



# UNIVERSITY OF MYSORE

## MASTER OF SOCIAL WORK

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MSW

### SYLLABUS

**CREDIT BASED, CHOICE BASED CONTINUOUS ASSESSMENT PATTERNED  
EDUCATION SYSTEM.**

(Regulations, Scheme of Examination and Course Content)

To be effective from the Academic Year 2011-12

**DEPARTMENT OF STUDIES IN SOCIAL WORK  
MANASAGANGOTRI  
UNIVERSITY OF MYSORE  
MYSORE - 570006**

MASTER OF SOCIAL WORK  
DISTRIBUTION OF COURSE CONTENT AND CREDITS  
Honor's level

Papers offered

MSW-I Semester

Compulsory additional papers for non BSW students

Sl No.	Code No.	Paper title	L	T	P	Credits
1	NSW-1	Social Science Perspectives for Social Work Practice.	-	-	-	-
2	NSW-2	Term Project	-	-	-	-

1. A bridge course would be conducted for a period of 5 days covering the required course input. There are no credits allotted to this course and no written examination too. However, attendance of 75% is compulsory.

2. Paper code: NSW2 :Term project:

The term project is a team-exercise consisting 3 to 5 students. The team is expected to select a theme relevant to current social issues in consultation with the supervisor and make an exhaustive survey of literature on the chosen theme including empirical studies made on the same.

Further, the group shall also collect the experiences or opinions of people on the issues and make a detailed presentation.

Flexibility is accorded in planning and executing the term project. Creative and analytical approaches are to be carried out under the direct supervision of a faculty supervisor.

The report of the term project has to be submitted before the end of theory examination of that semester to the Department of Social Work, University of Mysore, Mysore through the supervisor and Chairman/Principal of the college.

The term project is offered only for the non-BSW students. However, students with BSW background are also encouraged to opt for the term project, as an innovative approach in social work, is they desire so.

Core papers for odd Semesters - Honor's level

Sl No.	Code No.	Paper title	L	T	P	Credits
1	SWHC-1	Social Work – History and Ideologies	2	1	0	3
2	SWHC-2	Work with Individuals and Families	2	1	0	3
3	SWHC-3	Work with Groups	2	1	0	3
4	SWHC-4	Work with Communities	2	1	0	3
5	SWHC-5	Human Growth and Development	2	1	0	3
6	SWHC-6	Social Work Practicum – I	0	1	2	3
Total Credits						18

MSW-II Semester

Core papers for even semesters - Honor's level

Sl No	Code No.	Paper title	L	T	P	Credits
1	SWHC-7	Management of Developmental and Welfare Services	2	1	0	3
2	SWHC-8	Social Work Research and Statistics	2	1	0	3
3	SWHC-9	Social Work Practicum – II (Social Work Camp and Summer Placement)	0	0	3	3
4	SWHC-10	Social Work Practicum - III	0	1	2	3
5	SWSC-1	Communication and Counseling / or Gandhian Approach to Welfare and Development	2	1	0	3
6	SWSC-2	Personal and Professional Growth / or Population and Environment	2	1	0	3
Total						18

7	SW0E -1	Social Work Practice with Children / or Science of Crime, Penology and Social Work Practice	3	1	0	4
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MSW-III Semester

(Odd semester) Masters level

Sl No.	Code No.	Paper title	L	T	P	Credits
1	SWHC - 11	Human Resource Management	2	1	0	3
2	SWHC - 12	Social Work Practicum - IV	0	1	2	3
3	SWSC - 3	Social Work with Tribal and Rural Communities/ or Organisational Behavior and Organisational Development	2	1	0	3
4	SWSC - 4	Preventive and Social Medicine and Medical Social Work/ or Rehabilitation and Aftercare Services	2	1	0	3
5	SWSC - 5	Social Policy, Planning and Development / or Legal System In India	2	0	0	2
Total Credits						14

6	SWOE-2	Gerontological Social Work /or Management of Non-Governmental Organizations	3	1	0	4
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MSW-IV Semester

Master's level - even Semester

Sl No.	Code No.	Paper title	L	T	P	Credits
1	SWHC - 13	Employee Relations and Legislation	2	1	0	3
2	SWHC - 14	Mental Health and Psychiatric Social Work	2	1	0	3
3	SWHC - 15	Major Project	0	0	4	4
4	SWHC - 16	Social Work Practicum - V	0	1	2	3
5	SWHC - 17	Social Work Practicum - VI (Block Placement)	0	0	3	3
6	SWSC - 6	Human Resource Development and Employee Wellness / or Case studies	2	0	0	2
Total Credits						18

7	SWOE-3	Disaster Management / or Correctional Administration and Services	3	1	0	4
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Appendix – I

MASTER OF SOCIAL WORK  
DISTRIBUTION OF PAPER CODE AND CREDITS  
Honor's level

Paper Codes and Credits

Compulsory additional papers for non BSW students

Paper Code	Paper	L	T	P	Credits
NSW-1	SSPSWP	0	0	0	0
NSW-2	TP	0	0	0	0

Core papers for odd semesters I semester MSW

Paper Code	Paper	L	T	P	Credits
SWHC-1	HC	2	1	0	3
SWHC-2	HC	2	1	0	3
SWHC-3	HC	2	1	0	3
SWHC-4	HC	2	1	0	3
SWHC-5	HC	2	1	0	3
SWHC-6	HC	0	1	2	3
Total					18

Core papers for even semesters II semester MSW

Paper Code	Paper	L	T	P	Credits
SWHC-7	HC	2	1	0	3
SWHC-8	HC	2	1	0	3
SWHC-9	HC	0	0	3	3
SWHC-10	HC	0	1	2	3
SWSC-1	SC	2	1	0	3
SWSC-2	SC	2	1	0	3
Total					18

SWOE-1	SWOE	3	1	0	4
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Master's level

Core papers for odd semesters. III semester MSW

Paper Code	Paper	L	T	P	Credits
SWHC - 11	HC	2	1	0	3
SWHC - 12	HC	0	1	2	3
SWSC - 3	SC	2	1	0	3
SWSC - 4	SC	2	1	0	3
SWSC - 5	SC	2	0	0	2
Total					14

SWOE-2	SWOE	3	1	0	4
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Master's level - even semester

Paper code	Paper	L	T	P	Credits
SWHC - 13	HC	2	1	0	3
SWHC - 14	HC	2	1	0	3
SWHC - 15	HC	0	0	4	4
SWHC - 16	HC	0	1	2	3
SWHC - 17	HC	0	0	3	3
SWSC - 6	SC	2	0	0	2
Total					18

SWOE-3	SWOE	3	1	0	4
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HC= Hard Core Paper, SC= Soft Core Paper, OE= Open Elective,  
 TP= Term Project, SWP= Social Work Practicum, BP=Block Placement,  
 SP=Summer Placement, CS= Case Studies, RP= Research Project.

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**Objectives of the Course (Master of Social Work):**

1. To provide education and training in social work to those desirous of making a career in social work practice.
2. To provide opportunities through intensive field practicum to work with variety of people in their development and provide service to those who are in need of it.
3. To provide inter-disciplinary collaboration for better understanding of human problems, services and issues related to human development.
4. To link theory with practice in every sphere of human service endeavors.
5. To develop requisite knowledge, skills and values in working with people
6. To promote among learners a sense of responsibility and commitment to work with different sections of people and especially of the vulnerable sections of the society
7. To promote opportunities and to create awareness for personal growth
8. To acquire knowledge and skills in undertaking practice-based research and to administer human service organizations

**Name of the Course:**

The course shall be called ' **Master of Social Work**' (MSW).

**Duration of the Course:**

The Course of study for **MSW Degree** shall extend over a period of four semesters spreading over two academic years.

**Regulations:**

**ELIGIBILITY FOR ADMISSION TO MSW COURSE**

Candidates who have passed BSW/ BA/ B.Sc. / B.Com. / BBM/ B.C.A / LLB of the University of Mysore or any other university recognized as equivalent there to are eligible for admission to MSW course. Candidates will be selected for admission as per the general guidelines issued from the University of Mysore from time to time. The Department/University shall conduct entrance examination for admission to the course.

The examination is of two hour duration and the question paper comprises of 100 objective type questions - 20% questions from general knowledge, 60% from science & social sciences, and another 20% questions will be from present social issues. Merit will be assessed on the basis of performance in the entrance examination and performance in the undergraduate examination on equal weightage.

Note: Four seats shall be allotted to Graduates in Social Work of the University of Mysore and one seat shall be allotted to Graduates in Social Work of other University. The unfilled seats, if any, shall be shifted to the general category.

### **PATTERN OF QUESTION PAPER**

#### **Pattern 3**

(The Question paper comprising of 3 parts: A,B and C as follows)

#### **PART – A**

There are 8 questions and a candidate has to answer any 5 questions. Each question carries 2 marks. This part covers all units of the syllabus.

#### **PART – B**

There are 8 questions and a candidate has to answer any 5 questions. Each question carries 5 marks. This part covers all units of the syllabus.

#### **PART –C**

There is a single question such as case study (may contain sub questions) covering entire syllabus carrying 15 marks. No choice.

### **ASSESSMENT OF SOCIAL WORK PRACTICUM**

A viva-voce examination shall be conducted for each candidate in all semesters. The performance of the candidate shall only be assessed by a committee consisting of one faculty member of the Department of Social Work of University of Mysore and an external examiner. The number of such committees depends on the number of candidates. In case of colleges where MSW is being offered, a qualified faculty member (who has passed UGC NET or has Doctoral Degree in Social Work) will be an additional examiner to the two member committee mentioned above for that college only. In case of non-availability of a qualified teacher, the two-member committee constituted for viva-voce examination will stand.

### **SOCIAL WORK PRACTICUM**

The practicum with different learning opportunities is designed to provide scope to develop and enhance professional practice skills. Learning is aided through observation, analysis of social realities and experience of participation in designing and providing social work intervention.

The tasks are organized to help the learner acquire beginning skills, practice those already acquired, and master them from simple to complex. The learner is gradually encouraged to become an independent worker during the course of study.

## Objectives

The objectives are met by providing a variety of experiences to learners to:

1.
  - i. Develop the ability to observe and analyze social realities.
  - ii. Understand the characteristics of social systems and their dynamics.
  - iii. Appreciate society's response to people's needs, problems and social issues.
  - iv. Develop critical understanding of the application of legislation, legal process, and social policy.
  
2.
  - i. Develop the ability to examine the process of programme management and participate in the effort at various levels.
  - ii. Develop the ability to recognize the need for newer programs, initiate and participate in them.
  - iii. Use Human Rights tools, understanding of gender justice, and need for equity in all intervention.
  - iv. Develop an understanding of organizational structure, resource management, and day-to-day administration for human service programmes - developmental and welfare programmes
  - v. Develop the capacity to integrate knowledge and practice-theory by participating in intervention.
  
3.
  - i. Clarify and imbibe values which sustain positive attitude and professional ethics.
  - ii. Develop the capacity for self-direction, growth and change through self awareness.
  
4.
  - i. Enhance writing skills to document practice appropriately. Recordings to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

To meet these outcomes, several opportunities with specific objectives are designed. The different sets of opportunities with details of content and related tasks are listed separately.

Paper code: NSW -1

Paper Title: SOCIAL SCIENCE PERSPECTIVES FOR SOCIAL WORK PRACTICE

## INTRODUCTION

This course provides the learners basic understanding of relevant concepts from social sciences to help the learners to study and understand social phenomenon. Further, it helps the learner develop skills for social analysis and understand developmental processes.

## OBJECTIVES

- a. Understand the concepts to examine social phenomenon.
- b. Develop skills to analyse Indian society and change.
- c. Understand change and conflict.
- d. Understand the system for economic order.
- e. Develop skills for social analysis.
- f. Understand the development and its impact.

## Course Content

### UNIT I

Sociology and its relationship to other disciplines: Meaning, scope and significance - Its relationship with other social sciences such as History, Economics, Politics, Psychology, Anthropology and Social work.

Society and Culture: Society as a system of relationship - Social Structure: Meaning, status and roles - Culture: Meaning and contents-Tradition, customs, values, norms, folklore and mores.

Indian Society: Composition of Indian Society: the concept of unity amidst diversity - Social classification in India: Tribal, rural and urban divisions - Social stratification in India: Meaning, caste, class divisions.

Socialization: Meaning, process of socialisation - The development of self - Agencies of socialisation.

### UNIT II

Social Groups, Social Institutions and Social Control - Meaning and types: Primary and Secondary groups, in-groups and out-groups, reference groups - Types of social institutions: Marriage, Family, Religion, State and Law.

Meaning and Functions: Social Control exercised through the social institutions

Social Change: Meaning, characteristics and factors inducing change with reference to India.

Social Movements in India: Meaning, factors essential for a Movement - Dominant social movements in India - Social reform movement and contributions of social reforms - Peasant movement - Trade Union movement - Social movements and social change in India.

### UNIT III

Development - A Human Right Perspective: Social Ideals of Indian Constitution - Fundamental Rights - Human Rights.

Socio-economic order and comparative economic system: Capitalism, Socialism and Mixed economy, their features, merits and demerits - Marxian political economy.

Social Analysis: Significance of social analysis: A brief analysis of socioeconomic, political and cultural systems - Inter-linkages in the Indian context.

### UNIT IV

Under-development and its causes and Contemporary Development Dynamics: A historical overview with reference to developing countries of Asia, Africa and Latin America - North-south relations, world trades, Multinational corporations and their influences on Third World economics - Trends and counter trends (Paradoxes) in the global, political, economic, military, ecological and socio-cultural spheres.

Theories of Economic Development, Globalisation and its impact on Developing Countries: Stages of growth theory - Structural internationalist theory Privatization, liberalization and structural adjustment programmes - Role of international financial institutions.

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3. Augushine, John S. (Ed.) 1989 Strategies for Third World Development, New Delhi: Sage Publications.
4. Basu, Durga Das. 1983 Introduction to the Constitution of India, New Delhi, Prentice-Hall of India Private Ltd.
5. Bert N. Adams. 1975 A Sociological Interpretation, Chicago: Rang McNally College.



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23. Panday Rajendra. 1986 The Caste System in India-Myth and Reality, New Delhi: Criterion Publication.
24. Pandey, A. K. 1997 Tribal Society in India, New Delhi: Manak Publishing Ltd.
25. Rao, D. Bhaskar, 1998 World Summit for Social Development, New Delhi: Discovery Publications.
26. Rao, V. Lakshmana 1994 Essays on Indian Economy, New Delhi: Ashish Publishing House.
27. Reddy, D. V. 1994 Development and New International Economic Order, New Delhi: Deep and Deep Publications.
28. Ross, Aileen D. 1961 The Hindu Family in its Urban Setting, Delhi: Oxford University Press.
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31. Sharma, K. L. (Ed.) 1999 Caste and Race in India, Mumbai: Popular Prakashan.
32. Sharma, R. K. 1997 Indian Society - Institution and Change, New Delhi: Atlantic Publishers.
33. Singh, K. S. 1985 Tribal Society in India, New Delhi: Manohar Publishing House.
34. Srinivas, M. N. 1996 Village, Caste, Gender and Method (Essay in Indian Social Anthropology), Delhi: Oxford University Press.
35. Steveus Smart M., Laura S. Smart. 1976 Families Developing Relationships, New York: Macmillan Publishing Co.
36. Tandon, B. B., and Tandon, K. K. 1997. Indian Economy, New Delhi: Tata McGraw-Hill Publishing Company Limited

37. Verghese, K 1992

General Sociology, Delhi: Macmillan Co,

#### Journals/ Magazines

Sociological Bulletin (Journal of the Indian Sociological Society).

Contribution to Indian Sociology.

Social Change, Issues and Perspectives (Journal of the Council for Social Development).

Economic and Political Weekly, EPW Research Foundations, Mumbai.

Paper code: NSW 2

#### TERM PROJECT

The term project is a team-exercise consisting 3 to 5 students. The team is expected to select a theme relevant to current social issues in consultation with the supervisor and make an exhaustive survey of literature on the chosen theme including empirical studies made on the same.

Further, the group shall also collect the experiences or opinions of people on the issues and make a detailed presentation.

Flexibility is accorded in planning and executing the term project. Creative and analytical approaches are to be carried out under the direct supervision of a faculty supervisor.

The report of the term project has to be submitted before the end of theory examination of that semester to the Department of Social Work, University of Mysore, Mysore through the supervisor and Chairman/Principal of the college.

The term project is offered only for the non-BSW students. However, students with BSW background are also encouraged to opt for the term project, as an innovative approach in social work, is they desire so.

Evaluation of the term project will be done along with the viva-voce examination by the viva-voce committee, constituted for the assessment of social work practicum or similar committee may be constituted, if required.

Odd semester

Paper code: SWHC- 1

Paper Title: SOCIAL WORK - HISTORY AND IDEOLOGIES

## INTRODUCTION

This course aims at introducing the learners to a critical inquiry into the history and ideologies of social change and professional social work.

## OBJECTIVES

- a. Understand the history of evolution of social work profession, both in India and the West.
- b. Develop insights into the origin and development of ideologies, approaches to social change.
- c. Understand rationale, goals, ideals and ethics for social change.
- d. Understand the perceptions of people and social problems, the status of benefactors and their motives.
- e. Develop skills to understand contemporary reality in its historical context.
- f. Understand self as a part of own environment and explore own assumptions, ideals, values to develop sensitivity to marginalization of vulnerable groups.

Course Content:

## UNIT I

Indian History of Social Work Profession: Introduction - Beginning of social work education - Welfare versus developmental orientation in social work - Professionalization of social work values, education, knowledge and professional associations - Goals, values, functions/roles and process of social work - Interface between professional and voluntary social work, social work ethics.

## UNIT II

Indian History of Ideologies for Social Change -Ancient period: Vedic, Vedantic and non-Vedic Ideologies, Spirituality - Medieval period: Zoroastrianism and Islam in India - Mysticism of Bhakti and Sufi movements and Sikhism.

Modern period: Christianity in India - Hindu reform movements - Dalit movements - Gandhian ideology and Sarvodaya movement - Nationalism - Ideology of the Indian Constitution - Ideology of voluntary organisations and voluntary action.

## UNIT III

Contemporary Ideologies for Social Change: Neoliberalism and Globalisation - Post modernism - Multiculturalism - Ideology of action groups and social movements - Ideology of non-governmental organisations.

Role of state in providing social welfare services.

## UNIT IV

Western History of Ideologies for Social Change: Organized and scientific charity - Beginning of social work education - Clinical social work - Ecological social work - Attributes of a profession.

Western History of Social Work Profession - Medieval period: Judeo-Christian-ideologies - Secular humanism and Protestantism - Modern period: Rationalism and Welfarism - Liberalism and democracy - Utilitarianism and Social Darwinism - Socialism and human rights - Emerging ideologies of professional social work.

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Social Consciousness in Colonial India, New Delhi:  
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#### Journals/ Magazines

Economic and Political Weekly, The Indian Journal of Social Work, Lokayan Bulletin and Vikalp.

Odd semester

Paper code: SWHC- 2

Paper Title: WORK WITH INDIVIDUALS AND FAMILIES

## INTRODUCTION

This course aims to develop simple to complex skills of working with individuals and families in various situations like crisis, preventive, facilitative and developmental.

## OBJECTIVES

- a. Understand casework as a method of social work, and appreciate its place in social work practice.
- b. Understand the values and principles of working with individuals and families.
- c. Develop the ability to critically analyse problems of individuals and families and factors affecting them.
- d. Enhance understanding of the basic concepts, tools and techniques in working with individuals and families, in problem-solving and in developmental work.
- e. Develop appropriate skills and attitudes to work with individuals and families.

## Course Content

### UNIT I

Social case work: Definitions, scope, historical development - Influence of psychoanalysis on casework - Introduction of casework as a method of social work - Concepts of adjustment and maladjustment - Philosophical assumptions and casework values.

Principles of casework: Individualization, acceptance, non-judgmental attitude, participation, relationship, effective communication of feeling, client self-determination, and confidentiality.

Components of social casework: The person, the problem, the place and the process. Process in casework: Study, assessment, intervention, evaluation, follow-up, and termination.

### UNIT II

Types of problems faced by Individuals and families; individual differences and needs - Family assessment in casework practice.

Theories and approaches: Psycho-social approach, Functional approach, Problem-solving approach, Crisis Theory, Family intervention, Behavioural modification, Transactional analysis and Holistic approach.

### UNIT III

Tools for Help: Case work tools: Interview, home visit, observation, listening, communication skills, rapport building.

Records: Nature, purpose and principles of recording.

Techniques of casework: Supportive, resource enhancement and counseling.

Self as a professional: Professional self - Conflicts and dilemmas in working with individuals and families.

### UNIT IV

Application of Method: Primary and secondary settings - Application of methods in family, women, and child welfare settings, marriage counselling centres, schools settings, medical and psychiatric settings, correctional institutions, and industry.

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15. Pippins, J. A. 1980                 Developing Case Work Skills, California: Sage Publications.
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Odd semester

Paper code: SWHC -3

Paper Title: WORK WITH GROUPS

## INTRODUCTION

This course aims at developing the understanding of Group Work as a method, developing skills for intervention, and gaining knowledge of the scope of this method in various settings.

## OBJECTIVES

- a. Develop awareness about the specific characteristics of Group Work and its contributions as a method of social work intervention,
- b. Gain knowledge about group formation and the use of a variety of group approaches.
- c. Develop understanding of concepts, dynamics and small group theory in relation to all types of groups, e.g. family, staff, committee, long-term client groups.
- d. Identify the various situations and settings where the method could be used in the context of social realities of the country.

## Course Content

### UNIT I

Introduction and history of Group Work: Understanding of groups - Characteristics and significance of group - Definition of Social Group Work - Characteristics of Social Group Work - Purpose of Social Group Work; Historical evolution of group work with special emphasis on the Indian Context.

Type of Groups: Types and approaches based on objectives and purpose - Type of membership - Time duration - Social group work in different settings and analysis of group processes.

Values and Principles in group work and Characteristics of Group formation: Values in social group work- Principles in group work - Assumptions underlying social group work - Factors of group formation - Formulation of goals - Identification of problems for work.

Pre-group and Initial Phase: Planning model - Characteristics of pre group phase - Group structures - Facilitation skills and role of worker in pre-group and initial phase.



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Odd semester

Paper code: SWHC-4

Paper Title: WORK WITH COMMUNITIES

## INTRODUCTION

Community organization / development, as a method of social work practice, is seen as a means to facilitate communities towards self-directed change. It takes as its basis the inequalities in society manifested through processes of marginalization, discrimination or disempowerment of groups, which have resulted in the loss of control over resources, be they tangible or intangible. The strategies of Community Organisation practice being addressed as part of the course cover a range spanning different ideologies, from those being people-initiated, and those that are initiated by the elite. Community organization is seen as a means as well as an end, where collective processes are to sustain the community's capacity to bring about change.

## OBJECTIVES

- a. Understand the critical elements of community organisation practice.
- b. Enhance critical understanding of the models and strategies for community organisation practice.
- c. Make the micro-macro connections between the range of complex issues in practice.
- d. Develop attitudes conducive to participatory activities for civil society.

## Course Content

### UNIT I

Community: Concept, characteristics, types and functions.

Understanding of community organisation practice: Definition of community organisation, values and principles of Community Organisations, ethics of community organisation practice.

Community Organisation Practice: Community work within social work, Understanding Human Rights in community organisation practice.

Historical development of community organisation practice.

Power: Concept of power - The range of perspectives - Dimensions of power relevant to community organization.

Empowerment: Concept of Empowerment - Barriers to, process and cycle of empowerment.

Gender and Empowerment: Gender sensitive community organization practice

## UNIT II

Models and Strategies of Community Organization - Locality Development Model - Social Planning Model - Social Action Model - Select methods of public interest mobilization, litigation, protests and demonstrations, Dealing with authorities, Public Relations, Planning, Monitoring and Evaluation - Roles in different models attributes and attitude.

## UNIT III

Community Organization as a Method: Relevance of community organisation as a method across different spheres of social work intervention and relook at own attitudes.

Skills of Community Organization Practitioner: Problem analysis, resource mobilization, conflict resolution, organizing meetings, writing and documentation, networking, training.

## UNIT IV

Strategy and Roles: Unionization as a strategy - Advocacy in community organization.

Current debates in Community Organisation Practice: Emerging issues - Impact of macro policies.

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Community Development Journal: An International Forum, UK, Oxford University Press.

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Paper code: SWHC-5

Paper Title: HUMAN GROWTH AND DEVELOPMENT

## INTRODUCTION

The course aims to introduce the learners to the development of the individual across the life span, in a system and an ecological perspective. It also provides an understanding of human development and behaviour, in contextual influences, including individuals in disadvantaged or special contexts. The theoretical inputs are to enhance the understanding of people's growth, health, and development at various stages as bio-psycho-socio-spiritual being over the life span.

## OBJECTIVES

- a. Develop an overall understanding of the principles of growth; their relevance and application to behaviour at various phases in the life span.
- b. Understand the twin roles of individual's heritage and environmental influences in growth and development.
- c. Understand interactional nature of growth and behaviour at various stages in the life span: infancy, childhood, adolescence, youth, adulthood and old age, and impact of cultural aspects.
- d. Develop sensitivity towards needs, developmental tasks and health status along with need for developmental programmes for the same.
- e. Apply the information of growth, development and health in social work practice in general and individuals, groups and communities in particular.

## Course Content

### UNIT I

Life Span: Beginning of life - Human reproductive system; Fertilization and Foetal development - Delivery and 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 - Social customs traditions, values in parenting and child rearing practices, deprivation and development during stages of life span. Understanding of the Indian concept of life span stages.

### UNIT II

Developmental periods: Infancy, babyhood, childhood, puberty, adolescence -. Growth, hazards, lifestyle effects

Adulthood - Growth, personal and social adjustment, health, sexuality, vocational and marital adjustment.

Aging - Characteristics, hobbies, adjustment, physical and mental health, death, dying and bereavement.

Special focus is on psychosocial development, moral development, and personality development vis-a-vis the influence of the contexts of development., (The contexts here refers to gender, family, significant others, neighbourhood: peers, school, community, work place and other larger contexts like the society and culture. Emphasis is placed on the Indian context of development, variations from the normal patterns of development and views on the stages)

### UNIT III

Theories of Human Development: A critical look at the theories of human development - Freud's psychosexual theory, Erikson's psychosocial theory, learning theories.

### UNIT IV

Basic human needs: Physical, psychological and intellectual needs, stress - Coping and social support.

Motivation, frustration and conflicts - Emotions and emotional behaviour.

Personality: Definition, nature, types and assessment of personality.

Intelligence: Concept, levels of intelligence, influence of heredity and environment, assessment of intelligence.

Relevance of Psychology to social work practice across the stages of development, period specific needs, tasks and challenges.

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Odd semester

Code: SWHC-6

Title: SOCIAL WORK PRACTICUM - I

Orientation provides information regarding.

- i. the importance and place of the practicum in the educational programme.
- ii. the purpose, functions and ethics in professional practice.

In the first four weeks, the learners may make a local directory to include emergency numbers of Hospitals/ PHCs/ Police/ Panchayath Office and Network Agencies along with references to other developmental and welfare services in the location.

Visits - provide an exposure to and understanding of the services provided in responses to people's needs. (Agencies in health setting, education, community, institutional services, criminal justice system, civic administration, rehabilitation etc.)

Structured experience laboratory - is a classroom activity, which provides opportunities through the games/activities, to form the involvement of self in various practice skills. These laboratory experiences are designed in small groups to encourage participation, sharing of the experience and aid in examining learning and applications of skills. These sessions have a specific objective of experiencing self, and applying /using self in practice. (Relationship skills, Communication skills etc., will be focused)

Concurrent practice learning of two-days a week - on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester.

The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work.

## Honor's level even semester (II Semester)

Code: SWHC -7

Paper Title: MANAGEMENT OF DEVELOPMENTAL AND WELFARE SERVICES

### INTRODUCTION

The course aims to develop management competencies to function in organizations, participate as a team member and understand the role of a social work programmes manager.

### OBJECTIVES

- a. Understand the overall environment and its impact on the nature, structure and development of organizations in corporate, public and voluntary sectors in the context of social work profession.
- b. Understand policies and procedures involved in establishing and maintaining human service organizations.
- c. Acquire skills to network and participate in the management of resources - human, material and environmental.
- d. Develop skills to participate in management of programmes, as a part of the inter-disciplinary team and initiate as well as develop new programmes.
- e. Develop ability to analyse the practices applied in specific settings.

### Course Content

#### UNIT I

Social Services: Need for welfare and developmental organisations, Factors determining social welfare programmes, Development and Welfare organizations' response to societal needs; role of state, voluntary and corporate sector.

Management services: Types of settings, organizational characteristics like origin, nature, size, structure, and design, organizational climate and impact of socio-political environment - Management process: Vision, Planning, Organizing, Directing, Staffing, Coordination, Reporting, Budgeting.

Establishment: Registration, different types of legislations, legal status, constitution, rules and procedure, goals - Financial resources: Organizational Budget, Sources of finance, Fund Raising, Records, Audit.

#### UNIT II

Physical: All activities related to acquiring, hiring and maintaining importable structure and infrastructure, maintenance of premises and daily upkeep.

Enhancing the involvement and the potential of people in organization's executive boards, committees; professionals and other staff-relationship, communication, team work, and facilitating team building, supervision, and participation in training.

### UNIT III

Programme Development: Programme management: long term, short term, and Documentation.

Project proposals based on felt-needs, nature of resources, eligibility criteria, records, evaluation and research.

Impact analysis - Qualitative and quantitative.

### UNIT IV

Public Relations: Public relations need and its promotion by all in the organisation. Representing the organization, networking, public, corporate and voluntary sector, resource building, accountability, transparency, use of media for publicity.

Change and its Management: Understand and manage change, innovation in a rapidly changing social environment: for policy programmes and structure.

Organizational understanding: Conflict, conflict resolution, creating positive climate.

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Paper Code: SWHC-8

Paper Title: SOCIAL WORK RESEARCH AND STATISTICS

## INTRODUCTION

This course is to equip learners to utilize, and conduct research as service managers to improve services, evaluate, and develop new services and intervention methods: strategies and techniques and also, be an effective consumer of other researches.

## OBJECTIVES

- a. Develop an understanding of scientific approach to human inquiry in comparison to the native or common sense approach in various aspects, and its process.
- b. Understand major research strategies, meaning, scope and importance of social work research.
- c. Develop an ability to see the linkages between practice, research, theory and their role in enriching one another.
- d. 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 collecting data; use of sampling, strategies; data collection, processing, presentation, analysis and interpretation; and writing research report etc).
- e. Make informed assessment and judicious use of research studies and findings.
- f. Develop skills for use of library and documentation services for research.

## Course Content

### UNIT I

Science - Meaning and assumptions, scientific approach in comparison to the native or common sense approach.

Scientific attitude; Scientific method; application of scientific method for the study of social phenomena.

Research: Definition and objectives, Social Work Research: Meaning, objectives, functions and limitations; Scope of social work research in India; Agencies sponsoring and conducting social work research, ethics in research.

Problem identification: Criteria for the selection of research problem; Problem formulation.

Concepts, constructs, variables, conceptual and operational definitions. Hypothesis: Meaning, importance, uses and requirements.

## UNIT II

Design of research: Definition and importance; types of research design; exploratory, descriptive, experimental, evaluative design, participatory research and action research.

Source and Types of Data: Primary and secondary, objective and subjective, qualitative and quantitative.

Sampling: Sample and population: Rationale and Characteristics of sampling; methods of sampling, general considerations in the determination of sample size.

Methods of collection of primary data:

Observation: Structured and unstructured; participant and non-participant. Questionnaire, interview schedule and interview guide. Pilot study and Pre-testing.

Scales: Need for scales, some prominent scaling procedures.

Case study: Meaning, uses, steps.

Secondary data: Official data, personal documents, problem in the use of secondary data

## UNIT III

Processing of data: Content, editing, coding data classification, manual and mechanical tabulation of data; frequency distribution, diagrammatic and graphic presentation - use of computers.

Issues related to Social Work Research: Interpretation of data, research reporting: contents of research report: foot-note, references, bibliography, preparation of abstract; the art of making book review.

## UNIT IV

Statistics: Definition, functions and importance

Measures of Central Tendency; Measures of Dispersion.

Chi-square, Correlation Coefficient, 't' distribution; Analysis of Variance and 'F' distribution.

SPSS package.

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Code : SWHC-9

Title: SOCIAL WORK PRACTICUM - II:

**SOCIAL WORK CAMP:**

Rural/ Tribal camps with a duration of 7 - 10 days - provide opportunities to experience rural life, analyze rural dynamics, and observe the functioning of local self government and voluntary organisations. This experience aids peer participation in planning for activities for own group and those for local people. It also helps develop skills to carry out, evaluate, and report the experience.

**SUMMER PLACEMENT:**

Summer Placement - provides an opportunity to experience day-to-day work in a setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. The time frame recommended for this experience is about three weeks, after the first year of the post-graduate programme. The learner may use the same setting for data collection of research project, if such an arrangement is part of the plan.

Code: SWHC -10

Title : SOCIAL WORK PRACTICUM - III

Concurrent practice learning of two-days a week - on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work.

Even semester

Paper Code: SWSC-1

Paper title: COMMUNICATION AND COUNSELING

## INTRODUCTION

This paper relates the relevance of components of communication and counseling in social work practice.

## OBJECTIVES

- a. Understand the meaning and importance of communication in day-to-day life.
- b. Focus on interpersonal communication of interviewing and allied aspects.
- c. Develop holistic understanding of counseling as a tool for help.
- d. Acquire knowledge of various approaches: their theoretical under-pinnings for goals, values, processes and techniques,
- e. Develop skills of application to real life situations.

## Course Content

### UNIT I

Communication: Meaning and importance of communication.

Process of communication: Key elements in the communication process - Communication, message, audience; channel of communication. Verbal and non-verbal communication.

Basics of Communication.

Education and communication for national development.

Interpersonal communication: Interviewing - Objectives, principles of interviewing; listening, qualities of effective communicator.

Seminars, conferences, lectures, group discussion, panel discussion, symposium, workshop, role playing, simulation exercises, written communication, report writing, letter writing, article/essay writing, games, brain storming, street play, field work exposure.

### UNIT II

Visual aids in communication: Poster making, use of notice boards, flip charts, charts, flash cards, photographs, pamphlets, slide shows.

Mass Communication: Television, exhibition, newspapers and magazines, advertisements, radio, film, VCD/ DVD, e-mail, internet.

Impact of mass communication on society, family, marriage and child development.

Communication Analysis and Planning: Planning and executing a communication campaign on an issue using various methods of communication.

### UNIT III

Counseling: Definition, nature and goals, areas of counseling; Historical background and origins of counseling, ethical nature of counseling, qualities of an effective counselor.

Counseling Situations: Developmental, preventive, facilitative, and crisis.

Counseling and Psychotherapy - Skills in counseling - Establishing the relationship.

Process of Counseling.

Approaches to Counseling: Approaches; Theoretical base, thrust, goals, key concepts, techniques - Approaches like person-centered, rational-emotive, behavioural approaches, gestalt, existential approaches, Egans three stage model, eclectic model.

Indigenous Approach: Indigenous approaches of help and self-help like yoga, reflection. Act of Prayashchit.

### UNIT IV

Couple and Family Counseling: Issues in such counseling, its process and stages.

Crisis Counseling

Group Counseling: Counseling for groups - Process, advantages and disadvantages of group counseling.

Practice of counseling in family counseling centres, family courts, counseling bureau - Premarital and marital counseling, vocational counseling centres, mental health centres, child guidance clinics, correctional institutions, deaddiction and rehabilitation centres, educational institutions.

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Paper code: SWSC -1

Paper Title : GANDHIAN APPROACH TO WELFARE AND DEVELOPMENT

## INTRODUCTION

The course aims at sensitizing the learner to the Gandhian approach and to utilize some of the skills in practice.

## OBJECTIVES

- a. Develop an understanding of Gandhi's concept of society and his approach to social transformation.
- b. 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.
- c. Develop the ability to identify similarities and differences between the Gandhian and professional social work approaches to social change, welfare and development.

## Course Content

### Unit I

Gandhian thought: Salient features of Gandhian thought; Gandhian values; Concepts and methods; Concept of a healthy society; Sarvodaya.

### Unit II

Gandhian Approach: Economic and its organization: Ownership of property; Concept of trusteeship, distribution and economic equality; System of production, problems of mechanization, decentralization of production, rural- urban relationship

### Unit III

Social Organisation: Marriage and family, position of women, social stratification, caste and untouchability, education and its role; Basic education.

### Unit IV

Constructive programmes: Contents training of constructive workers, skills involved, nature of programmes; Bhoodan, Gramdan.

Gandhian and Vinbobha's movements with special reference to Bhoodan and Gramdan

Gandhian and Professional Social Work Approach: Similarities and differences between Gandhian and professional approach to social development and welfare

### REFERENCES

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3. Gandhi, M.K                                      Social Service, Work and Reform; 3 Volumes, Ahmedabad: Navijivan Press
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Even semester

Paper Code: SWSC-2

Paper title: PERSONAL AND PROFESSIONAL GROWTH.

## INTRODUCTION

The course aims at enhancing personal and professional effectiveness by developing a continuous awareness and deeper insight into one's being. It encourages value clarification, upholding of professional ethics, and ability to make effective choices for integration. It provides opportunities to understand stress, stressors and methods to handle stress experienced.

## OBJECTIVES

- a. Understand self as a being, as one in the process of becoming and experience self-awareness.
- b. Examine own values and attitudes and explore choices made to express self in own environment.
- c. Develop positive life skills and practice self-help methods for integration and for stress reduction.
- d. Understand and uphold professional values and ethics.

Course Content:

## UNIT I

Self and Self Awareness: Understand self through a cognitive construct/paradigm (two/three models from among those available may be offered as workshops). Suggested approaches are: Rational Emotive Therapy, Gestalt Approach, Transactional Analysis, Reality Therapy, Yoga for Therapy, Meditation Techniques.

Explore self as being, and understand the process of becoming. (through observation)

Practice consciously measures to sustain and experience continuous awareness.

Observation and Reflection: Theory and techniques.

Communication Choices: Communication mode and patterns and effectiveness, Interpersonal communication, nature of choices made.

## UNIT II

Emotions and their Expression: Emotions, nature of expression.

Understand own pattern of communication, choices made to express emotions, modes used, examine need for change.

Communication: Informal and knowledge and skills of rapid reading, writing, creative writing, report writing and public speaking.

### UNIT III

Creativity and Self: Understand brain functions: Creativity, need and development

Life Style: Conscious life style - enhanced life skills: Communication, decision making, empathy, critical thinking, use of time and money, building and sustaining bonds-relational, collegial and personal.

Self defeating behaviour - nature and impact. Choices for change.

### UNIT IV

Values, Attitude and Professional Ethics: Values and attitudes - their role in life, Value conflict - its impact, value clarification.

Integration: Through Eastern and Western approaches experience the processes of integration. Approaches recommended are: Yoga as a science, meditation (tool for meditation - own choice).

Stress / Burn out - Self help Methods: Stress, Stressors, nature and impact of stress, its expression, and burnout.

Spirituality and Growth.

### REFERENCES:

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Paper code: SWSC-2

Paper Title : POPULATION AND ENVIRONMENT

## INTRODUCTION

The content has two aspects to it. Population dynamics and its relatedness to the environment, natural resources, utilization and their preservation.

## OBJECTIVES:

- a. Understand characteristics, determinants of population growth.
- b. Examine population policy, plan and initiatives.
- c. Understand inter-relatedness of human life, living organisms and environment.
- d. Examine utilization and management of resources.
- e. Develop skills to participate in activities related to the two areas.

## Course Content

### UNIT I

Characteristics of population: Population, determinants of growth. global concerns  
- Characteristics of Indian Population – Distribution by age, sex, literacy and occupation – Fertility trends - Birth and death ratio.

Population Policy, World Action Plan, Population Policy of India- Implementation; Initiatives – Government and NGO.

### UNIT II

Family Planning: Objectives, scope, methods, implementation, mechanisms and progress.

Concept and Scope of Population education, family life education, sex education, and family planning education.

Population and Environment: Interrelatedness of human life, living organisms; Environment and natural resource – Environment, lifestyle, degradation. Environment management, maintaining, improving, enhancing – Current issues of Environment.

### UNIT III

Natural Resources and Diversity: Utilisation and management – Forest, land, water, air, energy sources - Pollution - Sources, treatment, prevention - Soil, water, air, noise - Waste matter - disposal, recycling, renewal, problems, issues - Programmes for forest, land and water management.

### UNIT IV

Environment Protection Laws and Role of Social Worker: Acts related to environmental protection – Forest conservation- Water pollution – Standards and tolerance levels – Unplanned urbanization- Environmental movements in India - Role of NGOs in Environmental issues – Government agencies in environmental protection – Social work initiatives at different levels.

### REFERENCES

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Open Elective

Paper code SWOE-1

Paper Title: SOCIAL WORK PRACTICE WITH CHILDREN

## INTRODUCTION

Children are the future of human society. Profession of social work has to work with children in difficult circumstances while rendering services in varied settings. There is a need for social workers specially trained in working with the children and adolescents. Such trained social workers can render valuable services to children in need of professional help.

The current paper focuses on children as a special group for focused social work intervention through facilitating acquisition of knowledge about children from different perspectives, types of settings where the children can be helped and application of social work methods to render social work intervention to children.

## OBJECTIVES

- a. To understand children facing difficult circumstances and the impact of difficult circumstances on children's development.
- b. To gain an overview of agencies where children form the major client group, and appropriate evaluation of children's problems.
- c. To impart to the trainee, specific social work intervention methods in dealing with children as a client group; to understand the Rights of children in the legal, national and international context.

## Course Content

### UNIT I

Human reproductive system - beginning of life till beginning of adulthood. Understanding the children and adolescents from different perspectives - developmental, demographic, economic, psychological, sociological, environmental, familial, educational dimensions of child development. Issues in adolescence - self image, peer group, career choice, sexuality, education, vocation and other issues  
Healthy child development, importance of supportive environment in upbringing of the children.

### UNIT II

Children in difficult circumstances - developmental delay, physical and intellectual handicaps; chronic illnesses, nutritional deficiencies, accidents, poverty, child labour,

abandoned and orphaned children, adoption issues, children in institutions, psychological problems in children, self harm and suicides in children, addiction related problems in children, children brought up by single parent due to death, divorce and other related issues, problems in formal schooling, children living in difficult situations - children in streets, slums, war zones, migration, children in conflict with law, truancy, drug abuse, running away from homes, neglected children, child abuse, child trafficking, child marriage and any other. Special focus on adolescent issues as applicable.

### UNIT III

Children in difficulties – Helping agencies, Settings and issues - paediatric hospitals, nursing homes, child care centres, child guidance clinics, residential care services for children - residential schools, orphanages, homes for children in conflict with law, agencies dealing with differently abled children, any other.

Assessment, intervention, follow up and evaluation of children and adolescents facing difficulties.

### UNIT IV

Social Work Intervention Programmes - Case work, group work, community organisation methods in helping children, school mental health programmes, home visits, school visits, life skills training, family life education for adolescents, creative use of play therapy, art, dance, drama and other mediums for helping children, child help lines, child care centres, adoption services, special rehabilitation services for rescued children and any other.

Legislations pertaining to children, legal protection, International, National and non-governmental organisations working with children, Rights of the children.

### REFERENCES

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Open Elective

Paper code: SWOE-1

Paper Title: SCIENCE OF CRIME, PENOLOGY AND SOCIAL WORK PRACTICE

## INTRODUCTION

The course aims at introducing to the students the concepts of crime, punishment and the impact of crime on victims. The focus is on facilitating understanding of the learner to deliberate social work interventions with the prevention of crime, handling the issues related to those clients who are in conflict with law as well as helping the victims to recover from the impact of crime.

## OBJECTIVES

- a. To understand the concept of criminology and crime, as applicable to the Indian context with the impact of individual in conflict with law
- b. To learn the dimensions of penology, Indian prison system, the impact of imprisonment on the individuals and prison administration
- c. To understand the impact of crime on victims, compensation and hurdles in getting justice in the Indian context
- d. To assimilate the practice of social work interventions in crime prevention, promotion of social health, dealing with persons in conflict with law, Human Rights issues in the context of under - trials, imprisonment, rehabilitation of released prisoners and victims.

## Course Content

### UNIT I

Crime: Meaning and definition, historical perspective; Nature and Scope of Criminology, Causation of Crime, Characteristics and Classification of Crimes, Crime patterns - Habitual, Professional, Organised, White collar, Public order crimes; Gender related issues in crimes; Classification of offenders under Indian Penal Code. Trial duration and pending cases, its impact.

### UNIT II

Penology: Meaning, definition, historical perspective, scope.  
Theories of Punishment: Deterrent theory, retributive theory, preventive theory and reformatory theory.  
Efficacy of punishment.  
Essentials of an ideal penal system, penal policy in India.  
Forms of Punishment: Corporal and capital punishment - pros and cons.  
Agencies involved in criminal justice system: Correctional institutions.  
Impact of imprisonment, maintenance of prisons, staff dynamics.

### UNIT III

Victimology: Meaning, definition, historical perspective, scope of the study.  
Problems of victims - physical, psychological, socio-cultural.  
Victim offender relationship.

Hurdles in crime reporting, investigation and justice delivery in the Indian context.  
Compensation and restitution measures.

## UNIT IV

Social Work Practice in Correctional Setting: Scope for social work practice in institutional and non institutional settings.

Application of Social Work interventions with under - trials, prisoners, rehabilitation of prisoners, work with families of prisoners, work with victims of crime.

Human Rights in the context of crime and punishment - Agencies to protect Human Rights - National Human Rights Commission, State Human Rights Commissions, Right to information Act and in the context of Human Rights violation,

Social Work measures with the Police, the Judiciary and the prison staff - Job stress, burn out and other issues.

### REFERENCES:

1. Ahuja, Ram 1996                      Youth and Crime, Jaipur, Rawat Publications
2. Ahuja, Ram 2006                      Criminology: New Delhi, Rawat Publications
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## Master's level odd semester (III Semester)

Odd Semester

Paper code: SWHC-11

Paper Title: HUMAN RESOURCE MANAGEMENT

### INTRODUCTION

The main objective of this course is to prepare young graduates for management and administrative positions in various industrial, business, governmental/non-governmental organisations and service sector organisations.

### OBJECTIVES

- a. Develop managerial skills in different functional areas of management with practical focus on HRM.
- b. Develop the competence to evolve the problem-solving approaches by applying conceptual and behavioural skills.
- c. Develop interpersonal skills/ competence and leadership qualities to work in a group with team building approach.
- d. Develop sound theoretical base in various concepts and theories to enable the student to develop a broad perspective of the management field.
- e. Distinguish the strategic approach to Human Resources from the traditional functional approach.
- f. Understand the relationship of HR strategy with overall corporate strategy.

### Course Content

#### UNIT I

Human Resource Management: Concept, scope, philosophy and objectives; Evolution; Approaches, Structure and Functions; Line and staff relations of HRM; HRM Model. Hierarchy, formal and informal structure, Organization chart/reporting structure.

Human Resource Planning: Concept and objectives; Human resource inventory; Human resource planning process; job analysis; job description; job specification; job design; career planning and career paths; job rotation.

#### UNIT II

Talent Acquisition: Goals; policies, sources and methods. Selection: Concept, process. Talent Acquisition Tests, Theories and issues in psychological testing, Intelligence testing – theoretical background, Aptitude Testing, Personality Assessment, MBTI. Placement, Induction and socializing the new employee. Talent retention: Concept, importance and methods.

### UNIT III

Compensation Management: Factors influencing compensation plans and policies; Job evaluation - Fixation of salary, components of salary. Pay for performance – Incentive Schemes, principles and types, Employee Stock Option Plan, compensation survey / review

### UNIT IV

Strategic Human Resource Management (SHRM): Business strategy and organizational capability, SHRM: aligning HR with Corporate strategy, Strategic HR planning and Development, Change Management and restructuring and SHRM, Corporate Ethics, Values and SHRM, Competencies of HR professional in a SHRM scenario.

### REFERENCES

1. Agarwal, R. D. (Ed.) 1973 Dynamics of Personnel Management in India, New Delhi: Tata McGraw-Hill Publishing Company.
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3. Chalofsky, Neal E and Reinhart, Carlene. 1988 Effective Human Resource Management, London: Jossey Bass.
4. Chatterjee, Bhaskar 1999 The Executive Guide to Human Resource Management, New Delhi, Excel Books.
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9. Mamoria, C.B. 1989 Personnel Management, Bombay: Himalaya Publishing House.

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| 12. Pareek, Udai and<br>Rao, T. V. 1982    | Designing and Managing Human<br>Resources, New Delhi, Oxford & IBH.                                      |
| 13. Rudrabasavaraj, M. N. 1984             | Human Factors in Administration,<br>Bombay: Himalaya Publishing House.                                   |
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**Odd semester**

**Code: SWHC-12**

**Title: SOCIAL WORK PRACTICUM - IV**

Workshops: Skills Development - help learners acquire specific skills for situations encountered during practice and acquire skills for intervention. These may be for problems/ concerns, issues or situations like work with alcoholics, HIV/AIDS affected persons, adolescents for life skills development, youth for leadership development and couples for marital relationship and enrichment work with elderly. These workshops are to enhance skills/ develop new skills for practice in specific situation, specific problems and issues.

Concurrent practice learning of two-days a week -on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of

the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work

Odd semester

Paper code : SWSC-3

Paper Title : SOCIAL WORK WITH TRIBAL AND RURAL COMMUNITIES.

## INTRODUCTION

This course aims at introducing the learner the programmes of tribal and rural development, and the importance of social work practice with tribal and rural communities.

## OBJECTIVES

- a. Develop an understanding of tribal and rural communities.
- b. Understand the characteristics and problems of tribal and rural communities.
- c. Acquire knowledge about the contribution of Governmental and Non-governmental Organisations to tribal and rural development.
- d. Develop an understanding of the functions of Panchayath Raj Institutions with particular reference to Karnataka.
- e. Gain knowledge about the application of social work in tribal and rural development programmes.

## Course Content

### UNIT I

Tribe in relation to caste and nation - Nature and Characteristics of Primitive Cultures- Tribes in India and their ecological distribution.

Emerging Trends in Tribal Social Institutions - Family and Kinship Systems, Jati Structure, Economic Structure, Political organisations.

Characteristics of Tribal Society - Economic, Social, Political and Cultural Problems of Tribal Life.

### UNIT II

Government Programmes since Independence and their Impact on Tribal Societies - Programmes of Voluntary Agencies and their Impact on Tribal Societies.

Analysis and Assessment of Tribal Community Problems - Special Problems of the Tribals in a particular area.

Social Work Practice in Tribal Development: Community organisation as a method of intervention, Participatory Rural Appraisal (PRA), Logical Framework Approach/Analysis (LFA), techniques of intervention and its scope in tribal community development.

### UNIT III

Rural Society and Poverty - Historical perspective - Dynamics in the village society - Caste/class relationships - Control and Power, Conflict and Integration. Poverty in the rural context - Its nature and manifestations. Analysis of Basic Problems - Issues faced by the rural poor such as indebtedness, Bonded labour, Low wages, Unemployment, Underemployment, and other forms of exploitations.

### UNIT IV

Current Rural Development Programmes in India: Council for the Advancement of People's Action and Rural Technology (CAPART) and other Rural Development Statutory Bodies.

Panchayath Raj System in Karnataka and its role in rural and tribal development.

Role of social worker in tribal and rural development programmes.

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19. Sinha, B. B. 1982 Society in Tribal India, Delhi, B,R Publishing Corporation.
20. Sodhi, J. S. 1990 Poverty Alleviation of Rural Development, New Delhi: Criterion Publications.
21. Swaminathan, M. S. 1982 Science and Integrated Rural. Development, New Delhi: Concept Publishing company.

Paper code SWSC-3

Paper Title: ORGANIZATIONAL BEHAVIOUR AND ORGANIZATIONAL DEVELOPMENT

## INTRODUCTION

The course aims to provide an understanding of human behavior at work so that the learner may acquire the skills required to analyze problems and develop a problem-solving approach.

## OBJECTIVES:

- a. To impart knowledge about individual, group and organizational dynamics and their consequences,
- b. To make clear the concepts and approaches that help in developing models or systems that support human ingenuity.
- c. To acquaint the students with the knowledge of theories and practices that govern human behavior at work,
- d. To help the learner understand the value and worth of human resources in an organization.
- e. To enable the students to become aware of their communication skills and sensitize them to their potential to become successful managers.
- f. To gain self-confidence and healthy self-respect while retaining respect for other's rights.
- g. To understand the application of Transactional Analysis in several areas of employee management.

## Course content

### UNIT I

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

Introduction to Enneagram, personality types according to Enneagram. Emotional Intelligence; Attitude, Values, Personality; Job satisfaction, Employee Morale : Meaning, influences and outcomes - Measuring job satisfaction.

Assertiveness Training: Benefits of assertiveness – components of assertive behavior, measuring assertiveness, handling fear, handling anger, handling depression, developing assertive behavior skills, assertiveness on the job, assertiveness in interpersonal relations.

### UNIT II

Transactional Analysis ( TA), TA and self awareness, Winners and Losers, Structural analysis, Life positions, transactions, games and strokes, Life scripts, TA applications in motivation, Leadership and Teamwork, TA in counseling.

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

### UNIT III

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

Group dynamics: Concept, types of groups, dynamics of group formation, decision making in groups.

Organization Development: Concept, emerging approaches and techniques, Foundations of OD, Organizational Diagnosis, OD interventions – An overview, individual and interpersonal interventions, team/group interventions, comprehensive interventions, organizational transformation, success and failure of OD, Planned Organizational change, feedback and OD.

### UNIT IV

Organizational Conflict: Concepts, causes and types, conflict-resolution strategies.

Organizational change: Concept, forces of change and resistance to change, managing organizational change and diversity, facilitating creative and divergent thinking, planned organizational change.



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|------------------------------|--|
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| 14. Sadler, Philip, 2004     | Leadership- Styles, Role Models, Qualities, Behaviours, Concepts, New Delhi, Kogan Page India Pvt., Ltd. |
| 15. Subba Rao, P, 2004       | Organisational Behaviour, Mumbai, Himalaya Publications House.   |

Odd semester

Paper code: SWSC-4

Paper Title: PREVENTIVE AND SOCIAL MEDICINE AND MEDICAL SOCIAL WORK

## INTRODUCTION

This course introduces the basic health issues and the application of social work in health setting both in hospital and community.

## OBJECTIVES

- a. Understand the concept and dimensions of health.
- b. Understand the issues related to the prevention, clinical features and treatment of major communicable and non-communicable diseases.
- c. Trace the historical development of medical social work in India and abroad.
- d. Understand the nature of medical social work services.
- e. Understand the tenets of National Health Policy of India and modernization of community based health care services. .
- f. Understand the health care services at different levels.

## COURSE CONTENT

### UNIT I

Concept of health : Physical, social, mental and spiritual dimensions of health - Positive health - Determinants of health - Health and development - Indicators of health. Concept of Prevention: Levels of prevention - Hygiene, public health, preventive medicine, community health, social medicine, community medicine. Health Care of the Community; Concept of health care - Levels and principles of health care.



- MacMahon, B. (Ed.) 1981 Boston. Little, Brown and Company,
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  9. Lathem, W. and Newbery, A. 1970 Community Medicine - Teaching, Research and Health Care, London, Butterworths.
  10. Mathur, J. S. 1971 Introduction to Social and Preventive Medicine, New Delhi, Oxford and LB.H. Publishing Company,
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  13. Nichols, P. J. R. (Ed.) 1980 Rehabilitation Medicine, London: Butterworths.
  14. Park, K. 2002 Park's Textbook of Preventive and Social Medicine, Jabalpur, Banarsidas Bhanot.
  15. Pathak, S. H. 1968 Medical Social Work, Chapter.25, In Wadia, A R (Ed.) : History and Philosophy of Social Work in India, Bombay: Allied Publishers.
  16. Ramachandrudu, G. 1997 Health Planning in India,' New Delhi, A. P. H. Publishing Corporation.
  17. Rusk, Howard A. 1977 Rehabilitation Medicine, Saint Louis: Mosby Company.
  18. UNICEF Health and Basic Services, New Delhi, UNICEF South Central Asia Regional Office.

Paper code: SWSC-4

Paper Title: REHABILITATION AND AFTER CARE SERVICES

## INTRODUCTION

Rehabilitation of differently abled people is a noble and worthy endeavor, requiring the combined knowledge of the psycho-social theory and practical skills and techniques of social work. The current paper facilitates social work students to work with the specific group of clientele suffering from various types of disabilities and impart application of specific professional social work methods to cater to the needs of this population.

## OBJECTIVES:

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

## Course Content

### UNIT I

Rehabilitation: Definition and scope for social work interventions; definition of Impairment, Disability, Handicap; causes of Handicap - heredity, acquired, Major illnesses - physical, neurological and psychiatric Stress, vulnerability, coping and competence to deal with handicaps; Need for comprehensive rehabilitation – psycho-social rehabilitation

### UNIT II

History, philosophy and principles of psycho-social rehabilitation; specific problem areas – physical handicap - vision, hearing, orthopedic, speech and language difficulties, mental retardation and others; neurological, psychiatric problems, disasters, alcohol and drug usage, terminal illnesses and any other.

Intervention in rehabilitation: Assessment, planning, intervention, evaluation, tools for assessment, follow-up services.

### UNIT III

Rehabilitation Settings: Hospital based, day-care, night-care, quarter-way home, half- way-home, group home, hostels, long-stay homes, vocational guidance centre,

sheltered workshop, occupational therapy centre, community based rehabilitation centre, home care, inclusive education and others  
Approaches: Therapeutic community, behavior modifications, transactional analysis and eclectic approach

#### UNIT IV

Practice of Social work methods in the process of rehabilitation: Case work, group work, community organisation, research, administration and social action.  
Legal provisions for differently abled people – The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, Rehabilitation Council of India: Formation, scope and functions, governmental policies and programmes, initiatives from the non- governmental sectors.

International trends and national initiatives in the rehabilitation scenario.

#### REFERENCES

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11. International Labour Office. 1982. Vocational rehabilitation of the Mentally Retarded (second impression) ILO.
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Paper code: SWSC-5

Paper Title: SOCIAL POLICY, PLANNING AND DEVELOPMENT

## INTRODUCTION

The course introduces the learner as to how policy is a link between Constitutional Principles, Development Plans, Legislative and Executive Actions. The analysis of these processes is to enable utilization of the knowledge to improve social work practice.

Further, it provides a critical and analytical framework to understand key concepts, development processes and current issues, pertaining to different parts of the world, with specific reference to India. This course is expected to provide the social work students with a context for micro-level interventions.

## OBJECTIVES

- a. Gain knowledge of policy analysis and the policy formulation process.
- b. Acquire skills in critical analysis of social policies and development plans.
- c. Develop an understanding of social policy in the perspective of national goals as stated in the Constitution, particularly with reference to Fundamental Rights and the Directive Principles of State Policy.
- d. Critically understand the concept, content and process of social development.
- e. Develop the capacity to identify linkages among social needs, problems, development issues and policies.
- f. Locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.

## Course Content

### UNIT I

Social Policy and Constitution: Concept of social policy, sectoral policies and social services - Relationship between social policy and social development-- Values underlying social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights) and the Human Rights - Different models of social policy and their applicability to the Indian situation.

### UNIT II

Sectoral Social Policies in India: Evolution of social policy in India in a historical perspective-Different sectoral policies and their implementation, e.g. Policies

concerning education, health, social welfare, women, children, welfare of backward classes, social security, housing, youth, population and family welfare, environment and ecology, urban and rural development, tribal development and poverty alleviation.

### UNIT III

Social Planning: Concept of social planning - Scope of social planning - the popular restricted view as planning for social services and the wider view as inclusive of all sectoral planning to achieve the goals of social development - Indian planning in a historical perspective - The Constitutional position of planning in India. The legal status of the Planning Commission - Coordination between Centre and State, need for decentralization - Panchayath Raj - people participation.

### UNIT IV

Social Development: Concept of social development - Current debates of development - Approaches to development - Development indicators.

Social Development in India: The historical and social context of development in India - Demographic transitions - Rural development: Agrarian and land reforms; Green Revolution - Industrialization and urban development - Labour relations-Gender issues - Environmental issues (land, water, forest) - Education - Health.

### REFERENCES

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35. Roychaudhury, T. 1982 The Cambridge Economic History of India, Vol. I & II, New Delhi: Cambridge University.
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38. Spicker, Paul. 1998 Principles of Social Welfare: An Introduction to Thinking About the Welfare State, London: Routledge.
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41. UNDP Human Development Reports, Oxford University Press.
42. Weimer, D. L. and Practice, Vining, A. R. 1994 Policy Analysis: Concepts and New Jersey: Prentice-Hall.
43. World Bank World Development Reports (Annual), Oxford University Press.
44. Yadav, C. S. (Ed.) 1986 Urban Planning and Policies - Part A, New Delhi: Concept Publishing Co.

#### Recommended Journals / Periodicals

Alternatives; Development and Change; Economic and Political Weekly.

Paper code : SWSC-5  
Paper Title : LEGAL SYSTEM IN INDIA

## INTRODUCTION

The course is to help learners understand the legal system and procedures in India. It supports understanding the processes in public interest litigation and develops skills for the same.

## OBJECTIVES

- a. Acquire information on the legal rights of people.
- b. Develop an understanding of the legal system and get acquainted with the process of the legal system with emphasis on functioning in India.
- c. Understand the role of the police, prosecution, judiciary and correction.
- d. Gain insight into the problems faced by the people belonging to different strata of society, in interacting with this system.
- e. Develop an understanding of the processes and problems of public interest litigation and legal aid to marginalized.

## Course Content

### UNIT I

Social Justice: Meaning and Concept; Social legislation: Meaning, definitions and concept. Social justice as an essential basis of social legislations; Social legislations in a welfare state with special reference to India.

Rights: Concept and definitions of Rights; types of Rights; Rights of women and children; Rights of Scheduled Castes and Scheduled Tribes; Rights of accused and offender under Constitution of India, Indian Penal Code and Criminal Procedure Code.

### UNIT II

Division of Law: Substantive Law and Procedural Law.

Legislations pertaining to Social Institutions: Marriage, divorce, maintenance of spouse, adoption.

Legislations for prevention of Crime and Deviance: Indian Penal Code (relevant chapters like of Offences against Public Tranquility, of Offences affecting the Public Health, Safety, Convenience, of Decency and Morals, of Offences relating to Religion, of Offences affecting the Human Body, of Offences relating to Marriage, of Cruelty by Husband or Relatives of Husband)

Legislations pertaining to women.

### **UNIT III**

Criminal Justice System in India:

Police: Structure, powers and functions and their role in maintaining peace and order in the society.

Prosecution: Meaning, structure, its role in criminal justice, trial participation.

Judiciary: Supreme Court, High Court - Constitution of Supreme Court and High Court: Powers and functions.

Sub-ordinate Courts - District Sessions Court, Magistrate Courts, and other subordinate courts.

### **UNIT IV**

Correction and Correctional Laws: Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice (Care and Protection of Children) Act.

Legal Aid: Concept of legal-aid, history of legal-aid, persons needing legal-aid, legal-aid schemes.

Public Interest Litigation: Meaning, Concept, Process and Problems.

Right to Information Act- Provisions and implementation.

Role of Social Worker: Social Work intervention, need, methods.

### **REFERENCES**

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9. Iyer, V. R. K 1981. Law Versus Justice: Problems and Solutions, New Delhi: Deep and Deep.
10. Iyer, V. R. K 1980. Justice and Beyond, New Delhi: Deep and Deep.
11. Kelkar R. V. 2006. Lectures on Criminal Procedure, Lucknow, Eastern Book Company.
12. Khanna, H. R. 1980 The Judicial System, New Delhi: II P A.
13. Mathew, P. D. II P.A Legal Aid Series, Delhi: Indian Social Institute
14. McDonald. W. F. (Ed.) 1979 The Presentator, California: Berkeley: Hill
15. Newman, G. 1999 Global Report on Crime and Justice, New York: Oxford University Press.
16. Nirmal Anjali. 1992 Role and Functioning of Central Police Organisations, New Delhi: Uppal.
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Open Elective

Paper Code: SWOE-2

Paper Title: GERONTOLOGICAL SOCIAL WORK

### INTRODUCTION

Changing demographic profile in India has led to rise in the number of elderly as never before. Along with the enhanced longevity, a number of issues related to care and management of elderly have come into focus. Social work as a profession concerned with providing professional service to the needy, has recognized the need to address the concerns of the senior citizens. The paper envisages training the learners in professional social work practice with the elderly.

The paper focuses on senior citizens as target client group for social work intervention; the paper deals with the issues, concerns, problems and social work methods in facilitating healthy adaptation of the client group in the current Indian context.

### OBJECTIVES:

- a. To get an overview of the perspectives on aging and scope for practice.
- b. To understand the various challenges related to aging, healthy aging and problems of the elderly in difficult situations.
- c. To identify agencies working with elderly, the different care settings and issues in working with elderly in different settings. To gain an insight into process of working with elderly.
- d. To train the learners in applying specific social work intervention measures in working with senior citizens, care givers and to have an understanding of
- e. National Policy on Older Persons, and the role of International and NGOs in improving the quality of life of the elderly.

### Course Content

#### UNIT I

Gerontology – Definition and scope. Understanding the elderly – demographic, developmental, psychological, socio cultural, economic, and health perspectives. The issues pertaining to elderly- health, occupation, income, retirement planning, family support, gender issues, property Rights and any other

## UNIT II

Developmental tasks in elderly: Issues in health care, changes in family structure, coping with aging process, challenges due to changing physiological, economic, safety, status in the family and other issues, Healthy aging, quality of life, coping with demise of the life partner, bereavement, resolving one's own death, and any other.

## UNIT III

Care settings for elderly: General hospitals, geriatric wards/ hospitals, home-based care, homes for the aged, nursing homes, day-care-centers, hobby centers, and facilities for homeless elderly, elder helpline, and senior citizen forum.

Tools for assessment of the problems of elderly, intervention and follow up services and evaluation.

## UNIT IV

Social work intervention measures for senior citizens through methods of social work: Case work, group work, community organisation, welfare administration, social work research, social action

Care giver issues - Needs, burden, coping and training; training for caregivers of institutions for the elderly

National Policy on Older Persons, Legal and governmental welfare benefits for senior citizens, Role of HelpAge India and other prominent Organisations working for elderly.

International scenario

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Serial Publishers.
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#### JOURNALS.

1. Indian Journal of Gerontology, C-207, Manu Marg, Tilak Nagar, Jaipur 302 004
2. R & D Journal of Helpage India . C-14, Qutab Institutional Area, New Delhi, 110016.

Open Elective

Paper code SWOE-2

Paper Title: MANAGEMENT OF NON-GOVERNMENTAL ORGANIZATIONS

## INTRODUCTION

This course aims at introducing to students the concepts and principles involved in managing non-profits, particularly NGOs.

## OBJECTIVES

- a. Develop an understanding about the role of NGOs in societal development.
- b. Develop knowledge about management of NGOs.
- c. Develop the ability to identify collaborative strategies between NGOs and Government institutions.

## Course Content

### UNIT I

Non Profits as Organisational Entities: Non-profits as modern organizational forms- NGOs as non profit organizations involved in development work - common denominators and overlaps in business, public and non- profit managements - legal – rational structure of non-profits - trusts, societies and companies special reference to Trust Act, Societies Registration Act and Companies Act

### UNIT II

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

### UNIT III

NGO Environment: Interfacing with community and community based organizations - NGO-State relationship - Critical collaboration and autonomy - Managing and maintaining donor constituency – Other NGOs and CBO -

Networking, Partnering, Collaborating, etc. – Relating to market and business-NGI- Corporate relationship.

NGO Capacity Building - Building the competencies in NGOs - Identification and procurement of right competencies, Training and development and performance appraisal – Organisational – techno - managerial capacity, Capacity for independence and autonomy and capacity for learning and change.

#### UNIT IV

Resource Management for Non- Profits:

Resource Mobilisation for NGO - Non-financial resource, natural resources, physical resources in the form of common property - Human capital resources and social capital financial resource – Institutional and non-institutional sources of funding - National and international Fund-raising strategies - Foreign contributions - Statutory obligations.

Accounting for Non- Profit Organisations: Basic accounting principles and concepts- Preparation and analysis of financial statements- Ratio analysis, cash flow and fund flow analysis - Responsibility accounting, performance budgeting and zero base budgeting; Financial Management: Investment, Financing – Management of working capital.

#### REFERENCES

1. Chowdhary, D. P 1981. Role of Voluntary Action in Social Welfare Development, New Delhi, Sidhartha Publications.
2. Drucker, Peter, 1983 Managing the Non-Profit Organisation, New Delhi, Macmillan
3. Gangrada, K.D, 1988 Social Welfare and Social Development, New Delhi, Northern Book Centre
4. Garain S, 1998 Organisational Effectiveness of NGOs, Jaipur, University Book House.
5. Jackson, J 1989 Evaluation for Voluntary Organizations, Delhi, Information and News Network.
6. Kapoor, K.K, 1986 Directory of Funding Organisations, Delhi, Information and News Network.
7. PRIA, 1989 NGO – Government Relations, Delhi, PRIA



## Course Content

### UNIT I

Employee relations, History of industrialization in India - Issues related to employees in organized and unorganized sector.

Concept, Definition, Philosophy and Principles of employee relations. Employee relations with special reference to Occupation - Safety - Health and Environment (OSHE) Education.

Analysis of the terms 'industry' and 'industrial dispute', industrial discipline – misconduct, disciplinary proceedings.

Domestic Enquiry: Contents and Process, Principles of Natural Justice, Tribunal; Discharge/Dismissal.

### UNIT II

Trade Unions: Trade Unionism in India, emergence, history and growth, Trade Union as an organization – Various Trade Unions in India, Trade Union policies, Role of Trade Unions in India, Employers' Associations – Objectives, structure and activities. Contemporary issues in employee relations.

### UNIT III

Employee Legislations: - The Payment of Bonus Act, 1965, Employees Provident Fund (and Misc. Provisions) Act 1952, Workmen's Compensation Act 1923, Employees State Insurance Act 1948, Payment of Gratuity Act, 1972, Child Labour (Prohibition and Regulation) Act, 1986.

Fundamentals of Labour laws, The Constitution of India: Preamble, Fundamental Rights including writs, Directive Principles of State Policy, The Factories Act 1948, The Contract Labour (Regulation and Abolition) Act 1970, The Minimum Wages Act 1948 and The Payment of Wages Act 1936; The Apprentices Act, 1961, The Maternity Benefit Act 1961.

### UNIT IV

The Trade Union Act 1926, The Industrial Employment (Standing Orders) Act 1946, The Industrial Dispute Act 1947, The Employment Exchanges (Compulsory Notification of Vacancies) Act 1958. Introduction to Right to Information Act, Intellectual Property Rights, Patent Law, Copyrights, Trademark Law.

Collective Bargaining: Definitions, characteristics, critical issues in collective bargaining, theories of collective bargaining, Hick's Analysis of Wages setting

under collective bargaining, conflict-choice model of negotiation, Behavioral Theory of Labor Negotiation, Collective Bargaining in India, Collective bargaining in practice, levels of bargaining, coverage and duration of agreements, administration of agreements, negotiating a contract, the negotiation process, effective negotiation, negotiation and collective bargaining, post negotiation – Administration of the agreement.

Employee relations in knowledge based industry - Concepts of self-managed teams (SMT) - Changing employee/ employer and trade union relationship. Current rules of Taxation of Salaries.

Labor Welfare Officer - Duties and functions; Social Work in Industry.

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3. Dasgupta, S. K.                        Industrial Law, Sterling Publishers Pvt. Ltd.
4. Devar, R. S. 1967                      Personnel Management and Industrial Relations, New Delhi, Vikas Publishing House.
5. Joseph, T.M. 2009                      Industrial Law, Mumbai, Himalaya Publications Pvt., Ltd.
6. Lal Das, D. K. 1991                      Personnel Management, Industrial Relations and Labour Welfare, Agra, Y. K. Publishers.
7. Madhusudhana Rao, M. 1986              Labour Management Relations and Trade Union Leadership, New Delhi, Deep and Deep Publications.
8. Malik P. L. 1986                        Handbook of Labour and Industrial Law, Lucknow, Eastern Book Company.
9. Mamoria, C. B. and                      Dynamics of Industrial Relations, Mumbai, Mamoria S. 2006                              Himalaya Publishing House.
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11. Mishra M, 2006                        Case Laws on Industrial Relations, New Delhi, Excell Books.

12. Moorthy, M. V. 1968 Principles of, Labour Welfare, Vishakapatnam, Gupta Brothers.
13. Nagaraju, S. 1981 Industrial Relations System in India, Allahabad, Chugh Publications.
14. Pyle M and George, Simon A, 2009 Industrial Relations and Personnel Management, New Delhi, Vikas Publishing House Pvt Ltd.
15. Rudrabasavaraj, M. N. 1984 Human Factors in Administration, Bombay, Himalaya Publishing House.
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17. Sharma, A. M. 1989 Industrial Relations - Conceptual and Legal Frame Work, Bombay, Himalaya Publishing House.
18. Saiyed I A, 2009 Labour Law, Mumbai, Himalaya Publishing House Pvt., Ltd.
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21. Somani, Anjan and Mishra, Shivani, 2009-10 Employment Laws, Jaipur, Ramesh Book Depot
22. Srivastava S C, 2009 Industrial Relations and Labour Law. New Delhi, Vikas Publishing House Pvt Ltd.
23. Subramanian, H. N. 1967 Labour Management Relations in India, Bombay, Asia Publishing House.
24. Tripathi, P. C. 1989 Personnel Management and Industrial Relations, New Delhi, S. Chand and Sons,.
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26. Vaid, K. N. 1970                      Labour Welfare in India, New Delhi, Sri Ram Centre for Industrial Relations.
27. Yoder, D. 1972                      Personnel Management an Industrial Relations, New York, Prentice-Hall India.

Paper code: SWHC-14

Paper Title: MENTAL HEALTH AND PSYCHIATRIC SOCIAL WORK

## INTRODUCTION

This course is to provide awareness about mental health and mental health problems and also application of social work in mental health settings.

## OBJECTIVES

- a. Understand the concepts 'mental health' and 'mental illness'.
- b. Understand the signs and symptoms, etiology, diagnosis and treatment of mental health problems.
- c. Understand different services for the care of mentally ill.
- d. Understand historical background of psychiatric social work in India and abroad. Understand the nature of psychiatric social work services and relevance of team work.
- e. Understand the nature of collaboration with voluntary organisations for the welfare of mentally ill.
- f. Identify the issues related to psychiatric social work department in hospitals and community mental health settings.

## Course Content

### UNIT I

Concept of mental health and mental illness - Mental health as a part of general health - Misconceptions about mental illnesses. General approaches to the mentally ill - International Classification of Mental Disorders.

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

- Neuroses
- Psychoses
- Psycho physiologic disorders
- Personality disorders
- Psychiatric disturbances in children and adolescents
- Organic psychotic conditions
- Mental retardation.

### UNIT II

Introduction to Psychiatric Social Work: 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 used in the field - Multi-disciplinary approach and team work in mental health care - Problems of hospitalization - Impact of mental illness on the patient, family and community.

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 affected individual, follow-up.

### UNIT III

Care of mentally ill: Day-care centre, night-care centre, half-way-home, sheltered workshop, Occupational therapy units - Role of social worker and role of voluntary organisations.

Role of voluntary organisations, governmental-agencies and paraprofessionals in the welfare of mentally ill.

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 IV

Organisation of psychiatric social work department - Functions; and collaboration with other departments.

Community mental health and social work, NMHP, Innovations like Satellite clinics, district mental health programme etc.

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.

#### REFERENCES

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A Short Textbook of Psychiatry, Third Edition, New Delhi, Jaypee Brothers.
2. Anderson, David. 1982  
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3. Banerjee, G. R. 1968  
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Wadia, A. R. (Ed.): History and Philosophy of Social Work in India, Bombay: Allied Publishers.
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Kaplan, H. I. (Eds.) 1967                                  Psychiatry,  
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and Psychiatric Settings), New Delhi:  
Prentice-Hall of India.
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Unell, Judith (Ed.) 1989                                  London: Routledge.
15. Jones, Kathleen. 1972                                  A History of the Mental Health  
Services, London: Routledge and  
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16. Jordan, William. 1972                                  The Social Worker in Family  
Situations, London: Routledge and  
Kegan Paul.
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Chronic Mental Patients, S. Karger.
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Clinical Social Work, New York:  
Gardner Press.



Even semester  
Code: SW HC-16  
Title : SOCIAL WORK PRACTICUM - V

Concurrent practice learning of two-days a week - on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work.

Even semester  
Code: SWHC-17  
Title: SOCIAL WORK PRACTICUM – VI: (BLOCK PLACEMENT)

Block Placement - enables learners to integrate learning and generate newer learning by participating in the intervention process over a period of 6 weeks continuously, in a specific agency. Usually, block field work is provided at the end of the two-year programme. There shall be a professionally qualified worker in the setting willing to plan orientation and provide consultation, when needed.

Paper code: SWSC-6

Paper Title: HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE WELLNESS

## INTRODUCTION

The purpose of this course is to provide practical exposure and knowledge in behavioural science to develop skills not only to understand and analyse problems but also to develop a problem-solving approach to issues.

## OBJECTIVES

- a. To develop multi facets of the personality and to build self confidence.
- b. To develop a spirit of continuous learning and innovation.
- c. To strengthen the competency base of individuals, teams and organization and also familiar with the organizational culture.
- d. Understand and further the organization culture.
- e. To appreciate the importance of bottom-line focus to the Human Resource function and trend toward HR Accountability.
- f. To understand the various approaches to and techniques of measuring HR issues.
- g. To create awareness of different types of information systems in an organization so as to enable the use of computer resources efficiently, for effective decision- making.

## Course Content

### UNIT I

Human Resource Development (HRD): Concept, origin and needs for HRD; Overview of HRD as a Total system; Approaches to HRD; human capital approach; social psychology approach and poverty alleviation approach; HRD and its dimensions, Competency Mapping.

### UNIT II

HRD Interventions: Performance Measurement Systems – Fundamental issues. Feedback sessions. Organizational goal setting process, Key Result Area (KRA) and Key Performance Indicator (KPI), Coaching, Mentoring, career planning, career development, reward system, quality of work life. HRIS: - Computers and computer based Information Systems. Measuring HR : Changing role of HR, HR as a strategic partner, the need for measuring HR. Approaches to measuring HR: - Competitive Benchmarking, HR Accounting, HR Auditing, HR Effectiveness Index, HR Key Indicators, HR MBO (Management by Objectives).

Instructional Technology: Learning and HRD; Building Learning Organization: measuring learning – the intellectual capital, architecting a learning organization, Organizational Learning, models and curriculum; factors and principles of learning; group and individual learning; HRD trends; behavioural sciences; transactional analysis; Concepts of continuous learning, behavior modeling and self-directed learning; evaluating the HRD effort; data gathering; analysis and feedback; HRD experience in Indian organizations; future of HRD - Organization culture and development.

### UNIT III

Talent Development: Concept and importance; Training Need Analysis, process of training, designing and evaluating training and development programs. Use of information technology, Types and Methods of Training: Training within industry (TWI), External; on the job and off the job; Training methods; lecture, incident process, role play, structured and unstructured discussion, in-basket exercise, simulation, vestibule, training, management games, case study, programmed instruction, team development, and sensitivity training; review of training programs.

### UNIT IV

Employee Wellness: Concept, philosophy, principles and scope; Importance and relevance of wellness programs, Role of Welfare Officer as per the Factories Act 1948. Relevance - with reference to Accidents, Absenteeism, Alcoholism, Domestic Violence: Preventive and remedial measures.

Employee Counseling. Role of Counselor in Organizations. Corporate Social Responsibility (CSR): CSR as a business strategy.

Environmental management systems ISO 14001, ISO 26000: Social responsibility guidance standard, environmental impact assessment.

### REFERENCES

1. Bhattacharyya, Dipak Kumar.1999      Managing People, New Delhi, Excel Books.
2. Business Today                              Managing People: The Business Today,      Experiential Guide to Managing                                      Workforce 2000, January 7-21, 1996.

3. Cowling, Alan and James Philip Management The Essence of Personnel and Industrial Relations, New Delhi, Pentice-Hall of India Pvt., Ltd.
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15. Singh M. K. and Bhattacharya  
(Eds.) 1990 Personnel Management, New Delhi :  
Discovery Publishing House.
16. Vroom, V. H. and  
Grant, L. 1969 Organisational Behaviour and Human  
Performance, New York. Wiley.

Code: SWSC-6

Title: CASE STUDIES

Every Candidate is expected to take up five cases, study them in depth and present the intervention, if any. Case refers to a unit of study – an individual, an institution, a community or an incident. The candidate has to work under the guidance of faculty member and submit the report on or before the date prescribed.

The university or the college concerned can develop guidelines for undertaking case studies. However, the students are encouraged to start his/her work on case studies from the beginning of the course.

Evaluation of the case study will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of social work practicum or similar committee may be constituted, if required.

Open Elective  
Paper code SWOE-3

Paper Title: DISASTER MANAGEMENT

INTRODUCTION

The course aims at introducing students to acquire the required knowledge and skills in disaster management.

OBJECTIVES

- a. Understand key concepts, theories and approaches of disaster management with specific reference to Indian context
- b. Develop skills to analyse factors contributing to disaster
- c. Develop an understanding of the process of disaster management
- d. Develop an understanding of the social worker's role in the team for disaster management.

## Course Content

### UNIT I

Disasters: Concept, types and impact - Famine, floods, cyclones, hurricanes, warfare, earthquake, volcanoes; traditional and modern disaster threats and care factor, classification of disasters; Disaster management - Definition and concept; approaches to disaster management, importance and relevance of disaster management in the present environmental scenario, cases studies of disaster management.

### UNIT II

Disaster and Social Work Intervention: Scope of disaster related intervention, intervention during disaster impact stage, trauma counseling and crisis intervention, post disaster management, damage assessment and long term rehabilitation and reconstruction, networking and co-ordination between government, NGOs, donor agencies, local bodies, police, military etc.

### UNIT III

Disaster Prevention and Preparedness: Vulnerability analysis, hazard mapping, community based disaster preparedness programmes, training for CBDP, preparedness for post-disaster emergency response and long term rehabilitation, organization and planning, logistics; resource utilization, specialized skills and training needs; public awareness and education; first-aid training, civil defense training.

### UNIT IV

Institutions and Instruments in Disaster Response: international decade for natural disaster reduction and UN resolutions, administration of relief in India - National, state, district and local levels; Disaster related legislations and policies; national and international donor agencies; NGOs, mental health institutions in disaster management and relief.

## REFERENCES

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44
  9. Hoff, A 1978  
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Helping, California: Addison Wesley  
Publishing Company.
  10. Joint Assisstantance Centre 1980  
Natural Disaster, New Delhi:  
Adhyatma Sadhana Kendra
  11. Lindomann, E 1944  
“Symptomology and Management of  
Acute Grief”, American Journal of  
Psychiatry, Vol. 101, pp.141-148
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“The Experience of Aiding the Victims  
of Hurricane “Betsy”, Social Service  
Review, Vol. 10
  14. Wolfenstein, M 1977  
Disaster: A Psychological Essay, New  
York: Arno Press

Open Elective

Paper code SWOE-3

Paper Title: CORRECTIONAL ADMINISTRATION AND SERVICES

## INTRODUCTION

This course introduces the basics of the administration of correctional institutions and the integrated services provided to persons in conflict with law so as to reintegrate them into the mainstream of society as law abiding citizens.

## OBJECTIVES:

- a. To acquaint with the correctional institution and non-institutional programmes.
- b. To understand the different services for juvenile, young and adults offenders and also to understand the legal provisions and procedures for their assistance.
- c. To understand the role of custodial staff in the process of correction and rehabilitation.
- d. To understand the structure, function, treatment and facilities provided by the institutions.

## Course content

### UNIT I

Institutional systems - Introduction to correctional administration. History of Correctional Administration in India - Concept, objectives and functions of Correctional administration.

Institutional protection for children and young offenders - Juvenile Justice (Care and Protection of Children) Act -2002, 2005.

Observation Home, Juvenile Home for Boys and Girls and their functions. District Shelter for boys and girls and their functions.

### UNIT II

Institutional Treatment for Released Offenders and Convicts.

Prison - Historical development of prison system- Indian Prison Act, Prison Manual (Karnataka).

Prison administration, prison labor, prison discipline and prison education  
Pre-release programmes, prisoners' welfare board.

Open-air prison - Historical development of Open-air prison system, organization and administration.

### UNIT III

Non-institutional systems.

Probation and Parole - Historical development of probation system, principles and procedure.

Parole - Historical development of parole - functions and powers of Parole Board, Conditions under the Prison Manual. Indian Penal Code, provisions on Parole.

Pre-release preparation of the parolee.

### UNIT IV

After care services:

Legal provision for establishing social institution.

Provision for assistance to released prisoners - Role of voluntary organization, corporate bodies and the state in the rehabilitation.

Prevention of Immoral Traffic Act - Its objectives; State Home for Women (Sthrinikethana)

Citizen committees, Police help-line.

Social work intervention and Role of social worker in the prison administration.

Social work practice in correctional services.

### REFERENCES:

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Mahal
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Agency
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Sahai 2007                                Allahabad, Allahabad Central Law Agency