path Method(CPM), Logical Framework as a tool in Evaluation, Assessment at various stages of the project: Pre-programme Assessment, Feasibility Assessment, Mid-term and Impact Evaluation

Criteria for evaluation: achievement of physical targets, utilization of benefits, people's participation, educative value, technical aspects, deviation from the original plan, procedural accuracy, accounting procedures, costs, supervision efficiency, public relations.

Social Impact Assessment for Project under Resettlement and Rehabilitation.

Unit X: Components of Project Proposal 5 hrs

Project title, Executive Summary, Introduction, Objectives, Project Beneficiaries, Activities of the Project, Strategy of Implementation, Budget/Cost Plan, Itemized Budget, Monitoring &Evaluation Plan, Outcome/Output/Impact, Sustainability of the Project and Conclusion. Workshop on Project Preparation

Books for References:

- Chandra, P.(1995).Projects: Planning, Analysis, Selection, Implementation, and Review, Tata McGraw Hill Pub. Co. Ltd.
- Choudhury,S (1988), Project management. New Delhi: Tata McGraw Hill
- Lock, Dennis (1997), Handbook of Project Management. Delhi : Jaico Publishing House
- Mohsin, M (1997),Project Planning and Control. Vikas Publishing House Pvt. Ltd.,
- Patil R. K(1976),Appraisal of Rural Development Projects through Systems Analysis. National Institute of Bank Management
- Moorthy, R. V (2002). Project Management. Masters Publication
- Puttaswamaiah, K (1978). Aspects of Evaluation and Project Appraisal. Bombay : Popular, Parkashan
- Roy, Sam, M (2002), Project Planning and Management, Focussing on Proposal writing. The Catholic Health Association of India
- Vasant, Desai (1977),Project Management: Preparations, Appraisal, Finance and Policy. Delhi : Himalaya Pub. House,
- CIDA,SIDA,DANIDA Project databases
- Ghosh, A.S. Project Management. Anmol Publishers. New Delhi, 1990

SOW153202: DISASTER MANAGEMENT

Credits: 2   **Hours: 30**

Learning Objectives:
- To provide students an exposure to disasters, their significance and types.
- To develop an understanding of the process of disaster-management
- To gain a preliminary understanding of approaches of Disaster Risk Reduction(DRR)
- To develop capacity to work with different agencies, initiate the intervention strategies and develop skills to assess the vulnerability.
- To analyze the intervention strategies used in earlier disasters and develop new strategies and models for the future eventualities

Unit I: Disasters   **5 hrs**
Definition of concepts: Disaster, Hazard, Vulnerability, Resilience, Risks
Causes and types of disasters: Natural disaster: Meteorological: Storm, cyclone. Topological: Avalanche. Telluric: Earthquake. Manmade disasters: riots, blasts, industrial, militancy, displacement

Unit II: Impact of Disaster   **5 hrs**
Effects: Physical, social, economic, psychological impacts on individuals, families, groups, communities and nations

Unit III: Approaches to Disaster Risk reduction   **5 hrs**
Disaster Management and Phases. Pre-disaster: Prevention, Preparation, education vulnerability and preparedness. Actual disaster: Contingency, short-term and long term plans, search, relief, rescue, recovery and restoration. Post disaster: Rehabilitation and commemorations
Roles and responsibilities of- Community, Panchayati Raj Institutions/Urban Local Bodies (PRIs/ULBs), States, Centre, and other stake-holders.

Unit IV: Disaster Risk Management in India   **5 hrs**
Hazard and Vulnerability profile of India; Components of Disaster Relief: Water, Food, Sanitation, Shelter, Health, Waste Management, Institutional arrangements (Mitigation, Response and Preparedness,)
Disaster policy in India: DM Act and Policy, Other related policies, plans, programmes and legislation)
National and International agencies: NDMA, NIDM, NCMC; UN, UNDRO, UNESCO, UNDP; Role of NGOs, Media And Defense.

Unit V: Role of Social Worker in Disaster Management   **5 hrs**
Role of Social Worker in providing Psychosocial support in disaster, Capacity building, Research and Documentation. Role of Social Work professionals at different levels: Resources mobilization, working with other professionals, working with government and voluntary organizations.

Unit VI: Case Studies   **5 hrs**
Bhopal gas tragedy, Gujarat & Marathwada earthquakes, Orissa super cyclone, Tsunami 2004, Any Recent disasters

Books for References:

- Alexander David, Introduction in 'Confronting Catastrophe', Oxford University Press, 2000
- Andharia J. Vulnerability in Disaster Discourse, JTCDM, Tata Institute of Social Sciences Working Paper no. 8, 2008
- Indian Journal of Social Work 2002. Special Issue on Psychosocial Aspects of Disasters, Volume 63, Issue 2, April
- Kapur Anu 2010: Vulnerable India: A Geographical Study of Disasters, IIAS and Sage Publishers, New Delhi.
- Parasuraman S, Acharya Niru 2000. Analysing forms of vulnerability in a disaster, The Indian Journal of Social Work, vol 61, issue 4, October
- Pelting Mark, 2003 The Vulnerability of Cities: Natural Disaster and Social Resilience Earthscah publishers, London
- Reducing risk of disasters in our communities, Disaster theory, Tearfund, 2006.
- UNISDR, Natural Disasters and Sustainable Development: Understanding the links between Development, Environment and Natural Disasters, Background Paper No. 5. 2002.
- IFRC, 2005. World Disaster Report: Focus on Information in Disaster, pp. 182-225.
- Abarquez I and Murshed Z .2004. Community-Based Disaster Risk Management: Field Practitioners' Handbook. New Delhi: Asian Disaster Preparedness Center
- Anderson M and Woodrow P. 1998. Rising from the Ashes: Development Strategies in Times of Disaster. London: ITDG Publishing,
- Deshpande, B.G. 1996. Earthquakes. Animals and Man. Gurgaon : JAC Trust.
- Heijmans A and Victoria L 2001. Citizenry-Based and Development-Oriented Disaster Response. Philippines: Centre for Disaster Preparedness.
- Mohan, Munasinghe and Clarke Caroline. 1992. Disaster Prevention for Sustainable Development, Economic and Policy Issues. Geneva: World Bank
- Tearfund UK. 2004. Development and Risk Reduction in the Indian State of Andhra Pradesh: A case study

SOW1532I1: CONCURRENT FIELD WORK III

Credits: 5   **Hours: 180**

Learning Objectives:
1. Understand the administrative structure and functioning of the agency
2. Get exposed to innovative projects in developmental/HR/medical settings
3. Be familiar with the policies, laws and government programmes applicable to the client systems of the agency
4. Be familiar with the approaches and intervention strategies employed by the agency
5. Develop the skills required for a Social Worker in developmental/HR/medical setting.
6. Develop skill in documentation

Field Practicum requirements
1. **Orientation Visits:** The students of third semester are required to undergo at least five orientation visits in the area of specialization. All orientation visits will be arranged under professional guidance.
2. **Concurrent Fieldwork:** The student is required to undergo field work with commitment and dedication with appropriate professional; behavior. The field work will be done concurrently two days in a week by students in the agency selected by the department. The student shall put in not less than 15 hours a week for field work training. The students will be placed in the social welfare organizations or hospitals or corporates as per their choice of specialization.

Field Practicum Evaluation
The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Field Work Viva Voce	70
2	Field work Documentation	10
3.	Field work Presentation	05
4.	Evaluation by faculty supervisor based on performance of the student in the field work: • Understanding of concepts and quality of field work reports • Application of theory in to practice **Completion of requirements:** ➢ Orientation visits ➢ Completion of 180 hours in the community/agency based field work)and participation in individual conference ➢ Case studies/Activities/Assignments as per the specialization requirements	10
5.	Evaluation by Agency Supervisor	05
	Total	**100**

SOW1532I2: MINOR PROJECT

Credits: 3   **Hours: 180**

The project aims at an organization study, a case work study and a group work study. The students are expected to make factual observation about the functioning of an organization. The study should be specifically done by the student. It is compulsory for the students to take up assignments or tasks given by the organization during their study period.

Objective: To apprise students of functioning of an organization.

Duration: 21 days between the first and second year of MSW Course.

Regulations:
   a) The student shall attend to any task or assignment given by the organization.
   b) The students will be assigned with and guided by an Agency Supervisor.
   c) The student shall produce a <u>certificate of Mini Project Work</u> from the organization and append it to the report

The Process
   a) Learn about the working environment
   b) Sketch the organization hierarchy
   c) Assess Organizational performance
   d) Prepare Vision, Mission, objectives and goals for the organization (if it is not prepared)
   e) Examine the changes in the environment and how best the organization can achieve its objectives
   f) Attend to assignments and tasks given by the organization, if any.
   g) Conduct an Case Work and a Group Work

Some Do's and Don'ts

<u>Do's</u>	<u>Don'ts</u>
a) Observe the organizational dynamics b) Make notes of every day c) Collect published documents d) Make an objective assessment of everyone and everything e) Make efforts to learn about the organization environment f) Follow the ethics of Social Work practice	a) Do not criticize anyone b) Do not make arguments about right and wrong doings c) Neither be too appreciative or too critical of the organization d) Do not participate in the Organizational politics, if any.

Submission of the Internship Project
The report should be submitted on the first day of attending classes after the Mini Project.

Contents of the report
   • Title Page
   • Certificate
   • Acknowledgement
   • Contents
   • Introduction
   • Report of the Organization Study
   • Suggestions and Recommendations
   • List of tables/charts
   • Case Work report (Session wise)
   • Group Work report (Session wise)

Report Format
   • Size 20-25 pages (indicative)
   • Spiral bound
   • Font : Times New Roman/Arial
   • Font Size : 12/14
   • 1.5 Line Spacing
   • A4 Size Executive bond paper

SOW154201: CORRECTIONAL SOCIAL WORK

Credits: 3   **Hours: 50**

Learning Objectives:
- To develop understanding of criminology and various theories of crime and punishment.
- To understand crime and delinquency as social problems
- To acquaint students with the role of a Social Worker in correctional setting and crime prevention programmes.
- To analyse the legal interventions
- To understand and review various legislations

Unit I: Criminology   **5 hrs**
Concept of Crime and Deviance. Characteristics of crime and elements of crime. Concept of criminology: Social, Psychological and legal approaches, Forms of crime – professional crime, white-collar crime, organized crime, violent crime. Crime in India – Crime statistics, patterns and trends.

Unit II: Theories of Crime and Punishment   **5 hrs**
Classical and neoclassical, Biological school, Psychological and Psychiatric foundations, Sociological theories, Radical School and Critical Criminology.

Unit III: Crime in the Context of Social Problems   **5 hrs**
Social problems- destitution, child abuse, child labour, alcoholism, drug abuse, beggary, homelessness, trafficking etc. Female criminality and atrocities against women. Juvenile delinquency: Concept, causes and approaches to deal with delinquency.

Unit IV: Criminal Justice System   **5 hrs**
Analysis of the System: Police - Origin, development and functions of police in India.
Judiciary- Hierarchy of courts, functions and powers. Lok Adalats, Lokayukta, Legal Aid, Functions of law commission. Prison and Correctional services.
Critical review of legislations : IPC, Cr. P.C, Prison Act, Juvenile Justice Act, Anti-beggary Act, Immoral Traffic Prevention Act, Child Labour Act, Laws relating to atrocities against women and drug-abuse and special laws to address organized crime, terrorism, NDPS Act etc.

Unit V: Correctional Administration and Services   **5 hrs**
Institutional Services: Prison, observation homes, special homes, beggar homes, rescue homes, short-stay homes, protective homes, half-way homes, de-addiction centers.
Community Based Corrections and Non-institutional Services: Early diversion and de-institutionalization, Probation, Parole, adoption, foster care, sponsorship, child guidance centers, family counseling, crisis intervention, neighbourhood and self-help groups. After-care, rehabilitation and reintegration of offenders.

Unit VI: Penology   **5 hrs**
Punishment – definition, nature, meaning, theories of punishment. Types of punishment – corporal and capital punishment, efficacy of punishment. Imprisonment – emergence and development of custodial institutions. Prison as a community, classification of prisoners, modern objectives of imprisonment. Prison administration in India-Organization and Management; Prison administration, prison labor, prison discipline and prison education.
Pre-release programmes, Prisoners' Welfare Board. Institutional Treatment for Released Offenders and Convicts.

Unit VII: Social Defence   **5 hrs**
Social Defence: Meaning, Development, and Functions of Social Defence. NISD – objectives and functions, significance of NISD. Crime prevention strategies.

Unit VIII: Correctional Administration   **5 hrs**
Correctional Administration: Definition, philosophy, objectives, methods and approaches of contemporary correctional Social Work. Origin and development of Correctional Social Work in India.

Unit IX: Role of Social Worker   **5 hrs**
Role of Social Worker in crime prevention and rehabilitation of offenders- Social theory –Psycho analysis and other therapeutic methods of Corrections, Voluntary organizations and community participation in crime prevention, community policing.

Unit X: Emerging Dimensions   **5 hrs**
Victimology – Concept –Philosophy –Victimology in India. Victim assistance programmes, Restorative Justice. Legal interventions- Summary trial, Plea bargaining, Fast track courts, application of UN standards and norms and Human Rights perspective.

Books for References:
- Barneshe & Teeters, N.K. (1966). New Horizons in Criminology, New Delhi: Prentice Hall of India.
- Clinard, M.B. et. al. Anomie and Deviant Behaviour, Free Press.
- Cohen, A.K. (1970). Deviance and Control, New Delhi: Prentice Hall of India.
- Glasser D. Handbook of Criminology.
- Maguirem, et. al. (ed.) (1994). The Oxford Handbook of Criminology, London: Clarendon Press.
- Vold, G. B. (1958). Theoretical Criminology. New York: O.U.P
- Reckless, W.C. The Crime Problem.
- Simhadri, Y.C. (1979). Ex-Criminal Tribes of India, Delhi: National Publishing House.
- Smith, J.C. and Hoger Brain (1992). Criminal Law, Butter Worth and Co.
- Sutherland, E.H. and Cressary, D.R. (1968). Principles of Criminology, Bombay: Times of India Press.
- Ahuja Ram, 2006 Criminology: New Delhi Rawat Publications
- Afzal Qadri, S.M, 2005 Ahmad Siddiqiue's : Criminology: Problems & Perspectives, Lucknow, Eastern Book Co.
- Paranjape N.V, 1998 Criminology and Penology; Allahabad: Central Law Publications

SOW154202: SOCIAL LEGISLATION, POLICIES AND PLANNING

Credits: 3   **Hours: 50**

Learning Objectives:
- To understand the process of Policy analysis and Policy Formulation process.
- Study Social Policies, Plans and Programmes so as to be able to interpret, enforce or challenge them.
- Develop an understanding of social policy in the perspective of national goals as stated in the constitution particularly with reference to understand the rights of citizen and policies of government
- Understand the objectives and procedures of relevant legal aspects applicable to human life situations.
- Understand the role of Social Worker in relation to the legal system.

Unit I: Basic concept & Evolution of Social Policy & Social Legislation   5 hrs
Origin, Evolution, Development, Classification and types of Social Planning; Objectives and development of Social Legislation and Social Justice.

Unit II: Social Policies of the Government   5 hrs
Social Welfare Programmes, Social Security and Role of Social Worker; Policies of Government

Unit III: Welfare Programmes   5 hrs
Salient features, Critical Analysis, Functional Structure.
Impact assessment of Programmes:
1. Child Welfare Programmes
2. Youth Welfare Programmes
3. Women Welfare Programmes
4. Programmes for the Welfare of the Aged
5. Programmes for the Welfare of the Handicapped
6. Family Welfare Programmes
7. Labour Welfare Programmes
8. Programmes for the Welfare of Backward Classes
9. Rural programmes
10. Urban programmes
11. Housing and Welfare Programmes
12. General welfare Programmes
    a. Social Service and insurance schemes services to Physically Challenge, Mentally Challenged and Socially Challenged
    b. Role of the Social Worker

Unit IV: Constitution of India and Social Legislation   5 hrs
Preamble, Fundamental rights 13 to 35, Directive Principles 36 to 51, Provisions for the welfare of SC/ST/ Backward classes 330 to 342, other legislations till date

Unit V: Personal Laws and Legislation related to Hindu, Muslim and Christian Marriages 5 hrs
a. Special Marriage Act 1954
b. Hindu Marriage Act 1955
c. Adoption and Maintenance Act 1956
d. Domestic Violence Act

Unit VI: Legislations Related to Women and Children   **5 hrs**
   a. Laws relating to legitimate children
   b. Dowry Act, Family Courts Act, Immoral Trafficking Prevention Act 1956, Indecent Representation of Women Prohibition Act, 1986
   c. Juvenile Justice Care and Protection of Child Act 2000
   d. Right to Education Act

Unit VII: Legislations Related to Handicapped and Specific Target Population   **5 hrs**
   a. Persons with Disability Act
   b. Mental Health Act

Unit VIII: Legal Aids   **5 hrs**
Legal Cells, Adalats, Ombudsman(Lokayuktha), Consumer Protection Act 1986 and 2002

Unit IX: Rights   **5 hrs**
Concept of Legal rights, Civil Rights, Rights under Criminal Procedure Code, Equality before law, Rights of children, Women, SC & ST.

Unit X: Public Interest Litigation   **5 hrs**
History with special reference to India, Concept, Process and Problems; Right to Information Act

Books for References:
- Hill and Bramley Blackwell, 1986, Analyzing Social Policy (Basic Oxford)
- K.D.Gangrade, Social Legislation in India – Volume I and II
- S.D Gokhale, Social Welfare, Legend and Legacy
- Marulasiddaiah H.M, The Contours of Social Welfare (1974)
- Marulasiddaiah H.M, Sectarian and Secular bases of Welfare (1975)
- Diwan, Paras 1997, Laws relating to Dowry, Dowry death, Bride burning, Rape and related offences, Delhi, Universal publishers
- Ponsioen J.A, Social Welfare Policy Monoton & co, the Hague
- Pylee M.V. Indian Constitution
- Saraf D.N, 1984, Social Policy, law and protection of weaker sections of society, Lucknow, Eastern Book Company
- Subramaniam S, 1997 Human Rights international Challenges, Delhi: Manasa Publication.

SOW154A01: INDUSTRIAL RELATIONS

Credits: 3   **Hours: 50**

Learning Objectives:
- Acquire relevant knowledge concerning the objectives and importance of Industrial Relations.
- Acquire relevant knowledge of employees, grievances and their bargaining.
- Understand the worker's participation in management and their education schemes.

Unit I: Industrial Relations   **5 hrs**
Industrial relations: meaning, concept, dynamics, definition, objectives and importance of industrial relations.

Unit II: Historical Development of Trade of early Labour Movement   **5 hrs**
Historical development of trade of early labour movement – split and reunion development in post independent era.

Unit III: Trade Union   **5 hrs**
Trade Union: Meaning, definition, objectives, importance of trade union in maintaining harmonious relationship with management and employees.

Unit IV: Indian Labour Conference   **5 hrs**
Indian Labour Conference: Objectives, functions and latest amendments in relation to improving employees' problems.

Unit V: Employees Committee   **5 hrs**
Employees' committee: Works committee, safety committee, canteen committee and co-operative committee, objectives, functions in industries.

Unit VI: Employees Grievances   **5 hrs**
Employees' grievances: Causes and effects of grievance, role of HR department/personnel, role of supervision and grievance procedure followed in the industries, grievance and industrial relations.

Unit VII: Collective Bargaining   **5 hrs**
Collective bargaining: Meaning, concept, definition, collective bargaining process, types of Collective bargaining, pre-requisites for collective bargaining, trends and conclusion.

Unit VIII: International Labour Conference   **5 hrs**
International labour conference: Origin, purpose, functions and importance in uplifting employee welfare in industries.

Unit IX: Workers Participation in Management in Industries   **5 hrs**
Workers participation in management in Industries: The concept, forms and determinations of workers participation in management.

Unit X: Central Board of Workers Education Scheme   **5 hrs**
Central Board of Workers Education Scheme: Objectives, functions of CBWE and rationale behind workers education scheme.

Books for References:
- Madhusudhan Rao (1986) Labour Management Relations and trade Union Leadership (New Delhi: Deep & Deep Publications)
- Mamoria, C. B. Namoria, S. (1989) Dynamics of Industrial Relations in India (Bombay Himalaya Publishing House)
- Mathur, A.S (1968) Industrial Relations in India (Allahabad; Chugh Publications)
- Sarma, A. M. (1989) Industrial Relations - Conceptual and Legal Frame work (Bombay Himalaya Publishing House)
- Saxena, R. C. (1990) Labour relations in India (Lucknow Prakasan Kendra)
- Subramanian K. N (1967) Labour Management Relations in India (Bombay : Asia Publishing House)
- Tripati. P.C. (1989) Personnel Management and Industrial relations (New Delhi: S Chand and Sons)
- Yoder D. (1972) Personnel Management and Industrial Relations (New York: Prentice Hall)

SOW154B01: MENTAL HEALTH AND PSYCHIATRIC SOCIAL WORK

Credits: 3   **Hours: 50**

Learning Objectives:
- Understand the concepts 'mental health' and 'mental illness'.
- Understand the signs and symptoms, etiology, diagnosis and treatment of mental health problems.
- Understand the nature of Psychiatric Social Work services and relevance of team work.
- Understand the nature of collaboration with voluntary organisations for the welfare of mentally ill.
- Identify the issues related to Psychiatric Social Work department in hospitals and community mental health settings.

Unit I: Introduction to Mental Health   **5 hrs**
Concept of Mental Health and Mental Illness – Mental health as a part of general health- misconceptions about mental illness – General approaches to the care of mentally ill. Classification of mental disorders: ICD and DSM.

Unit II: Symptomatology and Psychiatric Assessment   **5 hrs**
History Taking & Mental Status Examination, Psychosocial and Multidimensional Assessment of Mental Disorders.

Unit III: Signs, Symptoms, Etiology, Diagnosis, Prognosis And Management of the Following:
                                                                                                                5 hrs
- Neuroses
- Psychoses
- Organic Psychiatric Disorders
- Psycho Physiological Disorders

Unit IV: Signs, Symptoms, Etiology, Diagnosis, Prognosis And Management of the Following
                                                                                                                5 hrs
- Personality Disorders
- Psychiatric Disturbances in Children and Adolescents
- Mental Retardation
- Psychiatric Disorders due to Chronic Illness

Unit V: Management of Psychiatric Illness   **5 hrs**
Physical Management – ECT/Brief Pulse Simulative Therapy (BPST) and Drug Therapy, Psychosocial Management – Family Counseling, Psycho Education, Psycho social rehabilitation, Psychodrama, Activity Scheduling, Relaxation therapy, Milieu Therapy, and Indigenous methods of treatment). Multi-disciplinary approach to treatment of mentally ill.

Unit VI: Introduction to Psychiatric Social Work   **5 hrs**
Meaning and Scope – Historical background of Psychiatric Social Work in India and abroad - Reasons for its development as a specialty. Application of Social Work methods and other related techniques, Multi-disciplinary approach and team work in mental health care.

Unit VII: Impact of Mental Illness on the Patient, Family and Community   **5 hrs**
Problems of Hospitalization and Practice of Social Work: Importance of Home visit and visit to the place of work, Role of family in the treatment of mentally ill, Preparing the family and Community for the return of the patient, Follow – Up.

Unit VIII: Institutional and Non-Institutional Care of Mentally Ill   **5 hrs**
Day-care centre, night-care centre, Half-way-home, Sheltered workshop, Occupational therapy units - Role of Social Worker and role of voluntary organizations. Role of voluntary organizations, governmental agencies and para-professionals in the welfare of mentally ill.
Community Participation and Education: Understanding and utilizing social supports in the community, community mental health units.
Preventive and Promotive Strategies: Life Skill Education, Premarital Counseling, Parenting Skills, Marital Enrichment, Suicide Prevention, Family Life Education, Stress Management. Prevention of Stigma attached to Mental Illness and Mentally Ill Patients.

Unit IX: Practice of Psychiatric Social Work in Different Settings   **5 hrs**
Role of Social Worker in mental health centers, departments of Psychiatry in general hospitals, Child Guidance Clinics, community mental health units, correctional institutions, industries, and family welfare centres. Role of Social Worker with head injured, paraplegics and epileptics. Role of Social Worker in the management of substance abuse – Educational avenues in psychiatric Social Work - Research avenue in the field of mental health for Social Workers.

Unit X: Psychiatric Social Work and Law   **5 hrs**
Organization of the Psychiatric Social Work department - Functions and collaboration with other departments. Community mental health and Social Work, NMHP, Innovations like Satellite clinics, district mental health programmes. Rehabilitation and Acts: Occupational therapy - Principles and practice - Psychosocial rehabilitation. Mental Health Act, 1987. The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Rehabilitation Council of India Act, 1992.

Books for References:

* Aboud, Frances E. (1998), Health Psychology in Global Perspective, Sage Publications, USA.
* Ahuja, Neraj (2002), A Short Textbook of Psychiatry, Jaypee Brothers Medical Publishers (P) Ltd, New Delhi.
* American Psychiatric Association (1994), Diagnostic Criterion from DSM-IV, American Psychiatric Association, Washington DC.
* Anderson, R. & Bury M. (Eds) (1988), Living with Chronic Illness -The Experience of Patients & Families, Unwin Hyman London
* Bajpai, P. K. (Ed) (1997), Social Work Perspective on Health, Rawat Publications, New Delhi.
* Bartlett, H. M. (1961), Social Work Practice in the Health Field, National Association of Social Workers, New York.
* Bentley, Kia .J. (2002), Social Work Practice in Mental Health: Contemporary Roles, Tasks and Techniques, Brooks/ Cole, USA.
* Carson, Butcher & Mineka (2004), Abnormal Psychology and Modern Life, Pearson Education, India.
* DGHS (1990), National Mental Health Programme for India – Progress report, DGHS, New Delhi.
* Etherington, Kim (Ed) (2001), Counsellors in Health Settings, Jessica Kingsley Publishers, London.
* Kaplan, H.L., Freedman A.M. & Saddock B.J. (1980), Comprehensive Textbook of Psychiatry, Volume 1, 2 & 3, Williams & Wilkins, Baltimore/ London.
* Kapur, N. Sheppard, Ralph & Renate (Eds) (1993), Child Mental Health – Proceedings of Indo-US Symposium, NIMHANS & ADAMHA.
* World Health Organization (1992), the ICD-10 Classification of Mental and Behavioral Disorders, Clinical Description and Diagnostic Guidelines, Oxford University Press.
* Arcus, ME, Schvaneveldt JD, Moss JJ. (1993). Handbook of family life education; The practice of family life education. Sage Publications, New Delhi.
* National Mental Health Programme for India

SOW154C01: GANDHIAN APPROACH TO WELFARE AND DEVELOPMENT

Credits: 3   **Hours: 50**

Learning Objectives:
- To develop an understanding of Gandhi's concept of society and his approach to social transformation.
- To develop knowledge of the specific programmes formulated by Gandhi for rural reconstruction and the development of the weaker sections of society, with the focus on strategies and skills.
- To develop the ability to identify similarities and differences between the Gandhian and professional Social Work approaches to social change, welfare and development.
- To understand the role of Five year plans in the development of India
- To discuss the role of a Social Worker in the Planning and implementation of five year plans.

Unit I: Early Life and Influence of Mahatma Gandhi   **5 hrs**
Leo Tolstoy influence, Thoreau, Ruskin "UNTO THIS LAST". Ashram vows or vratas – Five cardinal vows or Pancha Maha Vratas – Truth (Satya), Ahimsa (Non-Violence), Bharmacharya (celibacy) Astaya (Nonstealing) Aparigraha (Non-Possession

Unit II: Fundamentals of Gandhian Thought   **5 hrs**
Truth-Relative truth, Absolute Truth, from God is Truth to Truth is God, Truth through Non-Violence – Man and Society- Ends and Means, Non-violence as the Law of our being, Law of our species, Types of non-violence, Rights & Duties, Equality of religions (Sarvadharma samabhava). Sarvodaya - origin & meaning, Satyagraha - origin & its meaning, Simplicity of life, Economic equality –Constructive programme.

Unit III: Economic Thoughts of Mahatma Gandhi   **5 hrs**
Economic thoughts: Ethical man and Economic man –Means & Ends, Simplicity of Life-Limitation of Wants-Economic Equality-Bread Labor-Trusteeship-Khadi & Village Industries-Globalization-Decentralization –Swadeshi- Self- Sufficiency – Alternative Development and Appropriate Technology-Sustainable Development- Gandhi's views on Ecology- Critical analysis of Gandhian approach.

Unit IV: Political Thoughts of Mahatma Gandhi   **5 hrs**
Political ideas : Nature of the State – Liberty and Equality- Law- Justice – Power- Authority – Democracy-Socialism-Fascism- Rama Rajya -Nationalism and Internationalism –Rights & Duties- Panchayati Raj-Gandhi and Parliamentarism – Rajvaiti – Gandhian Anarchy – Gramaswaraj. Critical analysis of Gandhian approach.

Unit V: Social Thoughts of Gandhiji: **5 hrs**
Gandhi's View's on Concept of man- Removal of Untouchability – Gandhian approach to Health –Man and Society- Social equality- Varnashramadharma – Equality of Women-Communal Harmony- Unity of Religion – Seven Sins and Gandhian Solution-Family-Marriage-Caste System- Dowry System- Eradication of Child Marriage-Alcoholism and Drug Addiction. Critical analysis of Gandhian approach.

Unit VI: Educational Thoughts-   **5 hrs**
Educational: Basic Education-(Nai Talim) Evolution of Gandhian Educational Philosophy-SatyagrahaAshram and Sevagram Ashram-Contemporary Relevance of Basic Education-Gandhi & Women's Education. Critical analysis of Gandhian approach.

Unit VII: Gandhian Movement in India   **5 hrs**

Satyagraha Movement-Non-Co-Operation Movement-Civil-Disobedience Movement-Fasting-Champaran Satyagraha – Ahmedabad Mill owners Strike- BardoliSatyagraha –Vaikom Satyagraha-Salt-Satyagraha-Vinoba & Bhoodan Movement-Jaya Prakash Narayan's Total Revolution-Quit India Movement-Khilafat Movement- Poorna Swaraj. Critical analysis of Gandhian approach.

Unit VIII: Gandhian Ideas on Peace Studies   **5 hrs**

Meaning of Peace- Origin of Peace Studies- Characteristic and methodological features of Peace Studies-Different approaches to Peace Studies- Gandhian approach to Peace-Role of Shanti Sena in Peace Education. Critical analysis of Gandhian approach.

Unit IX: Social Work in India: **5 hrs**

Professional and Voluntary Social Work with special reference to Gandhian approach. Critical analysis of Gandhian approach.

Unit X: Five Year Plans and Development-   **5 hrs**

History, objectives, Advantages and Disadvantages of Five year plans. Recent trends in development.

Books for References:
- Gandhi M K, My Experiments with Truth, Navjeevan Ahmedbad
- Gandhi M K, The voice of truth. Navjeevan Ahmedbad
- Gandhi M K, Mangal Prabhat, Navjeevan Ahmedbad
- Gandhi M K, Hind Swaraj, Navjeevan Ahmedbad
- Bose. N K, Selections from Gandhi, Navjeevan Ahmedbad 1957
- Anand,Y P, Mahatma Gandhi and Satyagraha: A Compendium, National Gandhi Museum, Rajghat, New Delhi, 2006
- Desai Narayan, My Gandhi, Navjivan , Ahmedabad, 1999.
- Datta D.M, The Philosophy of Mahatma Gandhi,. University of Wisconsin-Madison,1961
- Bedekar D K Towards Understanding Gandhi, PopularPrakashan, Bombay 1975
- Prabhu R K and Rao U R (Ed.) The Mind of Mahatma Gandhi, Navjivan, Ahmedabad (Reprint 2002)
- Mehta Subhash, Handbook of Sarvodaya, Geeta Prakashan, Mumbai, 2004
- Bharati K. S., Mahatma Gandhi: The Man of the Millenium, S. Chand and Company Ltd.
- Javdekar, Acharya S.D., Gandhivada, Vadavivechanamala, Pradnya Pathshala, Wai
- Gandhijivanarahasya, Prasad, Pune, 1949
- http://planningcommission.gov.in

SOW154A02: ORGANIZATIONAL BEHAVIOUR, CHANGE AND DEVELOPMENT

Credits: 3 **Hours: 50**

Learning Objectives:
- To help students build a knowledge base appropriate to understand the human behaviour in an organization.
- To enable the students to perceive the attitudes required for the successful applications of organizational behaviour.
- To present a new perspective for management through organizational behaviour
- To help the students to understand and differentiate the individual, group and organizational development.
- To learn to cope with the changes and developments that takes place in the business.

Unit I: Organizational Behaviour **5 hrs**
Evolution and concepts, Organization behaviour model, OB challenges–globalization, information technology, learning organizations and diversity, leadership skills and role of an OB manager.

Unit II: Dynamics of Organizational Behaviour **5 hrs**
Conflict − Meaning, definition, Causes and Sources of conflict. Effects and conflict resolving techniques, types of conflicts, conflict management styles. Power and politics- Meaning, sources of power. Stress − meaning, definition, causes of stress, symptoms of stress, effects of stress, types of stress, stress management programs.

Unit III: Micro Perspective of Organizational Behaviour **5 hrs**
Attitudes − Factors influencing attitude, influence of attitude on behavior. Job satisfaction - meaning, definition, factors determining job satisfaction, Motivation − meaning, definition, types, enhancing employee motivation.

Unit IV: Macro perspective of Organizational Behaviour **5 hrs**
A Macro perspective of Organizational Behaviour: Communication, decision making –nature, behavioural decision making, creative and group decision making.

Unit V: Organizational Theory and Design **5 hrs**
Organizational structure, organizational culture, Organizational climate, HRD Climate and impact of culture on international Organizational behavior.

Unit VI: Organizational Development **5 hrs**
The concept, definition, theory, historical development, basis for organizational development, scope and practice of organisational development in India and other developing countries.

Unit VII: Organizational Development Techniques **5 hrs**
Sensitivity training, survey feedback, process consultation, team building and inter group development, cybernetics, Johari Window, Transactional analysis, Stephen Covey's seven habits of highly effective people, creating a learning organization, emerging OD approaches and techniques and case studies.

Unit VIII: Change Management **5 hrs**
Types of change, importance of change, resistance to change, models and process of organizational change - focus on people, focus on task (job enrichment, autonomous work group) and focus on organization, approaches to managing organizational change, coping with changes.

Team: Concept of team, Team effectiveness, significance of team, team building and interactive skills development, team management check list of things to do to achieve good team work.

Unit IX: Management Development   5 hrs
Definition, elements of formal and informal management development, model, types, levers for success, causes of failure, Burgoynes's model.

Unit X: Mergers and Acquisitions   5 hrs
Definition, motives, types of mergers, rationale for mergers and acquisitions, valuation and payments, profitability, legal frame work –USA, Japan, Brazil, European Unions and India.
HR as a Change Agent: Roles, functions, strategic competencies and HR a strategic business partner.

Books for References:
- Luthans, Fred (1995), Organizational Behaviour, McGraw Hill Inc., Singapore
- Robbins, Stephen P.(1999), Organizational Behaviour, Prentice Hall of India, New Delhi
- Robbins, Stephen P.(1997), Essentials of Organizational Behaviour, Prentice Hall of India, New Delhi
- Khanka, S.S. (2000), Organisational Behaviour, S Chand & Company, New Delhi
- Ghanekar, Anjali (1998), Organisational Behaviour, Everest Publishing House, New Delhi
- Prasad, L.M. (1994), Organizational Behaviour, Sultan Chand & Sons, , New Delhi
- Pareekh, Udai (1998) Organisational Behaviour Process, Rawat Publications, Jaipur.
- Frence, Wemdell and Cecil, Organisational Development, Prentice Hall of India, New Delhi
- Ramnarayan, S., Rao,T.V. and Singh Kuldeep.(1998) Organizational Development: Interventions and, Strategies, Response Books, New Delhi
- Patching, Keith (1999), Management and Organisational Development: Beyond Arrows, Boxes and Circles, Macmillan Press, London.
- Paton, Robert A. & McCalman, James (2000), Change Management, Response Books, Chennai.
- Ulrich, Karl, Chaudhry, R.S. & Rana, S. Kishan (2000), Managing Corporate Culture, Macmillan India, New Delhi.
- Ramu, S. Shiva (1998), Cross Border Mergers and Acquisitions, wheeler Publishing, New Delhi
- Armstrong, Michael (1994), Improving Organisational Effectiveness, Kogan Page Ltd., London.

SOW154B02: HEALTH CARE ADMINISTRATION & COMMUNITY HEALTH

Credits: 3   **Hours: 50**

Learning Objectives:
- Understand the concept of health and integrated approach to health in the context of development.
- Critically analyze plans and policies/services in health and implications for development practice.
- Impart knowledge on concepts of community health, community participation, vital indicators and demographic data of health.
- Equip students with skills for development practice in community health sector.
- Understand the Health Management Information System

Unit I: Community Health and Epidemiology   **5 hrs**
Community Health – Definition and Scope. Meaning and scope of epidemiology: Models and factors associated with health and diseases, Preventive and Promotive Health. Concept and various dimensions of Environmental health, Nutritional health, Occupational health, Reproductive health and Community Mental Health.

Unit II: Health Statistics and Health Indicators   **5 hrs**
Health Statistics and Health indicators: Morbidity, Mortality: Data sources, collection, analysis and uses. Physical and psychological aspects of community health. Special aspects of community health - Alcoholism and Drug dependence – Agent factors, prevention, treatment and Rehabilitation.

Unit III: Policies and Programmes   **5 hrs**
Policies and Programmes: National Health Policy, Family Planning: Importance, Objectives – Methods of Family planning – Population Education – National population policy, Population Dynamics in India and Karnataka. Major community health programmes in India: Vector borne, Filariasis, Malaria, TB, HIV/AIDS, Universal Immunization, Family welfare, Water supply and sanitation. National and International organizations for Health.

Unit IV: Health Planning and Management   **5 hrs**
Concept of Health planning and Planning cycle, Management techniques and methods. Health planning in India and Five year plans. Government of India and State government policy in implementation of Health insurance.

Unit V: Health Care Administration   **5 hrs**
Concept of Health Care, Levels of health care, Principles of Primary health care. Health care system in India – Central, State and District level, National Rural Health Mission. Primary Health Care in India – Sub center, Primary health center, Community health center, Roles and functions of health personnel in these level including ASHA workers.

Unit VI: Hospital   **5 hrs**
Hospital as a Sub-system of Health Care System. Definition, Classification, Departments in hospitals, Use of IT and computerized Information systems in the hospital. Quality assurance in hospital, Hospital administration: Concept and components

Unit VII: Social Worker and Specific Interventions
Sexual Health and Sexually Transmitted Diseases – Transmission, Need for Social Work Intervention, Skills and Abilities of a Social Worker, Legislations associated, Preventive and Promotive Pogrammes. Health education in Schools / Families / Communities. Health Care Team in Communities and Role of Social Worker in Community Health Care Services.

Unit VIII: Health Education   **5 hrs**

Meaning, Importance, Aims and Principle of Health Education**.** Methods of Health Education**.** Effects of Health Education**.** Levels and Practice of Health Education**.** Need of Health Education to attain Positive Health. Communication in Health Education – Mass Media, Audio visual aids, Social Media. Voluntary and Governmental Agencies for Health Education programmes, Evaluation of Health Education programmes in India.

Unit IX: Health Management Information System and Health Economics   **5 hrs**

Definition of Health Management Information System, Need for HMIS in Hospitals, Health Information System, Hospital Information System, Management Information System – MIS as a tool to managerial control. Health Economics: Basics of Health Economics, Nature and scope of Managerial Economics. Micro and Macro Economics, Demand/supply of medical care, concept of cost analysis, price elasticity, Theory of production, Theory of pricing, Price and output decision under different market condition.

Unit X: Legal Aspects of Health   **5 hrs**

Rules and regulations of international health policy**,** Medico-legal problems in relation to health administration**,** Law of contracts, specific performance**.** Laws applicable to hospital employees; Medical jurisprudence and functioning of hospitals**.** Consumer Protection Act and Hospitals**;** I.D Act, W.C Act**.** ESI Act**.** Organ Transplantation Act-International health Organization/NGO**.;** Medical Ethics.

Books for References:
- Basavanthappa. B.T (1998), Community Health Nursing, Jaypee Brothers
- Dawra, S(2002). Hospital Administration and Management. New Delhi: Mohit Publications
- Goel, S.L (2004) Health Care Management & Administration. New Delhi: Deep & Deep Publications Pvt Ltd.
- Goel, S.L, Kumar. R (2007) hospital Administration and Management – Theory and Practice. New Delhi: Deep & Deep Publications Pvt. Ltd.
- Hellberg J.H(1971) Community Health, Coordinating agency for Health Planning
- Park K,(1997) Preventive and Social medicine, Jabalpur: Banarsidas Bhanot Publishers
- Rajneesh, Goel (2002) Community Health Care, Deep & Deep Publications
- Sundar, Kasturi (1997) Introduction to Community Health Nursing: With special reference to India, B.I publications
- Tabish, S.A (2001) Hospital & Health Services Administration. New Delhi: oxford University Press

SOW154C02: SOCIAL ENTREPRENEURSHIP FOR DEVELOPMENT PRACTITIONERS

Credits: 3   **Hours: 50**

Learning Objectives:
- Understand the concept of social entrepreneurship
- Analysis of the various aspects of social entrepreneurship
- Analyse various models of contemporary social entrepreneurship
- Role of social entrepreneurs in developing social capital for the development of the poor
- Understand the role of Women Entrepreneur and Self Help Groups

Unit I: Concept of Entrepreneurship and Social Entrepreneurship   **5 hrs**
Concept of Entrepreneur, Characteristics of an Entrepreneur. Concept, Functions and Type of Entrepreneurship. Entrepreneurship for Social Change and Development.

Unit II: Dimensions of Social Entrepreneurship -Part 1   **5 hrs**
Definition. Seven principles of Social Entrepreneurship: Servant Leadership, Perseverance to face Challenges, Urges to Experiment. Change Makers, Social Mission, Empowerment and Collaboration (SPEC MEC).

Unit III: Dimensions of Social entrepreneurship -Part 2   **5 hrs**
Social Entrepreneurship in Indian and Global Perspectives. Innovation, Risks and Reward systems in Social Enterprises. Role of Social Entrepreneurship towards Sustainable Development.

Unit IV: Collaboration in Social Entrepreneurship   **5 hrs**
Public-private Partnership in Social Entrepreneurship. Community Engagement and Youth Participation in Social Entrepreneurship.

Unit V: Analysis of Contemporary Social Entrepreneurship Models   **5 hrs**
Micro finance for poor villages by Muhammad Yunus (Bangladesh) Child line and Aflaton of Jeroo Billimoria (India),Village based development by Joe Madiath (Orissa, India), Organizing Self Employment Women by Ela Bhatt (Ahmadabad, India) Ashoka Network of Bill Drayton, Skoll foundation of Jeff Skoll (USA), Low cost Rural Electrification by Fabio Rosa(Brazil). Emerging Models of Social Entrepreneurship in Micro Enterprises, Green Technologies, Farmer Producer Organizations in the developing world.

Unit VI: Strategies for Social Entrepreneurship.   **5 hrs**
Non-profit and Public management tools, Social Enterprise Business Plan, Entrepreneurial Fund-raising and Marketing, Use of ICT and Social media for Social Entrepreneurship Development.
Practical skills in ICT (Training in software packages, Internet and web-channels).

Unit VII: Social Entrepreneurship and Formation of Social Capital   **5 hrs**
Social Entrepreneurship and Social capital, Social entrepreneurs' role in Community development, Social Entrepreneurs developing individual/group entrepreneurship with the poor. Promotion of Poor people's Producer Organizations and Network for Community's Socio-Economic Development.

Unit VIII: Role of Women Entrepreneur and SHG.   **5 hrs**
Role of Women Entrepreneur, Role of SHGs in Development- Micro finance and SHGs.

Unit IX: Social Marketing   **5 hrs**
Concept of Social Marketing, Causal Marketing and Commercial Sector Marketing, Analyses of the Social Marketing Environment, Target audiences and goals, Developing Social Marketing Strategies. Ethical Principles guiding Social Marketing practice

Unit X: Emerging Issues in the Field of Social Entrepreneurship   **5 hrs**
Public Policy for Social Entrepreneurship in India, Emerging Issues in the Field of Social Entrepreneurship: Energy and climate, Conservation, opportunity creation.

Books for References:
- Nicholls, Alex (2008). Social entrepreneurship: New models of sustainable social change New York : Oxford University Press
- Kumar, K.B.S. (2007). Social entrepreneurs: The change makers IUP : Agartala.
- Khanka, S.S. (1999). Entrepreneurial Development. New Delhi: S.Chand.
- Venkatapathy, R. Malar, M.K. Uma, D.N. (2010). Social entrepreneurship: Strategies for nation building, New Delhi : Excel
- Bornstein, David. (2004). How to change the world: Social entrepreneurs and the power of new ideas, New Delhi : Penguin
- Verma, Anitha. (2009). Social entrepreneurship management, Global India, New Delhi.
- Brooks, A.C. (2008).Social Entrepreneurship: A modern approach to social value Creation, New Delhi : Pearson Prentice Hall
- Philips. & Pittman. (2009). Introduction to community Development, London: Routledge

SOW154203: CORPORATE SOCIAL RESPONSIBILITY (CSR)

Credits: 2   **Hours: 30**

Learning Objectives:
- Develop a holistic understanding of the concept CSR
- Gain adequate knowledge on CSR policy
- Understand global perspective on CSR and CSR practices in India
- Know various CSR practices in India through case study

Unit I: Concept of Corporate Social Responsibility   5 hrs

Social Responsibility, Aim and Objectives of CSR, Definition of Corporate Social Responsibility, Scope of CSR, Need and Significance of CSR, History and Evolution of CSR in the Indian and international context Carroll's Model of CSR (Pyramid of CSR).

Unit II: CSR Policies and Governance   5 hrs

CSR policies and Governance, Laws and Regulations, Theories of CSR (Carroll, Wood, and stake holders) CSR and Sustainability, Strengths and weaknesses of CSR

Designing a CSR policy, Factors are influencing CSR policy, Managing CSR in an organization, Social auditing.

Unit III: CSR and Community   5 hrs

Stakeholder engagement; Community involvement, investment and evaluation; Human Resource management – labour security and human rights; Consumer rights and movements affecting CSR

Unit IV: Corporate Governance   5 hrs

Need for Environmental assessments; Role of Biodiversity, Climate change and environment in business; Importance of Environmental Compliance; Corporate Governance and soft laws; National Voluntary Guidelines and Laws

Unit V: Benefits of CSR   5 hrs

Interest Groups Related to CSR, Why Social Responsibilities of Corporate Sectors (arguments for and against it), Drivers of CSR, Tools of CSR, and Benefits of CSR.

Unit VI: Role of NGOs in Developing CSR   5 hrs

Role of NGOs in developing CSR – interaction in a multi-stakeholder context; Governments' response to CSR; Standards and Codes – SA 8000, the Global Compact, GRI, etc as well as international standards including ISO 26000 ISO 14000, SA 8000, AA 1000, Codes formulated by UN Global Compact, UNDP, Global Reporting Initiative; Global Perspective of CSR, CSR in India; Case studies from Brazil, Ghana, Nigeria, South Africa and South Asia with special reference to India for better understanding of each aspect and practicalities of CSR; Models of CSR strategies (welfare and sustainability models); Competencies of CSR Professionals; Conclusion – Factors hindering CSR activities in companies

Books for Reference:
- Bradshaw, T. and D. Vogel. 1981. Corporations and their Critics: Issues and Answers
- The Problems of Corporate Social Responsibility. New York: McGraw Hill Book Company.
- Brummer, J.J. 1991. Corporate Responsibility and Legitimacy – An Interdisciplinary
- Analysis, Westport, CT: Greenwood Press.
- Cannon, T. 1992. Corporate Responsibility (1st Ed.) London: Pitman Publishing.
- Grace, D. and S. Cohen 2005. Business Ethics: Australian Problems and Cases. Oxford:
- Oxford University Press.
- Reddy, Sumati and Stefan Seuring. 2004. Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press

SOW1542R1: DISSERTATION

Credits: 4   **Hours: 50**

Introduction
1. Research skills are very important for the practice of professional Social Work. This work has to be done on the basis of empirical study.
2. An option is given to students to do the same from Qualitative perspective too.
3. The option to do Dissertation must be exercised by a student in the beginning of III semester in writing.
4. Only qualified Social Work teachers are to guide students.
5. Though Dissertation is scheduled in the IV semester itself, the students have to do data collection during the vacation period between III and IV semester.

Learning Objectives
1. Develop ability to conceptualize, formulate and conduct simple research projects.
2. Learn to make informal assessment and judicious use of research studies and findings on a particular subject area.
3. Develop skills for use of library and documentation services for research.
4. Develop attitudes favorable to the judicious integration of practice, research and theory.
5. Develop ability for logical reasoning and critical analysis.

Dissertation:
Each student is placed under the guidance of a faculty member for dissertation work. The student is required to select area of the subject of his/her interest. Subsequently the student is guided to prepare Questionnaire/Interview Schedule. Any other tool for systematic collection of data from a group of subjects is also recommended.

1. The vacation period after III semester Examination may be utilized for data collection in the field. After data collection analysis is done.
2. The core content of the report may not be more than 100 typed pages and it should cover in general the following chapters.

General outline of the Dissertation:
I.   Introduction
II. Review of Literature
III. Research Methodology
IV. Analysis and Discussion
V.   Conclusion and Suggestions
VI. Bibliography and Appendices

Submission:
Two type written copies should be submitted in the college for the valuation before the commencement of theory examination for IV semester i.e last week of the IV semester. If a student fails to submit within the time prescribed, he/she will be treated as "Incomplete" in that semester.

SOW1542I1: CONCURRENT FIELD WORK IV

Credits: 5   **Hours: 180**

Learning Objectives:
1. Understand the functioning of the agency in terms of its history, philosophy, vision, mission, objectives, programmes, client population, funding, organization structure and daily activities.
2. Understand the environmental and health concerns of the project/setting
3. Get exposed to innovative projects in developmental/HR/psychiatric settings
4. Learn the techniques of project planning and project management.
5. Develop skill in using communication media in Social Work practice
6. Develop the skill in project evaluation
7. Understand the functioning of multidisciplinary team in a psychiatric setting/HR/development settings and the role of Social Worker in the team
8. To be familiar with the policies, laws and government programmes applicable to the client systems of the agency
9. To be familiar with the approaches and intervention strategies in psychiatric setting/HR/development settings

Field Practicum requirements:

1.   Innovative Project/Study tour: Innovative Project/Study Tour will be organized for 5 days at the beginning of fourth   semester. The areas of study are

- Understand government, private and people based organizations and developmental services in the context of emerging social realities.
- Understand the programme/ strategies, administrations/ management of the organizations/programmes/services and participation of the stakeholders in problem solving.
- Understand the role of Social Work and other disciplines in relation to the organization/development programmes/services.
- Appreciate and analyze critically the organization, its services/programmes and strategies in terms of their relevance, effectiveness to meet the organizational goals and achieve overall development of the people.

2.   Concurrent Fieldwork: The student is required to undergo field work with commitment   and dedication with appropriate professional; behavior. The field work will be done   concurrently two days in a week by students in the agency selected by the department. The student shall put in not less than 15 hours a week for field work training. The   students will be placed in the social welfare organizations or hospitals or corporates as   per their choice of specialization.

Field Practicum Evaluation: The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Field Work Viva Voce	70
2	Field work Presentation	05
3.	Field work Documentation	10
4.	Evaluation by faculty supervisor based on performance of the student in the field work: • Understanding of concepts and quality of field work reports • Application of theory in to practice **Completion of requirements:** ➢ Completion of innovative project/study tour ➢ Completion of 180 hours in the community/agency based field work)and participation in individual conference ➢ Case studies/Activities/Assignments as per the specialization requirements	10
5.	Assessment & Feedback from Agency Supervisor	05
	TOTAL	**100**

SOW1542I2: BLOCK PLACEMENT

Credits: 5   **Days: 30**

Learning Objectives:
1. The last semester block placement is the culmination of practice and training and the students are given preference to select their own agency, based on their interest areas within the framework of the specialization area.
2. This placement is meant to give them the opportunity to work as professional Social Workers and take up individual assignments and responsibility.
3. Students could also take up job in an organization and complete this requirement therein, provided that the learning objectives could be ensured.
4. The focus is on 'integrated Social Work practice', wherein the student is expected to practice adaptively all the methods and skills with the expected attitudinal disposition.
5. The tasks will depend on the agency and the student initiative (However, the fourth semester framework of tasks could be made use of).

Block field placement is an Integral part of the MSW Programme. It will be awarded with 4 credits. It is a compulsory requirement for the successful completion of the programme which shall be done immediately after the 4th semester examination for 30 days.

Requirements
Duration of the block placement shall be a minimum of 7.5 hours per day for 30 working days.
Weekly reports should be submitted to the Head of the Department. Consolidated Report of block placement prepared by the student and the attendance certificate from the agency where the candidates has been placed should be submitted to the HOD within 10 days after the last day of the block placement.

Evaluation
Block placement Viva Voce will be conducted for 70 marks and the Continuous internal assessment will be of 30 marks.