



**PROCEEDINGS OF THE SIXTH BOARD OF STUDIES MEETING
OF
DEPARTMENT OF SOCIAL WORK
CENTRAL UNIVERSITY OF HIMACHAL PRADESH
HELD ON 25TH SEPTEMBER 2021**

समाज कार्य विभाग

हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश – १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101

समाज कार्य विभाग

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Department of Social Work

Central University of Himachal Pradesh

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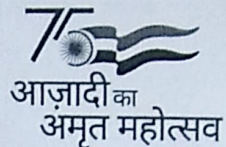


समाज कार्य विभाग
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Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



**AGENDA of the Sixth Board of Studies (BoS) Meeting to be held on 25th September 2021
(11.00 A.M.)**

The **Sixth Board of Studies (BoS) Meeting** of the Department of Social Work has been proposed to be held on **25th September 2021 at 11.00 AM.** as per approval from the Office of the Registrar office vide office order No.:- SSP/DEHRA/SOCIAL WORK/1-5/H.PC.U./20, dated: 25.09.2021.

The following members of the current Board of Studies have been invited for the aforementioned meeting to be held via Google Meet link: <https://meet.google.com/kdz-rfrn-fqq>.

1. Prof. Narayan Singh Rao, Head, Department of Social Work	- Chairman & Convener
2. Prof. Bachhraj Dugar, Vice Chancellor, Jain Vishva Bharati University Iadnun, Rajasthan.	- External Member & Subject Expert
3. Prof. B.K. Nagla, Subject Expert – Retd. Professor, MD University, Rohtak, Haryana.	- External Member & Subject Expert
4. Prof. Ambrish Kumar Mahajan, Dean, Department of Environmental Sciences	- Member
5. Dr. Asutosh Pradhan, Professor, Department of Social Work	- Member
6. Dr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP	- Member
7. Dr. Girish Gaurav, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	- Nominee of the Hon'ble Vice-Chancellor

The **tentative agenda** for discussion & deliberations for the 6th BoS meeting of Department of Social Work are as follows:

1. Item SW-BoS-6/06.01: Approval of the Minutes of the 5th BoS.

Detailed Agenda: The Minutes of the Meeting of the 5th BoS are placed for approval.

2. **Item SW-BoS-6/06.02: Approval for the changes in Course Codes, Course Titles & Syllabus (with Retrospective effect) in the courses of MSW Programme (Batch 2020-22).**

Detailed Agenda:

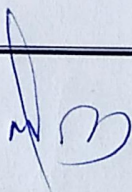
- a. Subsequent to the Meeting of the 5th BoS, changes had to made in the Course Codes, Course Titles & Syllabus of the courses offered to the MSW Programme (Batch 2020-22).
 - b. The changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) are placed for approval with retrospective effect. Annexure I (Page Nos. 04-62)
3. **Item SW-BoS-6/06.03: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of MPhil Programme offered by the Department.**

Detailed Agenda:

- a. Students were admitted to the MPhil Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
 - b. The changed Course Codes, Course Titles & Syllabus of the courses of MPhil Programme are placed for approval with retrospective effect. Annexure II (Page Nos.63-85)
4. **Item SW-BoS-6/06.04: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of PhD Programme offered by the Department.**

Detailed Agenda:

- a. Students were admitted in the PhD Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
 - b. The changed Course Codes, Course Titles & Syllabus of the courses of PhD Programme are placed for approval with retrospective effect. Annexure III (Page Nos. 86-103)
5. **Item SW-BoS-6/06.05: Approval of the New Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards).**



Detailed Agenda:

- a. The New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
 - b. The new Course Structure along with changed Course Codes, Course Titles & Syllabus of these courses are placed for approval. Annexure IV (Page Nos. 104-170)
6. **Item SW-BoS-6/06.06: Approval of the Value Added Course to be offered by the Department of Social Work.**

Detailed Agenda:

- a. As per NEP-2020 guidelines issued by the University, all the Departments/Centers of are required to offer Value Added Courses (VAC) of 20 credits apart from their discipline-specific courses in each semester.
 - b. The Department proposes to launch the Value Added Course (VAC), named as, 'Emerging Areas of Social Work Practice'. The Course Codes, Course Titles & Syllabus of the VAC to be offered by the Department is placed for approval. Annexure V (Page Nos. 171-181).
7. **Item SW-BoS-6/06.07: Approval for teaching the course on Indian Knowledge Systems (IKS) in Semester I**

Detailed Agenda:

- a. The Department has received instructions from the University authorities to introduce a 02 Credits course on Indian Knowledge Systems (IKS) in Semester I. The content of the course will be designed and developed by a University Level Committee (which is uniform for all courses). It is proposed that BoS grants permission to the HoD, Department of Social Work to teach this course, the contents of which will be developed by the concerned committee.
 - b. This is reported to the respected members of the BoS for consideration and approval.
 - c. In the next BoS meeting, the Chairperson will place before the BoS, Social Work the contents of the aforementioned course.
8. **Item SW-BoS-5/19.4: Any other as permitted by the chair**


(Chairman, BoS)



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Department of Social Work
Central University of Himachal Pradesh

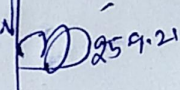
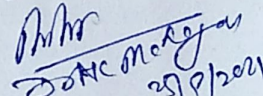
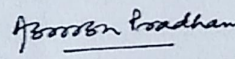
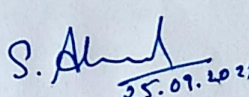
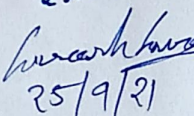
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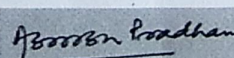
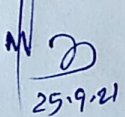
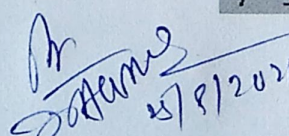
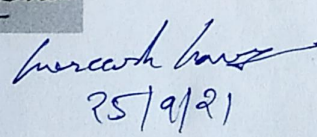
**MINUTES of the Sixth Board of Studies (BoS) Meeting to be held on 25th September 2021
(11.00 A.M.)**

The Sixth Board of Studies (BoS) Meeting of the Department of Social Work was held on 25th September 2021 at 11.00AM as per approval from the Office of the Registrar office vide office order No.:- SSP/DEHRA/SOCIAL WORK/1-5/H.PC.U./20, dated: 25.09.2021.

The following were the members of the 06th Board of Studies of the Department of Social Work which was held through online mode via Google Meet link: <https://meet.google.com/kdz-rfrn-fqq>.

1. **Prof. Narayan Singh Rao**, Head, Department of Social Work - Chairman & Convener AN  25.9.21
2. **Prof. Narayan Singh Rao**, Dean, School of Social Sciences - Member
3. **Prof. Bachhraj Dugar**, Vice Chancellor, Jain Vishva Bharati University Ladnun, Rajasthan. - External Member & Subject Expert
4. **Prof. B.K. Nagla**, Subject Expert – Retd. Professor, MD University, Rohtak, Haryana. - External Member & Subject Expert
5. **Prof. Ambrish Kumar Mahajan**, Dean, Department of Environmental Sciences - Member  25/9/2021
6. **Dr. Asutosh Pradhan**, Professor, Department of Social Work - Member  25/9/2021
7. **Dr. Shabab Ahmad**, Assistant Professor, Department of Social Work, CUHP - Member  25.09.2021
8. **Dr. Girish Gaurav**, Assistant Professor, Department of Sociology and Social Anthropology, CUHP - Nominee of the Hon'ble Vice-Chancellor  25/9/21

Prof. Bachhraj Dugar, Vice Chancellor, Jain Vishva Bharati University Ladnun, Rajasthan (External Member & Subject Expert) was unable to attend the meeting.


 25.9.21
 25/9/2021
 25/9/21

The **Minutes** of the meeting of the 6th BoS meeting of Department of Social Work are as follows:

1. Item SW-BoS-6/06.01: Approval of the Minutes of the 5th BoS.

Detailed Agenda: The Minutes of the Meeting of the 5th BoS were placed for approval.

Decision: The Minutes of the Meeting of the 5th BoS were unanimously approved by the Members of the BoS.

2. Item SW-BoS-6/06.02: Approval for the changes in Course Codes, Course Titles & Syllabus (with Retrospective effect) in the courses of MSW Programme (Batch 2020-22).

Detailed Agenda:

- a. Subsequent to the Meeting of the 5th BoS, changes had to made in the Course Codes, Course Titles & Syllabus of the courses offered to the MSW Programme (Batch 2020-22).
- b. The changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) are placed for approval with retrospective effect. (*Annexure I*)

Decisions:

- a. After deliberation on this matter, the Members of the BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) with retrospective effect.
 - b. The approval to make corresponding changes in all necessary documents related to the MSW (Batch 2020-22) including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists was also granted with retrospective effect.
 - c. A Table was added showing the classification of courses as per Course Type. The 'Employability Courses' were also identified. The changes are shown in (*Annexure I*).
- 3. Item SW-BoS-6/06.03: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of MPhil Programme offered by the Department.**

Detailed Agenda:

- a. Students were admitted to the MPhil Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
- b. The changed Course Codes, Course Titles & Syllabus of the courses of MPhil Programme are placed for approval with retrospective effect. (*Annexure II*)

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25.9.21

S. Shukla
25.09.2021

Pravin Pradhan

Pravin Pradhan

Pravin Pradhan
25/9/21

Decisions:

- a. After discussion on this matter, the Members of the BoS approved the MPhil Programme offered by the Department of Social Work with retrospective effect.
 - b. BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MPhil Programme (Batch 2020-22) with retrospective effect. The approval to make corresponding changes in all necessary documents related to the students admitted in the MPhil Programme including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists with retrospective effect was also granted.
4. *Item SW-BoS-6/06.04: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of PhD Programme offered by the Department.*

Detailed Agenda:

- a. Students were admitted in the PhD Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to be made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
- b. The changed Course Codes, Course Titles & Syllabus of the courses of PhD Programme are placed for approval with retrospective effect. (*Annexure III*)

Decision(s):

- a. After discussion on this matter, the Members of the BoS approved the PhD Programme offered by the Department of Social Work with retrospective effect.
 - b. BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MPhil Programme (Batch 2020-22) with retrospective effect. The approval to make corresponding changes in all necessary documents related to the students admitted in the PhD Programme including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists with retrospective effect was also granted.
5. *Item SW-BoS-6/06.05: Approval of the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards).*

Detailed Agenda:

- a. The New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
- b. The new Course Structure along with changed Course Codes, Course Titles & Syllabus of these courses are placed for approval. (*Annexure IV*)

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25.9.21

S. Shukla
25.09.2021

Prabhu
25/9/21

Pravin Kumar

Praveen Kumar
25/9/21

Discussion:

- a. The members of the Bos were informed that as per the guidelines received from the university in New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
- b. A detailed discussion was held on this matter. The Members appreciated the prompt implementation of the New Education Policy-2020 by the Department.

Decisions:

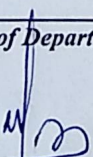
- a. The following suggestions were incorporated in the Course Structure:
 - i. The alphabets of Course Codes of MSW Programme was changed from 'SW' to 'MSW'
 - ii. The 'Employability Courses' were also identified.
 - b. After discussion on this matter and incorporation of the suggestions, Members of the BoS approved the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards). The changes are shown in (Annexure IV).
6. *Item SW-BoS-6/06.06: Approval of the Value Added Course to be offered by the Department of Social Work.*

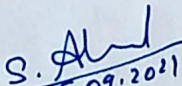
Detailed Agenda:

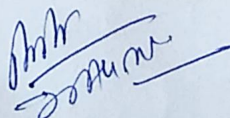
- a. As per NEP-2020 guidelines issued by the University, all the Departments/Centers of are required to offer Value Added Courses (VAC) of 20 credits apart from their discipline-specific courses in each semester.
- b. The Department proposes to launch the Value Added Course (VAC), named as, 'Emerging Areas of Social Work Practice'. The Course Codes, Course Titles & Syllabus of the VAC to be offered by the Department is placed for approval. (Annexure V)

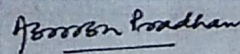
Decision(s):

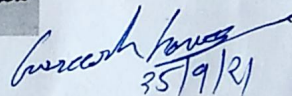
- a. The following suggestions were incorporated in the Course Structure:
 - i. The alphabets of Course Codes of Value Added Course was changed from 'SW' to 'SWR'
- b. After discussion on this matter and incorporation of the suggestions, Members of the BoS approved the Value Added Course proposed to be launched by the Department was approved. The changes are shown in (Annexure V).


25.9.2021


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7. *Item SW-BoS-6/06.07: Approval for teaching the course on Indian Knowledge Systems (IKS) in Semester I*

Detailed Agenda:

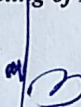
- a. The Department has received instructions from the University authorities to introduce a 02 Credits course on Indian Knowledge Systems (IKS) in Semester I. The content of the course will be designed and developed by a University Level Committee (which is uniform for all courses). It is proposed that BoS grants permission to the HoD, Department of Social Work to teach this course, the contents of which will be developed by the concerned committee.
- b. This is reported to the respected members of the BoS for consideration and approval.
- c. In the next BoS meeting, the Chairperson will place before the BoS, Social Work the contents of the aforementioned course.

Decision:

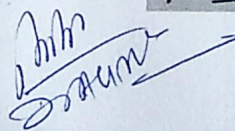
- a. The Members of the BoS approved the teaching of the course on Indian Knowledge Systems (IKS) in Semester I.

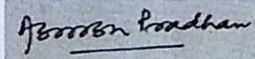
The meeting ended with the Vote of Thanks from the Chairperson.

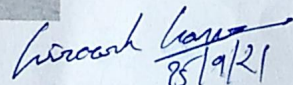

(Chairman, BoS & Head, Department of Social Work)


25.9.2021

S. Alu
25.09.2021






8/9/21



Shabab Ahmad <shababahmad@hpcu.ac.in>

Reg: Minutes of Board of Studies, Department of Social Work, CUHP

Narayan Rao <raonarayan2005@hpcu.ac.in>
To: Shabab Ahmad <shababahmad@hpcu.ac.in>

Sat, Sep 25, 2021 at 5:43 PM

----- Forwarded message -----

From: **Bhupendra Nagla** <bnagla@yahoo.com>
Date: Sat, 25 Sep 2021, 17:38
Subject: Fwd: Reg: Minutes of Board of Studies, Department of Social Work, CUHP
To: <raonarayan2005@hpcu.ac.in>

Dear prof. Rao,
Forwarding the approval for the BOS meeting, Department of Social Work, CUGH.
With best regards,
B K Nagla
Sent from my iPhone

Begin forwarded message:

From: Bhupendra Nagla <bnagla@yahoo.com>
Date: 25 September 2021 at 5:34:48 PM IST
To: Shabab Ahmad <shababahmad@hpcu.ac.in>
Subject: Re: Reg: Minutes of Board of Studies, Department of Social Work, CUHP

Dear Dr. Shabab,
[Quoted text hidden]



Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH

DEPARTMENT OF SOCIAL WORK

School of Social Sciences

Minutes of the Fifth BOS Meeting Held on 26th August 2019

The Fifth Board of Studies (BoS) Meeting of the Department of Social Work was held on 26th August 2019 at 2.00 P.M. in the Seminar Hall, at Dhauladhar Campus - I, Dharamshala. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Dr. Asutosh Pradhan, Head, Department of Social Work to all the members present.


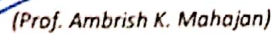
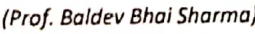

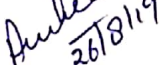
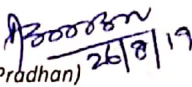
The following members were present:

- | | |
|--|----------------------------------|
| 1. Dr. Asutosh Pradhan, Head, Department of Social Work | Chairman & Convener |
| 2. Prof. B.K. Nagla, Subject Expert, Retd. Professor, MD University, Rohtak, Haryana. | External Member & Subject Expert |
| 3. Prof. Ambrish Kumar Mahajan, Professor & Dean, School of Life Sciences | |
| 4. Prof. Baldev Bhai Sharma, Professor & Head, Department of Journalism & Mass Communication, CUHP | Member |
| 5. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP | Member |
| 6. Ms. Ambreen Jamali, Assistant Professor, Department of Social Work, CUHP | Special Invitee |

The deliberations held and decisions taken in the 5th BoS meeting of social work as per the scheduled agenda are as follows:

Item SW-BoS-5/19.1: Rules of Business for conduct of the meeting of Board of Studies

Decision: The rules were read and complied with (*Annexure-1*).

     
(Prof. B.K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma) (Mr. Shabab Ahmad) (Ms. Ambreen Jamali) (Dr. A. Pradhan)

Item SW-BoS-5/19.2: Confirmation of the Minutes of 4th Meeting of Board of Studies

Decision: The approval/ratification of the Minutes of Fourth BoS by the School Board of the School of Social Sciences & the Academic Council was presented before the Board of Studies for information and confirmation. (**Annexure-2**) The same was confirmed and **approved**.

Item SW-BoS-5/19.3: Approval of the development of a new set of Course Codes and Course Titles for the Admission Year 2020-21 on the basis of CBCS model.

Decision: The new academic structure w.r.t. a new series of Course Codes, Course Titles and proposal to offer both Generic & Specialization courses from the Academic Session 2020-21 onwards was assessed and **approved** (**Annexure-3**). The new series of Course Codes has the flexibility and scope to add more courses in future as the need arises under various categories as required in the **Choice Based Credit System (CBCS)** Model of curricular design. The various categories as required under the **CBCS** pattern are as under:

- (a) Foundation Courses
- (b) Core Compulsory Courses
 - i. Theory
 - ii. Fieldwork
- (c) Core Open Courses
- (d) Elective Open Courses
- (e) Specialization Courses (Groups) or Generic Courses

Item SW-BoS-5/19.4: Approval of the offering of Specialization & Generic Degree in the Master of Social Work Program.

Decision: The Department of Social Work from the Academic Session 2020-21 shall offer a Masters degree in Social Work **with or without specialization**. Depending upon the conditions prevailing in the composition of the faculty and the expertise they have and also taking into consideration the nature of jobs available in the job market, the department may (or may not) offer specializations in its MSW Degree Programme. Further, in the spirit of the CBCS Model of curricular design and to facilitate for the


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availability of a robust opportunity to have a free choice in developing one's own bouquet of courses, students have the choice of opting for a **Generic Program** that shall comprise of courses which are not limited to a particular specialization and depending on the time-table constraints of the department.

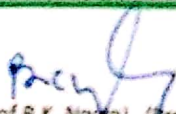
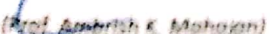
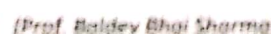
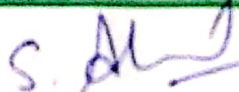
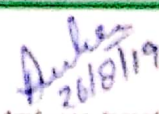
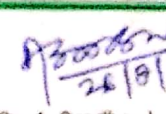
- **SPECIALIZATION** The department of social work has initiated the process of offering Specialization courses in particular are to be offered in the 3rd or 4th semesters. In a particular academic year specialization courses in groups would be offered depending upon the availability of faculty members in the department and/or the availability of faculty having experience with respect to a particular specialization.

For the award of Degree in a particular Specialization, the student has to pool-in a minimum of 16 credits from courses offered in that specialization or from allied courses on offer under the category of "Elective Open" courses. When a student opts for a course(s) from the bouquet of courses under "Elective Open" for consideration under a particular specialization, the head of department has to clearly issue a notification to this effect for ratifying such a consideration. A copy of such notification has to be also forwarded to the Controller of Examinations not later than the beginning of the **Fourth Semester** after the **Course Registration Forms** have been filled-up by the students of the department. This will ensure proper documentation, clarity and avoidance of any confusion during the award of degree in a particular specialization.

The offer of Specialization Courses has to be evenly spread in the 3rd & 4th semesters and the offering of specialization courses has to start in the 3rd semester compulsorily.

The degree to be awarded to a student on successful completion of the programme who has opted for a particular specialization shall be MARKED AS "MASTER OF SOCIAL WORK - SPECIALIZATION in (in the Group the student has registered)".

- **GENERIC PROGRAM**: True to the spirit of the CBCS Model of curricular design and objectives the students also have the option to choose courses across the

     
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spectrum of Elective Courses and/or Specialization courses on offer to form a bouquet of courses. Such a choice of courses from across various specialization groups / electives would comprise a Generic MSW Programme and the degree to be awarded on successful completion of the programme shall be MARKED AS "MASTER OF SOCIAL WORK - GENERIC" program.

- *The Hon'ble Members of the Board of Studies appreciated the efforts being made by the department/university to introduce Specializations. The BoS unanimously felt and stated that specialization is the norm now-a-days. Therefore, the whole proposal was APPROVED as such.*

Item SW-BoS-5/19.4: Approval of the tentative list of "Subject Experts in Social Work" for Evaluation of Field Work and Research Project Report (Dissertation).

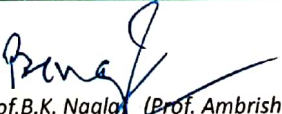


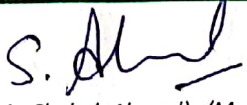
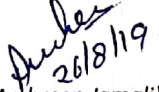
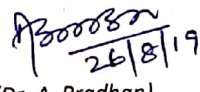
Decision: A List of External Subject Experts (Annexure-4) presented before the BoS was APPROVED in the 5th BoS meeting for conduct of Viva-voce in the courses under the categories (i) Field Work Practicum and (ii) Research Report (Dissertation). Further, the Head of the Department of Social Work is also authorized to propose the names of Subject Experts beyond the list depending on certain exigencies that may arise in due course, both administrative and otherwise in case of non-availability of an external expert mentioned in the approved list, while finalizing the dates for the conduct of the viva-voce concerned.

Item SW-BoS-5/19.4: Ratification & Approval of the Course Outline and Credits allotted in the course titled "Social Work Profession" bearing Course Code SWR 455 for implementation from 2019-20 Academic Session

Decision: The proposed course along with changes suggested in the detailed course outline/contents was ratified & approved (Annexure-5) by the BoS. The same is to be implemented for the current admission session 2019-20 as proposed.

Item SW-BoS-4/18-.6: Clarification related to Ph.D. candidates registered in the department of social work.

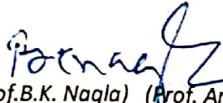


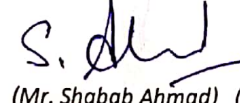
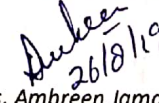
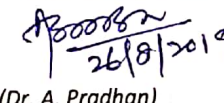
Issues: There have been occasions in the past when regular faculty members in the department/school have left the university on appointment to other institutions

     
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permanently or on lien or on superannuation. In such an event, candidates registered under a particular faculty continue to be registered under such faculty members or otherwise as provided in the relevant Ordinance which is in force. There have been instances when in the absence of any eligible faculty member who could be the research guide for candidates enrolled/registered in the department of social work, such Ph.D. scholars were allotted to eligible faculty members in other departments under the School of Social Sciences or of allied disciplines. There are cases where the Guide belongs to another department and the scholar is registered in department of social work. The clarity required in such cases is that – Is there a need for a Co-Guide (Internal or External) from the social work discipline so that the very essence of the UGC Regulations related to Ph.D. are not violated tangentially even? This is important in case the candidate may have problems in the future in case questions are raised as regards the legality of the matter. It may be pertinent to mention that in this age of Right to Information the Research Scholar after award of his/her degree may be faced with a situation where the degree's validity under question.

Decision: The Board of Studies was of the firm opinion that in future every Research Scholar, whether M.Phil. or Ph.D., should be registered under an eligible Research Guide who is a regular faculty member in the Department of Social Work. In case of any exigency when there is no eligible guide in the department it is essential that the Research Scholar be registered under a qualified Co-Guide who is the department of Social Work at a point of time or under an eligible & recognized Co-Guide who is a regular faculty member in a Department of Social Work in any other UGC recognized University.

The meeting ended with Vote of Thanks to Chair and all respected members of the Board of Studies.

     
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Annexure II: Item SW-BoS-6/06.02: Approval for the changes in Course Codes, Course Titles & Syllabus (with Retrospective effect) in the courses of MSW Programme (Batch 2020-22).

समाज कार्य विभाग



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश – १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



Syllabus

Master of Social Work

Batch: 2020-22

1. Course Structure:

क्र.सं./ Sr. No.	शैक्षणिक सत्र/ Session	सेमेस्टर/ Semester	OLD Course Code OLD / कोर्स कोड	NEW COURSE CODE	क्रेडिट/ Credit	कोर्स का पूरा नाम/ Full Name of Course	कोर्स का प्रकार / Type of Course
1.	2020-21	Semester I	SWR 4103	SWR 479	4	Methods of Social Work: Community Organisation and Social Action	Core Compulsory
2.	2020-21	Semester I	SWR 4100	SWR 476	4	History Philosophy and Fields of Social Work	Core Compulsory
3.	2020-21	Semester I	SWR 4200	SWR 483	4	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork*	Core Compulsory
4.	2020-21	Semester I	SWR 4301	SWR 495	4	Human Growth and Development	Core Open
5.	2020-21	Semester I	SWR 4002	SWR 466	2	Society & Polity	Foundation Course
6.	2020-21	Semester I	SWR 4005	SWR 469	2	Basics of Research	Foundation Course
7.	2020-21	Semester II	SWR 4101	SWR 477	4	Methods of Social Work: Social Casework	Core Compulsory
8.	2020-21	Semester II	SWR 4102	SWR 478	4	Methods of Social Work: Social Group Work	Core Compulsory
9.	2020-21	Semester II	SWR 4202	SWR 484	4	Field Work Practicum - II: Concurrent Field Work and Rural Camp*	Core Compulsory
10.	2020-21	Semester II	SWR 4302	SWR 489	4	Social Work Practice in Rural and Urban Areas	Core Open
11.	2020-21	Semester II	SWR 4007	SWR 471	2	Human Rights & Advocacy	Foundation Course
12.	2020-21	Semester II	SWR 4003	SWR 467	2	Contemporary Social Issues and Problems	Foundation Course
13.	2021-22	Semester III	SWR 4104	SWR 480	4	Methods of Social Work: Social Work Administration	Core Compulsory
14.	2021-22	Semester III	-----	SWR 472	4	Alcohol & Other Drug Abuse Prevention*	Elective Open
15.	2021-22	Semester III	SWR 4202	SWR 485	4	Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations*	Core Compulsory
16.	2021-22	Semester III	SWR 4651	SWR 473	4	Human Resource Management and Industrial Relations*	Specialisation
17.	2021-22	Semester III	SWR 4650	SWR 474	4	Social Work in Industrial Setting*	Specialisation
18.	2021-22	Semester IV	SWR 4204	SWR 423	4	Block Placement Training*	Core Compulsory
19.	2021-22	Semester IV	SWR 4400	SWR 499	4	MSW Dissertation*	Core Open
20.	2021-22	Semester IV	SWR 4203	SWR 486	4	Field Work Practicum - IV: Concurrent Field Work and Educational Tour*	Core Compulsory
21.	2021-22	Semester IV	SWR 4652	SWR 475	4	Social Security, Labour Welfare and Related Legislations*	Specialisation
22.	2021-22	Semester IV	----	SWR 487	4	NGO Management*	Specialisation

* Employability Courses

1. Classification of Courses:

SEMESTER I			
Course Code	Name of the Course	Credit	Semester
<i>CORE COMPULSORY (12 Credits)</i>			
SWR 479	Methods of Social Work: Community Organisation and Social Action	04	I
SWR 476	History Philosophy and Fields of Social Work	04	I
SWR 483	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork	04	I
<i>CORE OPEN (04 Credits)</i>			
SWR 495	Human Growth and Development	04	I
<i>FOUNDATION COURSE (04 Credits)</i>			
SWR 466	Society & Polity	02	I
SWR 469	Basics of Research	02	I
SEMESTER II			
<i>CORE COMPULSORY (12 Credits)</i>			
SWR 477	Methods of Social Work: Social Casework	4	II
SWR 478	Methods of Social Work: Social Group Work	4	II
SWR 484	Field Work Practicum - II: Concurrent Field Work and Rural Camp	4	II
<i>CORE OPEN (04 Credits)</i>			
SWR 489	Social Work Practice in Rural and Urban Areas	4	II
<i>FOUNDATION COURSE (04 Credits)</i>			
SWR 471	Human Rights & Advocacy	2	II
SWR 467	Contemporary Social Issues and Problems	2	II
SEMESTER III			
<i>CORE COMPULSORY (08 Credits)</i>			
SWR 480	Methods of Social Work: Social Work Administration	4	III
SWR 485	Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations	4	III
<i>ELECTIVE OPEN (04 Credits)</i>			
SWR 472	Alcohol & Other Drug Abuse Prevention	4	III
<i>ELECTIVE SPECIALISATION (08 Credits)</i>			
SWR 473	Human Resource Management and Industrial Relations	4	III
SWR 474	Social Work in Industrial Setting	4	III
SEMESTER IV			
<i>CORE COMPULSORY (08 Credits)</i>			
SWR 423	Block Placement Training	4	IV
SWR 486	Field Work Practicum - IV: Concurrent Field Work and Educational Tour	4	IV
<i>CORE OPEN (04 Credits)</i>			
SWR 499	MSW Dissertation	4	IV
<i>ELECTIVE SPECIALISATION (08 Credits)</i>			
SWR 475	Social Security, Labour Welfare and Related Legislations	4	IV
SWR 487	NGO Management	4	IV

Course Code: SWR 479

Course Name: Methods of Social Work: Community Organisation and Social Action

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- Develop understanding regarding community organization as a method of social work
- Understand the critical elements of practicing community organization
- Enhance critical understanding of the models and strategies for community organization
- Enhance the understanding of the roles of the agencies and community organizer
- Understanding Social Action as a method of Social Work
- Develop perspective and skills for participatory processes in the community and civil society

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: Basic Conceptual Framework (8 Hours)

- Community meaning and types: Rural, Urban and Tribal
- Community and Social Work Practice
- Community Work: Evolution, Definition, Objectives and Scope

- Process of Community Work
- Interface between Community work, community organization and community development

UNIT - II: Community Organization (8 Hours)

- Community Organization: Definition, concept and
- Steps in Community Organization
- Basic Assumptions of Community Organization
- Principles and Skills of Community Organization

UNIT – III: Approaches and Models in Community Organization (8 Hours)

- Approaches
- Models of Community Organization
- Strategies of Community Organization
- Peoples Participation

UNIT -IV: Community Organization and Practice (8 Hours)

- Networking and Coordination: Rationale ,Meaning and Scope
- Intervention of NGO's
- Government intervention in Community Organization.
- Role of Community Worker

UNIT - V: Social Action (8 Hours)

- Meaning, Concept, Objectives and Scope of Social Action
- Principles of Social Action
- Tactics and Methods of Social Action
- Social Action and Community Organization

Prescribed Text Books:

1. Siddiqui, H.Y. (1997), Working with Communities, New Delhi, Hira Publications: New Delhi.
2. Ross. M. G., Community Organization, Harper Press :New York.

Suggested Extra Readings:

3. Siddiqui, H.Y., Social Work & Social Action, Har Nam Publications: New Delhi.
4. Goel S.L; Jain,R.K., Social Welfare Administration Vol.2, Deep &Deep Publications:
New Delhi
5. Mukherji.B., Community Development in India, Orient Longman :New Delhi.

Course Code: SWR 476

Course Name: History, Philosophy and Fields of Social Work

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: The course is designed to

- Become familiar with the core values and philosophy of social work profession and be able to imbibe these values into their professional self.
- Understand and differentiate social work and other related terms
- Understand the context of emergence of social work as a profession
- Understand the nature of Social work practice in different settings

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

- Unit I: Introduction to Social Work Profession (8 Hours)
- Social Work: Definition, Philosophy and Purpose.
 - Values and Principles
 - Methods of Social Work

Unit II: Historical Development of Social Work (8 Hours)

- Concept of *Sewa* in Bharat
- Development of Professional Social Work in U.K. and U.S.A.
- Social Service Traditions and Social Reform Movements in India.
- Contribution of Swami Vivekananda, Gandhi, Ambedkar and Phule

Unit III: Social Work as a Profession (8 Hours)

- Requirements of a Social Work Profession
- Social Work Functions and Roles of Social Workers.
- Competencies for Social Work Practice.
- Socio-cultural factors impacting social work.practice

Unit IV: Social Work Practice Areas-I (8 Hours)

- Emerging Perspectives and Trends of Social Work Practice.
- Community Development: Rural and Urban
- Family and Child Welfare.

Unit V: Social Work Practice Areas -II (8 Hours)

- Disability and Disaster Management.
- Environmental Social Work
- School Social Work
- Elderly and HIV/AIDS.

Prescribed Text Books:

1. Mishra, Prayag Din (1994), Social Work – Philosophy and Methods, New Delhi, Inter – India Publications.
2. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
3. Elizabeth A. Sehgal. et al. (2011), Professional Social Work, Jaipur, Rawat Publications.

Supplementary Books:

1. Skidmore, et al. (1997), Introduction to Social Work, Boston, Allyn & Bacon.
2. Sheldon Brian, et al. (2010), A Textbook of Social Work, New Delhi, Routledge Publications.

Course Code: SWR 483

Course Name: Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork

Credits Equivalent: 4 Credits

Introduction on Field Work:

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

Learning Outcomes:

1. Develop the ability to observe and analyse social realities understand the characteristics of Social systems and their dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Develop the ability to recognise the need for new programs initiated & participate in them;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

Curricular Components & Requirements:

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

Orientation:	<ul style="list-style-type: none">• 10 hours of one-hour sessions spread over one week in the beginning of the first semester.• Inductive orientation program provide the newly inducted students in
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	<p>social work have information relating to the importance and place of the practical in the masters level Social Work program, the purpose, functions and ethics and professional practice</p>
<p>Observation Visits:</p>	<p>Observation visits provide an exposure to students an understanding of the community and agency settings, facilities available & services provided in response to people's needs. Community visits to urban and rural areas provide students an experience of community life and living; problems and issues faced by people; understanding peoples core needs which shall ultimately lead to the development of programs which students can implement in concurrent fieldwork when placed in communities.</p> <p>Visits are arranged to the following -</p> <ul style="list-style-type: none"> • Villages & Urban communities • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;
<p>Concurrent Field Work in:</p>	<ul style="list-style-type: none"> • <i>Rural & Urban Communities:</i> For concurrent field work practice, students are placed in community settings to study and understand social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community. • Students are required to work in community settings in the 2nd semester through placements done in NGOs so that they get to know

	<p>structured ways of functioning of NGOs and the implementation of project-based activities undertaken.</p> <ul style="list-style-type: none"> • Learners get to know the dynamics of relationships between the local communities & the NGO concerned. • Learners also become conscious and aware about the organizational structures and functioning of NGOs as per the policy donor agencies or grant-giving organizations. <p>Type of Agencies in which students are placed -</p> <ul style="list-style-type: none"> • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings etc.
<p>Recording:</p>	<ul style="list-style-type: none"> • Whether it is the reporting of Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork done, students have to record and submit separate reports immediately. • Students are expected to take field notes in their fieldwork diaries and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems & structures, social dynamics, power structures, social problems & social issues; community initiatives, community resources & facilities; organisational structures, organizational culture & group dynamics in agencies; implementation of government programmes; etc. • Students have to record the use of various principles, methods, techniques and strategies of social work in their fieldwork and correlate this with the various theories taught in the classrooms; they

	<p>shall also record the type of emotional experiences they had and reflect upon the methods, techniques and skills used.</p> <ul style="list-style-type: none"> • Students have to record and submit separate reports for Social Casework & Group Work apart from the daily reports of work done in the field. • At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled “Consolidated Concurrent Fieldwork Report”
Fieldwork Conference	<ul style="list-style-type: none"> • Both Individual Conference (IC)&Group Conference (GC) are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor. • Attendance in the fieldwork conferences is compulsory and internal assessment & evaluation will be done at the end of the semester also on the basis of attendance & participation of the learner in the conferences. • Instructions given by the respective supervisor in IC & GC have to be recorded in the fieldwork diary of the learner.
Attendance:	<ul style="list-style-type: none"> • Attendance in field work is compulsory • The department has to organize at the minimum 15 hours of field work per week conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.
Submission of Reports:	<ul style="list-style-type: none"> • Students are required to submit their fieldwork reports, field notes & field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor • Submission of reports is the responsibility of the student concerned. • Submission of reports beyond the scheduled date/day shall be marked as LATE SUBMISSION in Red colour. • Learners have to ensure that their supervisor signs each report submitted mentioning date.

Evaluation Criteria:

4. End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce

Course Code: SWR 495

Course Name: Human Growth and Development

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: The course is designed to

- Learn to apply Concepts and Theories of Psychology
- Develop a Critical Perspective of the Theories of Human Behavior and Personality.
- Understand the Nature and Development of Human Behaviour in Socio-Cultural Context.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: Socio- Cultural Environment, Human Behaviour, Growth & Development(8 Hours)

- Psychology: Meaning, Concept and its Branches
- Determinants of Human Behavior: Heredity & Environment
- Life Span Perspective of Human Development
- Role of Social Institution and Group in Shaping Human Behavior
- Understanding Human Behavior: Cross Cultural Perspective

UNIT- II: Basic Psychological Process (8 Hours)

- 1) Concept and Theories of
 - Cognition and Learning
 - Motivation, Emotion and Intelligence
- 2) Theories of Personality
 - Psychoanalytic Theories of Personality: Freud, Erikson and Adler
 - Behavioural Theories: Miller and Bandura
 - Humanistic Theories: Rogers and Maslow

UNIT- III: Mental Health and Process: Development & Assessment (8 Hours)

- Mental Health
- Mental Retardation
- Defense Mechanism
- Psychological Testing

UNIT - IV: Abnormal Psychology (8 Hours)

- Abnormal Psychology
- Etiological Factors of Mental Illness
- Types of Mental Disorders
- Therapeutic Process

UNIT – V: Social Psychology (8 Hours)

- Social Psychology
- Attitude: Formation, Change and Measurement
- Prejudice, Stereotypes and Discrimination:
- Collective Behaviour: Crowd, Riot and Rebellion.

Prescribed Text Books:

1. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson Publications.
2. Morgan, C.Tand King, R.A.,(2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill.
3. Baron, A. Robert, (2001), Psychology,New Delhi, Pearson Publications.
4. Ahuja,Niraj. (2002), A Short Textbook of Psychiatry, New Delhi, Jaypee Brothers

Suggested Additional Readings:

5. Park, K., (2010), Textbook of Preventive and Social Medicine, Jabalpur, BarnarsidassBhanot Publishers
6. Page J.D., (2010), Abnormal Psychology, New Delhi, Tata McGraw Hill.

Course Code: SWR 466

Course Name: Society and Polity

Credits Equivalent: 2 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Course Objective: The course is designed to

- Understand basic sociological concepts and social formations
- Develop skills to analyze and understand Indian society
- Learn to apply sociological insight in day to day life

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must, failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course contents:

UNIT - I: Orientation to Significant Sociological Concepts (4 Hours)

- Culture: Elements in Culture, Cultural Systems and Sub Systems
- Social Structure and Social Institution and Social Groups
- Socialization - Meaning, Socialization and Development of Self
- Social Conformity & Social Deviation
- Social Control

UNIT – II: Social Change (4 Hours)

- Social Change
- Marxist Approach to the Study of Society
- Modernization
- Globalisation
- Post-Modernism

UNIT - III: Social Institutions (4 Hours)

- Family- The Joint and the Nuclear Family.
- Family as Social Institution, Changing Structures and Patterns of Family.
- Religion, Role of Religion in Society, Secularism

UNIT - IV: Social Structure and Social Stratification (4 Hours)

- Social Stratification & Social Mobility
- Caste & Class: Changing Dynamics.
- Dalits, Adivasis and Minority Groups. Situation, Changing Relationship and Dynamics.

UNIT - V: Contemporary Social Concerns (4 Hours)

- Social Problems in Indian Social Structure(Caste & Politics and Communalism, Youth Unrest)
- Violence Against Women,
- Corruption

Prescribed Text Books:

1. Johnson, Harry M.,(2007), Sociology: A Systematic Introduction, New Delhi, Allied Publishers
2. Ahuja, Ram, (2001), Indian Social System, Jaipur, Rawat Publications
3. Ahuja, Ram, (2008), Social Problems in India, Jaipur, Rawat Publications

Suggested Additional Readings:

1. Haralambos, M. & Holborn, M., (2008), Themes and Perspectives in Sociology, London, Harper Collins.

2. Doshi, S.L., Modernity, Post Modernity & Neo Sociological Theories, Jaipur, Rawat Publications

Course Code: SWR 469

Course Name: Basics of Research

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Develop an understanding about the scientific approach to human inquiry.
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice.
- Develop attitudes and skills appropriate for research.
- Acquire the skills for data analyses and research writing.

Attendance Requirements: Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Research: Nature & Concept (4 Hours)

- Nature of Scientific Methods and its Application to Social Phenomenon
- Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action Research
- Concepts in Research: Theory, Variable, Concept, Universe & Sampling

UNIT - II: Research Process and Sampling (4 Hours)

- Problem Selection – Identification & Formulation
- Selection Specific Research Issue, Formulation of Objectives, Clarifying the Objectives.
- Probability Sampling: Simple Random Sampling, Proportionate and Disproportionate Stratified Random Sampling, Cluster Sampling.
- Non-Probability Sampling: Accidental Sampling, Quota Sampling, Purposive Sampling, Snowball Sampling.

UNIT - III: Hypotheses, Methods and Tools of Data Collection (4 Hours)

- Hypotheses: Nature, Characteristics, Sources & Types
- Tools of Data Collection: Primary & Secondary, Observation, Interview Schedule, Questionnaire, Types and Formats.
- Rating Scales

UNIT - IV: Research Designs (4 Hours)

- Research Design: Concept and Types
- Qualitative and Quantitative Research Designs (Including Case study Method); Participatory Research (RRA / PRA / PLA).
- Report Writing

UNIT - V: Statistical Analysis (4 Hours)

- Descriptive Statistics: Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

Prescribed Text Books:

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.

2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

Suggested Extra Readings:

4. Bhandarkar, P.L., & Wilkinson, T. S. (2009) Methodology and Techniques of Social Research, Bombay, Himalaya.
5. Laldas, D. K. (2004) Practice of Social Research, Jaipur, Rawat

Course Code: SWR 477

Course Name: Methods of Social Work: Social Casework

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: The course is designed to:

- To study the Case Work as one of the primary method of Social Work
- To understand the client based study and interventions
- Theoretical understanding of working with individuals.

Attendance Requirements: Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment(CIA) : 25%

Course Contents:

UNIT - I: Social Case Work: An Introduction (8 hours)

- Historical development of casework as a method of social work
- Meaning, concept, Objectives of social case work
- Philosophical & chief assumptions
- Components, Contribution of Mary Richmond & Friendly Visitors

UNIT - II: Case Work Process/Principles/Theories (8 hours)

- Process in case work- Intake, Study
- Assesment
- Intervention
- Termination & evaluation
- Principles of case work

UNIT - III: Techniques and skill in Social Case work (8 hours)

- Case work Relationship: Conceptual Framework
- Helping Techniques:-Interviewing , listening, Rapport building Observation, home visit, Relationship
- Supportive techniques:-Acceptance, empathy, Assurance, Facilitation, Encouragement & Reassurance
- Recording in Case work

UNIT – IV: Understanding the client System (8 hours)

- Psychoanalytical Theory
- Psychosocial Theory
- Diagnostic School and Functional School of case work
- Counseling

UNIT – V: Therapeutic Approach to Social Case Work (8 hours)

- Behaviour Modification Approach
- Problem Solving Approach
- Crisis Intervention Approach
- Electic approach

Prescribed Books:

1. Mathew, G. 2011. An Introduction to Social Casework. Mumbai: Tata Institute of Social Sciences.
2. Perlman, H.H 2011.Social Casework:- A problem-solving Process. Jaipur:Rawat.
3. Upadhyay,R.K 2010.Social Casework: A Theraputic Approach. Jaipur:Rawat

Suggested Extra Readings:

1. Kadushin, A, & Kadushin, G.1997. The social case work interview: A guide for human service professionals. New York: Columbia University Press.
2. Biestek, Felix P. The casework: A psychosocial Therapy. New York: Mcgraw Hills.
3. Hollis, F. 1964. Casework: A Psychosocial Therapy. New York: McGraw Hills.

Course Code: SWR 478

Course Name: Methods of Social Work: Social Group Work

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- Understand the place of group work in social work intervention
- Understand group work as an instrument of change/development in individual in groups
- Understand use of programme as a tool for group development
- Develop skills to work with different stages and record the process
- Understand relevance of group in different set up

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: Understanding Concepts of Social Group Work (8 Hours)

- Concept and Importance of Groups
- Definition of Social Group Work
- Characteristics of Social Group Work
- Application of Social Group Work in Different Fields

UNIT - II: Social Group Work Theories, Principles & Skills (8 Hours)

- Theories Applicable to Group Work Practice; Psychoanalytical Theory, Learning Theory, Field Theory, System Theory & Conflict Theory
- Skills and Distinctive Principles of Group Work
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group
- Common Interest Group, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group

UNIT - III: Process and Techniques in Social Group Work (8 Hours)

- Stages in Group Development: - Forming, Storming, Norming, Performing, Termination, and Evaluation.
- Role of Social Worker in Different Stages of Group Development.
- Techniques of Working with Group; Group Councelling, Group Discussion, Group Decision Making.
- Programme Media, Role Play, Group Diagnosis

UNIT - IV: Use of Programme and Dynamic of Group Process (8 Hours)

- Programme Planning in Group Work
- Role of Social Worker in Programme Planning
- Steps in Understanding Group Process
- Communication & Leadership in Group Process
- Group Dynamics: - Interaction, Group Cohesiveness, Group Conflict, Group Culture & Group Development

UNIT - V: Recording and Evaluation in Group Work (8 Hours)

- Importance of Recording in Group Work
- Group Work Practice in Agencies
- Role of Social Group Worker for the Satisfaction of the Social Needs and Development of Individual and Community.
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution

Prescribed Text Books:

1. Mishra, P.D. (2008), Social Work – Philosophy & Methods, New Delhi, Inter-India Publications.
2. Siddiqui, H.Y. (2008), Group Work - Theories and Practices, Jaipur, Rawat Publications.
3. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
4. Zastrow, C. (2010), Social Work with Groups, Jaipur, Rawat Publications.

Suggested Extra Readings:

1. Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007), A Hand Book of Social Work with Groups, Jaipur, Rawat Publications.

Course Code:SWR 484

Course Name:Field Work Practicum - II: Concurrent Field Work and Rural Camp

Credits Equivalent:4 Credits

Introduction on Field Work:

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed, design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

Learning Outcomes:

1. Develop the critical abilities to understand social realities and community dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Use human rights perspective to understand various forms of injustice prevailing in society and the need for equity in all interventions;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

Curricular Components & Requirements:

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

Concurrent Field Work in:	<ul style="list-style-type: none">• Rural & Urban Communities: For concurrent field work practice, students are placed in community settings to study and understand social systems family as an institution social relationships power
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	<p>structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.</p> <ul style="list-style-type: none"> • Students are encouraged to work in close cooperation with various institutions of organizations working in the field of rural or urban development like Gram Panchayat, Block Development Office, Municipality, Community Health Centre, Anganwadi, DRDA (District Rural Development Authority) etc. <p style="text-align: center;">OR/AND</p> <ul style="list-style-type: none"> • NGOs & Government Agencies: Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development. <p>The basic purpose of agency placement is to understand the functioning of these institutions, the organizational structure, staffing pattern, distribution of roles and responsibilities, program design and implementation, resource mobilization and the direct delivery of services to the public or the clientele population.</p> <p>Students are placed in -</p> <ul style="list-style-type: none"> • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;
Recording:	<ul style="list-style-type: none"> • Reports of Concurrent Fieldwork undertaken by students have to be recorded and submitted immediately in the following week as notified by the department. • Students are expected to take field notes in their fieldwork diaries and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems & structures, social dynamics, power structures, social problems & social issues; community initiatives, community resources & facilities; organisational structures, organizational culture & group dynamics in agencies; implementation of government programmes; etc. • Students have to record the use of various principles, methods, techniques and strategies of social work in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of emotional experiences they had and reflect upon the methods, techniques and skills used. • Students have to record and submit separate reports for Social Casework & Group Work apart from the daily reports of work

	<p>done in the field.</p> <ul style="list-style-type: none"> At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled “Consolidated Concurrent Fieldwork Report”
Fieldwork Conference	<ul style="list-style-type: none"> Both Individual Conference (IC) & Group Conference (GC) are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor. Attendance in the fieldwork conferences is compulsory and internal assessment & evaluation will be done at the end of the semester also on the basis of attendance & participation of the learner in the conferences. Instructions given by the respective supervisor in IC & GC have to be recorded in the fieldwork diary of the learner.
Attendance:	<ul style="list-style-type: none"> Attendance in field work is compulsory The department has to organize at the minimum 15 hours of field work per week conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.
Submission of Reports:	<ul style="list-style-type: none"> Students are required to submit their fieldwork reports, field notes & field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor Submission of reports is the responsibility of the student concerned. Submission of reports beyond the scheduled date/day shall be marked as LATE SUBMISSION in Red colour. Learners have to ensure that their supervisor signs each report submitted mentioning date.

Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce

Course Code: SWR 489

Course Name: Social Work Practice in Rural and Urban Areas

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- To develop understanding of urban communities and their problems
- To develop understanding of rural communities and their problems
- Develop commitment to the rights of vulnerable groups in urban and rural communities

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continues Internal Assessment: 25%

Course Contents:

UNIT - I: Introduction to Rural Communities (8 Hours)

- Rural Communities: Issues of Identity and Diversity
- Rural Development: Definition and Elements
- Overview of Indian Rural Economy
- Tribal Development

UNIT – II: Panchayati Raj and Rural Planning (8 Hours)

- Panchayati Raj Institutions in India
- Panchayats (Extension to Scheduled Areas) Act, 1996
- Decentralised Planning
- Preparation of Gram Panchayat Development Plan

UNIT - III: Programmes and Schemes for Rural Development (8 Hours)

- Historical Analysis of Rural Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Rural Development of Government of India and Government of Himachal Pradesh
- Microcredit and Self-Help Groups

UNIT - IV: Urban Communities and Urbanisation (8 Hours)

- Urban Communities: Types and Features
- Level of Urbanisation and Urban Infrastructure in India
- Causes and Consequences of Urbanisation
- Slum: Concept, Factors Contributing to Slum Development, Consequences and Issues around Evictions and Relocation

UNIT - V: Urban Development in India (8 Hours)

- Urban development programmes in India
- 74th Constitutional Amendment and the role of Urban Local Bodies
- Informal Economy, Self-Employment, Unorganised Sector and Entrepreneur Development
- Urban Housing and Right to Shelter

Prescribed Text Books:

1. Nagpal. H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Laxmikanth, M. (2013). Indian Polity. New Delhi: McGraw Hill Education (India) Pvt. Limited.

5. Singh, K. (2009). Rural Development: Principles, Policies and Management. Delhi: Sage Publications
6. Chambers, R. (2013). Rural Development: Putting the Last First. London: Routledge.

Course Code: SWR 471

Course Name: Human Rights and Advocacy

Credits Equivalent: 2 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: After completing this course the students will be able to:

- Develop an understanding about the scientific approach to human inquiry
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice
- Develop attitudes and skills appropriate for research
- Acquire the skills for data analyses and research writing

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: Social Work & Human Rights: Concepts, Nature & Scope (4 Hours)

- Social Work and Rights
- Concept, Nature & Scope of Human Rights.
- History of Human Rights.

UNIT – II: Regulating Human Rights (4 Hours)

- Declaration, Covenant, Convention and Treaties
- International Covenant on Civil & Political Rights
- The Human Rights Committee
- Universal Declaration of Human Rights

UNIT - III: Human Rights in Indian Condition

(4 Hours)

- Indian Constitution and Human Rights
- Human rights in Indian Constitution: part III of constitutional provisions
- Human rights in Indian Constitution: Part IV of Indian constitution
- Role of NCW in implementing Human rights in India

Unit –IV:Implementing Agencies in India

(4 Hours)

- Implementing Human Rights in India
- Role of NGOs for implementing Human Rights
- Role of NHRC in India
- Role of SHRC for implementing Human Rights.

UNIT - IV:Globalization and Human Rights

(4 Hours)

- Globalization and Human Rights.
- Globalization merits and demerits.
- Environment & Human Rights.

Prescribed Text Books:

1. O’Byrne, Darren (2011 3rd reprint) Human Rights: An Introduction, New Delhi, Pearson Education Ltd.
2. Reichert, E. (2003) Social Work and Human Rights, Jaipur, Rawat (Originally Published from Columbia University Press).

Course Code: SWR 467

Course Name: Contemporary Social Issues and Problems

Credits Equivalent: 2 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: After completing this course the students will be able to:

- Develops an understanding about the social problems prevails in our society.
- Develop an understanding about the problems relating to Child and Welfare Services
- To develop an understanding of different issues as it affects individuals and groups.
- To expose students with ongoing strategies and programmes to eradicate poverty.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course Contents:

UNIT - I: Social Problem: Concept and Approaches

(4 Hours)

- Characteristics, Reactions, Types and Causes of Social Problem
- Theoretical Approaches to social problems.
- Rural & Urban Problem.
- Solving Social Problem.

UNIT - II: Social problems (4 Hours)

- Old Age & Destitution.
- Poverty
- Unemployment.
- Alcoholism & Drug Addiction.
- Corruption and Lokpal Bill.

UNIT - III: Communalism, Secularism and Regionalization (4 Hours)

- Concept of Communalism in India
- Secularism and Regionalization
- Role of Police

UNIT - IV: Violence against Women (4 Hours)

- Nature, Extent and Characteristics of Violence Against Women
- Type of Violence
- Women's Harassment
- Women Welfare Services

UNIT – V: Child and Youth Problem (4 Hours)

- Child Abuse
- Child Labour
- Youth Unrest and Agitation
- Juvenile Delinquency
- Child Welfare Services

Prescribed Text Books:

1. Ahuja, Ram, (2007). Social Problems in India. Second Edition. Rawat Publication, New Delhi.
2. Jha, Jainendra Kumar Ed., (2009). Encyclopaedia of Social Work, Volume-3, Social Welfare and Social Work. Anmol Publication, New Delhi.

Course Code: SWR 480

Course Name: Methods of Social Work: Social Welfare Administration

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures /organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- Develop understanding of social welfare administration as a method of social work profession.
- Understand various components of social welfare administration.
- Acquire competence in the administration of social welfare and development services.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course Contents:

UNIT - I: Conceptual Understanding

(8 Hours)

- Social Welfare Administration: Nature and Scope
- Principles of Administration
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services, Public administration, Business administration and development administration.

UNIT - II: Components of Administration

(8 Hours)

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting
- Monitoring and Evaluation System
- Unity of Command, Centralization and Decentralization, Span of Control, Delegation and Supervision.

UNIT - III: Structure of Social Welfare Administration

(8 Hours)

- Administrative structure of different levels: Central, State and Panchayat
- Administrative structure of NGO's engaged in provision of human services
- Development organizations
- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD).

UNIT - IV:Legislative Framework for Formation of Development Organization(8 Hours)

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)
- The Companies Act (2013)
- Section 12(A) and 80 (G) of income tax act (1961)
- Foreign Contribution Regulatory Act (2010)

UNIT – VProject Planning and Development

(8 Hours)

- Project Formulation: objectives and Stages
- Decision-Making, Communication, Accountability and Transparency
- Funding-raising, grant-in-aid
- Social Marketing

Text books:

1. Goel S.L.; Jain, R.K., Social Welfare Administration Vol.2, Deep & Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.

Reference Books:

3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Approaches to Welfare, Routledge & Kegan Paul: London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.

Course Code: SWR 472

Course Name: Alcohol & Other Drug Abuse Prevention

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- To develop the basic understanding about alcohol & drug abuse.
- To make the students understands about the causes of addiction and harmful effects of substance abuse on individual.
- To develop an understanding about prevention & treatment of the substance abuse.
- To develop national & international understanding about different Protocols, Conventions, Acts and movements related to the substance use.
- Develop skills related with social work treatment and rehabilitation of the patients suffering with substance abuse.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continues Internal Assessment : 25%

Course Contents

UNIT - I: Basic Concepts, Nature & Impact of Alcohol & Other Drugs (AOD) (8 Hours)

- Defining the Terms: Drugs, Drug Abuse, Drug Dependency, Alcoholism & Addiction.
- Basic Concept of Drug Abuse, Drug Addiction & Alcoholism.
- Nature & Impact of Abusable Drugs.

- Effects & Health Risks: Stimulants, Hallucinogens, Sedatives or Depressants

UNIT - II: Causes, Treatment& Dependence

(8 Hours)

- Causes& Problem of Alcohol Abuse
- Causes of Dependence & Addiction
- Treatment & Prevention: Historical Background & Current Context
- Treatment of Alcoholics
- From the Field: The Case Studies.

UNIT - III: Protocols, Conventions, Acts & Movements

(8 Hours)

- Protocols & United Nations Conventions.
- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- Women & Anti-Liquor Movements.
- Role of Family & Peer Group in Drug Abuse.
- Prohibitions& Control over Drug Abuse.

UNIT - IV: Drug Abuse Management in India

(8 Hours)

- Limitation of Prevention Responses.
- Prevention Strategies & their Limitations.
- Limitation of Treatment & Rehabilitation Programmes.
- Suggestions for Intervention Programmes.

UNIT - V: The Role of Social Worker as a Change Agent

(8 Hours)

- The Role of the Social Worker.
- Impact of Drug Policies at the Micro-Level Intervention.
- Criminalization or Treatment.
- Social Worker: A Change Agent

Prescribed Text Books:

1. Elizabeth A. Sehgal (2011), Professional Social Work, Jaipur, Rawat Publications.
2. Ahuja, Ram (2007,) Social Problems in India. Second Edition. Jaipur, Rawat Publications.
3. Charles, Molly(1999), Drug Culture in India: A street Ethnographic Study of Heroin Addiction in Bombay, Jaipur, Rawat Publications.

Suggested Extra Readings:

2. Goodman, A.(2007), Social Work with Drug and Substance Misusers, Jaipur, Rawat Publications.
3. Manning, P. (2007), Drugs and Popular Culture, Jaipur, Rawat Publications.

Course Code: SWR 485

Course Name: Field Work Practicum - III: Concurrent Field Work and Summer Placement in

Development Organizations

Credits Equivalent: 4 Credits

Introduction on Field Work:

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

Learning Outcomes:

7. Understand communities and the functioning of organizations in the light of contemporary theories;
8. Develop the ability to examine the process of program management and participate in the effort at various levels;
9. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
10. Develop the ability to design and formulate project proposals for implementation of projects/programmes;
11. Develop critical understanding of the application of legislation, legal processes and social policy;
12. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
13. Develop the capacity for critical thinking, value orientation, reflective & evidence-based practice;

14. Enhance presentation skills to communicate about the execution of projects and findings of fieldwork done. Recordings are to be viewed as an expression of the enrichment in the process of professional growth.

Curricular Components & Requirements:

The objectives of Concurrent Field Work Practicum are achieved by providing a variety of experiences to learners:

<p>Concurrent Field Work in:</p>	<ul style="list-style-type: none"> • NGOs & Government Agencies: Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development. The basic purpose of agency placement is to understand the functioning of these institutions, the organizational structure, staffing pattern, distribution of roles and responsibilities, program design and implementation, resource mobilization and the direct delivery of services to the public or the clientele population. <p>Students are placed in -</p> <ul style="list-style-type: none"> • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;
<p>Recording:</p>	<ul style="list-style-type: none"> • Whether it is the reporting of Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork done, students have to record and submit separate reports immediately. • Students are expected to take field notes in their fieldwork diaries and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems & structures, social dynamics, power structures, social problems & social issues; community initiatives, community resources & facilities; organisational structures, organizational culture & group dynamics in agencies; implementation of government programmes; etc. • Students have to record the use of various principles, methods, techniques and strategies of social work in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of emotional experiences they had and reflect upon the methods, techniques and skills used. • Students have to record and submit separate reports for Social Casework & Group Work apart from the daily reports of work done in the field.

	<ul style="list-style-type: none"> At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled “Consolidated Concurrent Fieldwork Report”
Fieldwork Conference	<ul style="list-style-type: none"> Both Individual Conference (IC) & Group Conference (GC) are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor. Attendance in the fieldwork conferences is compulsory and internal assessment & evaluation will be done at the end of the semester also on the basis of attendance & participation of the learner in the conferences. Instructions given by the respective supervisor in IC & GC have to be recorded in the fieldwork diary of the learner.
Attendance:	<ul style="list-style-type: none"> Attendance in field work is compulsory The department has to organize at the minimum 15 hours of field work per week conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.
Submission of Reports:	<ul style="list-style-type: none"> Students are required to submit their fieldwork reports, field notes & field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor Submission of reports is the responsibility of the student concerned. Submission of reports beyond the scheduled date/day shall be marked as LATE SUBMISSION in Red colour. Learners have to ensure that their supervisor signs each report submitted mentioning date.

Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce

Course Code: SWR 473

Course Name: Human Resource Management and Industrial Relations

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: The course is designed to:

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course contents:

UNIT I: Human Resource Management and HRD (8 hours)

- Human Resource Management: Meaning, function, objectives
- Human Resource Development: Meaning, function and scope
- Human Resource Development Instruments
- Relation between HRM and HRD

UNIT II: HR Planning and selection process (8 hours)

- HR planning: meaning and objectives and process
- Recruitment and Selection Process.
- Job Description and Job Specification
- Concept of human resource and information system(HRIS)

UNIT III: Performance management and development. (8 hours)

- Performance appraisal- concept and methods
- MBO: Objectives and Methods
- Career planning and development

UNIT IV: Management of jobs and compensation (8 hours)

- Job analysis and Job Design
- Job evaluation: objectives and methods
- Wage determination: Factors, Principles and Theories.

UNIT V: Industrial Relations (8 hours)

- IR:Concept and models
- IR: machinery preventive and curative
- Collective Bargaining: Concept, Strategies and process

Text Books:

- Saiyadain, M. S. (2003). *Organisational behaviour*. Tata McGraw-Hill Education.
- Rao, T. V. (1986). Recent experiences in human resources development.
- Pettinger, R. (2013). Introduction to management.
- Pettinger, R. (2000). *The future of industrial relations*. Thomson Learning

Additional Readings:

Pareek, U. (2006). *Designing And Managing Human Resource Systems, 3/E*. Oxford and IBH publishing.

Flippo, E. B. (1976). *Principles of personnel management*. McGraw-Hill.

Course Code: SWR 474

Course Name: Social Work Practice in Industrial Setting

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The Course is designed to

- Enable the students comprehend the concept and importance of social work in Industrial settings
- Enable the students to gain an understanding of issues and concerns of labour in industries
- To enable the students to practice methods of social work in industrial setting

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continues Internal Assessment: 25%

Course Contents:

UNIT - I: Historical Development (8 Hours)

- Industry: Definition and Classification
- Industries in Ancient Bharat
- Industrialization: Concept, Historical Development and Relation to Social Work
- Industrial Relations: Concept and Historical Development
- Social Work in Industries: Historical Development and Scope

UNIT - II: Working Conditions and Conditions of Work (8 Hours)

- Employment in Indian Industries
- Physical and mechanical environment-provisions of Factories Act
- Working conditions and problems at workplace: alienation, monotony, fatigue and boredom
- Accidents- causes, prevention and compensations
- Conditions of work: Wages, dearness allowances, perks and incentives, leave, holidays,

UNIT - III: Problem of Industrial Workers (8 Hours)

- Problems affecting work life: absenteeism, alcoholism, burnout, job insecurity
- Social life of workers and problems having bearing on work life: indebtedness, housing, livelihood and access to basic services
- Industrial restructuring and Emerging Concerns: Downsizing, Displacement, Rehabilitation, Employment, Employees Benefits
- Contemporary issues-closure/merger, rationalisation and automization, casualisation, disinvestments, VRS

UNIT - IV: Industries and Globalisation (8 Hours)

- Globalisation and Industry: Issues and challenges
- International Labour Organisation, Decent Work and International Commitments
- Impact of changing economic scenario on workers and work organisations
- Corporate Social Responsibility

UNIT - V: Social Work Methods in Industries (8 Hours)

- Application of Social Case Work
- Application of Social Group Work
- Application of Community Organization
- Application of Social Welfare Administration

Prescribed Text Books:

1. Sivarethnamohan, R. (2010). Industrial relations and labour welfare: Text and cases. PHI Learning Pvt. Ltd..
2. Srivastava, S. C. (1990). Industrial Relations and Labour Laws. Vikas Publishing House.
3. Collins, H., Ewing, K. D., &McColgan, A. (2012). Labour law. Cambridge University Press.
4. Punekar, S. D., Deodhar, S. B., &Sankaran, S. (1999). Labour welfare, trade unionism and industrial relations. Himalaya Publishing House.
5. Bhatnagar, D. (1984). Labour welfare and social security legislation in India. Humanities Pr Sarma, A. M. (1981). Aspects of labour welfare and social security. Himalaya publishing house.

Course Code: SWR 423

Course Name: Block Placement Training

Credits Equivalent: 4 Credits

Block Placement Training:

Block Placement is an integral part of the social work curriculum and is an essential component of fieldwork practicum. At the end of 2nd semester or 4th semester the MSW students are placed in NGOs or Government Agencies to get exposure to working in formal organizations and get **on-the-job** experience. This is essential to provide students an opportunity to hone their skills, test their theoretical knowledge, know about organizational structures, awareness of work environments etc.

Learning Outcomes:

1. Develop the ability to observe and understand organizations and formal systems;
2. Appreciate skills and core competencies required to work in structured formal environs;
3. Develop the ability to examine the process of program management and participate in the effort at various levels;
4. Develop the ability to recognise the need for new programs initiated & participate in them;
5. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
6. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
7. Develop decision-making and practice skills in managing work processes;

Evaluation Criteria:

End Term Evaluation (for maximum **200 marks**)

- **Components of Evaluation** - **50%**
 - Attendance
 - Assessment of block placement report
 - Evaluations of Presentation on work done in block placement
 - Viva-voce

Course Code: SWR 499
Course Name: MSW Dissertation
Credits Equivalent: 4 Credits

Dissertation

Dissertation is an integral part of the social work curriculum. All students enrolled in the MSW Programme will have to undertake the dissertation under the supervision of a faculty member of the department. This provides students an opportunity to apply their theoretical knowledge on social work research in practice.

Learning Outcomes:

1. To identify a broad area of research based related to social work
2. To identify a research topic and undertake review of literature on the topic.
3. To formulate research questions and research objectives
4. To design the research methodology
5. To design appropriate research tools and collect primary data
6. To analyse and interpret the data and submit the report.

Evaluation Criteria:

End Term Evaluation:200 **marks**

- **Components of Evaluation**
 - Attendance
 - Assessment of Dissertation
 - Evaluations of Presentation
 - Viva-voce

Course Code: SWR 486

Course Name: Field Work Practicum - IV: Concurrent Field Work and Educational Tour

Credits Equivalent:4 Credits

Introduction on Field Work:

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Students in the 4th semester are given an experience to work in more structured environments in which they get project-based exposure. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

Learning Outcomes:

1. Develop the ability to observe and analyse the functioning of development organisations;
2. Develop the ability to examine the process of program management and participate in the effort at various levels;
3. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
4. Develop critical understanding of the application of legislation, legal processes and social policy;
5. Develop the ability to formulate projects and evaluate the implementation of projects/programs;
6. Use human rights & strengths perspective to understand various forms of injustice prevailing in society;
7. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
8. Develop the capacity self-direction growth and change through self-awareness;
9. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

Curricular Components & Requirements:

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<p>Concurrent Field Work in:</p>	<ul style="list-style-type: none"> • NGOs & Government Agencies: Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development – particularly at the block, tehsil, district and state levels. The basic purpose of agency placement is to understand the nature of policy-making, programme design and implementation, resource mobilization and the satisfaction of clientele groups served. <p>Students are placed in -</p> <ul style="list-style-type: none"> • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Counselling in medical settings; Zonal Hospital, Dr. Rajendra Prasad Government Medical College at Tanda (Kangra) etc.
<p>Recording:</p>	<ul style="list-style-type: none"> • Whether it is the reporting of Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork done, students have to record and submit separate reports immediately. • Students are expected to take field notes in their fieldwork diaries and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems & structures, social dynamics, power structures, social problems & social issues; community initiatives, community resources & facilities; organisational structures, organizational culture & group dynamics in agencies; implementation of government programmes; etc. • Students have to record the use of various principles, methods, techniques and strategies of social work in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of emotional experiences they had and reflect upon the methods, techniques and skills used. • Students have to record and submit separate reports for Social Casework & Group Work apart from the daily reports of work done in the field. • At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled “Consolidated Concurrent Fieldwork Report”
<p>Fieldwork Conference</p>	<ul style="list-style-type: none"> • Both Individual Conference (IC)&Group Conference (GC) are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor.

	<ul style="list-style-type: none"> • Attendance in the fieldwork conferences is compulsory and internal assessment & evaluation will be done at the end of the semester also on the basis of attendance & participation of the learner in the conferences. • Instructions given by the respective supervisor in IC & GC have to be recorded in the fieldwork diary of the learner.
Attendance:	<ul style="list-style-type: none"> • Attendance in field work is compulsory • The department has to organize at the minimum 15 hours of field work per week conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.
Submission of Reports:	<ul style="list-style-type: none"> • Students are required to submit their fieldwork reports, field notes & field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor • Submission of reports is the responsibility of the student concerned. • Submission of reports beyond the scheduled date/day shall be marked as LATE SUBMISSION in Red colour. • Learners have to ensure that their supervisor signs each report submitted mentioning date.

Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce

Course Code: SWR 475

Course Name: Social Security, Labour Welfare and Related legislations

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The Course is designed to

- Comprehend the concept and importance of Social security and welfare.
- Describe the various Social Security laws and Legislations.
- Social and labour related Legislations

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course contents:

UNIT I: Social Security (8 hours)

- Conceptual and Theoretical framework of Social Security
- Constituents of Social security: Social Insurance, social Assistance and Allied Schemes.
- Current Scenario of Social Security
- Growth of Social Security In India

UNIT II: Social Security Laws (8 hours)

- Workmen's Compensation Act, 1923

- Maternity Benefit Act,1961
- Payment of Gratuity Act,1972

UNIT III: Social Security Laws-2 (8 hours)

- Payment of Wages Act,1936
- Employee's Provident Fund and Miscellaneous provision act,1972
- Employee's State Insurance Act,1946

UNIT IV: Labour Legislation (8 hours)

- Trade Union Act,1926
- Industrial Disputes Act,1947
- Contract Labour (Regulation And Abolition) Act,1970
- Child labour (regulation & Prohibition) Act, 1986

UNIT V: Labour Welfare (8 hours)

- Concept, Principles & Approaches Of Labour Welfare
- Statutory and Non-Statutory Schemes Of Labour Welfare
- Safety, security and welfare measures of Factories Act,1948:
- Role of Welfare Officer

Text Books:

- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalay Publishing House: Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)

Additional Readings:

- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities
- Mishra, B.N. International Social Security System, Anmol Publication: New Delhi (Acc. No. 4587), Chapter 4 & 5 (Unit I,II & III)

- Sinha, P.K., Social Security Measures in India, Classical Publications: Delhi 1980 (Acc. No. 3023), (Unit I,II & III)

Course Code: SWR 487

Course Name: NGO Management

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to:

- To enable the students to form and register an NGO
- To introduce the students to NGO Sector.
- To introduce the Basic Concepts of NGOs.
- To provide an overview of NGOs.
- To provide basic managerial skills of NGO.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment(CIA) : 25%

Course Contents:

UNIT - I: NGOs – An Introduction, Concepts and Functions (8 Hours)

- Concepts, Typology of Non-Governmental Organization.
- Functions and Roles of Non-Governmental Organizations.
- Problem Definition
- Problem Solving.

UNIT - II: Societies, Trusts and Companies (8 Hours)

- How to register a Society.

- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- Duties & Liabilities of Trustees; Income Tax-Exemptions & FCRA

UNIT - III: Project Proposal and its Evaluation (8 Hours)

- Strategy: Vision / Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.
- Proposal Writing
- Mechanics of Proposal Writings, General Lineation for Formulation of Project Proposals.

UNIT – IV: Budgeting (8 Hours)

- Definition, Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

UNIT – V: Fund Raising (8 Hours)

- Principles of Fund Raising.
- Searching & Role of Fund Raiser.
- Factors affecting Fundraising.

Prescribed Text Books:

1. Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.

Annexure III: Item SW-BoS-6/06.03: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of MPhil Programme offered by the Department.

समाज कार्य विभाग



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश – १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



Syllabus

MPhil in Social Work

1. Course Structure:

क्र.सं./ Sr. No.	सेमेस्टर/ Semester	OLD Course Code OLD / कोर्सकोड	NEW COURSE CODE	क्रेडिट/ Credit	कोर्स का पूरा नाम/ Full Name of Course
1.	--	SWR 7001	SWR 551	4	Research Methodology
2.	--	SWR 7002	SWR 552	4	Qualitative Research
3.	--	SWR 7003	SWR 553	2	Literature Review
4.	--	RPE	SWR 554	2	Research and Publication Ethics
5.	--	SWR 7004	SWR 555	4	Theory and Practice in Social Work
6.	--	SWR 7006	SWR 556	4	Social Issues and Social Work Practice
7.	--	--	SWR 557	4	Concurrent Field Work and Viva: MPhil
8.	--	--	SWR 558	10	Publications: MPhil
9.	--	--	SWR 559	10	Teaching Assistantships: MPhil
10.	--	--	SWR 560	20	Dissertation: MPhil

2. Credit Requirements: 60 Credits

- i. Course Work: 20 Credits
- ii. Dissertation: 20 Credits
- iii. Publications: 10 Credits
- iv. Teaching Assistantships: 10 Credits

Course Code: SWR 551

Course Name: Research Methodology

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Develop an understanding about the scientific approach to human inquiry.
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional social work practice.
- Develop attitudes and skills appropriate for research.
- Acquire the skills for data analyses and research writing.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Research: Nature & Concept

(8 Hours)

- Meaning of Research in Social Sciences & its Application in Social Work

- Concepts in Research: Theory & Fact, Variable, Concept,
- Indian Concepts of *Siddhant, Praman, Tantra Yukti*
- Nature of Scientific Methods and its Application to Social Phenomenon
- Social Work Research: Meaning & Scope
- Types of Research: Fundamental Research, Applied Research and Action Research.
- Ethical Considerations in Social Science Research

UNIT - II: Research Process

(8 Hours)

- Steps in Research: Deciding on the Topic of Research, Formulation of the Research Problem, Reviewing Existing Research, Identification of Gaps in Research, Research Questions, Research Objectives, Chapterisation, Area of Study, Sample Design, Data Collection: Methods & Tools, Data Analysis, Tabular & Graphical Presentation of Data & Research Report
- Sampling Methods: Probability & Non-Probability Sampling Methods

UNIT - III: Hypotheses, Methods and Tools of Data Collection

(8 Hours)

- Hypotheses: Nature, Characteristics, Sources & Types; What is a Good Hypothesis
- Hypothesis Testing
- Sources of Data: Primary & Secondary Sources
- Methods of Data Collection
- Tools of Data Collection: Observation Guide, Interview Schedule, Interview Guide, Mailed Questionnaire, Rating Scales
- Construction of a Tool of Data Collection; Pre-testing & Pilot Study

UNIT - IV: Research Designs

(8 Hours)

- Research Design: Concept and Types
- Types of Research Design: Exploratory, Descriptive, Experimental, Historical, Evaluative, Participatory, Longitudinal
- Quantitative, Qualitative Research, & Mixed Methods Research

- Quantitative Research Methods: Census & Sample Survey
- Qualitative Research Methods: Case Study; Participatory Research, Ethnographic Methods
- Evidence-based Social Work Practice; Intervention Research and Social Work Practice: Phases; Social Work Research and Service Users; Evaluation in Social Work

UNIT - V: Statistics for Social Work Research

(8 Hours)

- Tabular and Graphical Presentation of Data
- Descriptive Statistics: Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non-Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

Prescribed Text Books:

1. Kumar, Ranjeet. (2019). *Research methodology: A step-by-step guide for beginners*. New Delhi: Sage Publications India Pvt Ltd.
2. Grinnell, R. M., & Unrau, Y. A. (2018). *Social work research and evaluation: Foundations of evidence-based practice*. New York: Oxford University Press.
3. Krishnaswamy, O. R., and M. Ranganatham. 2010. *Methodology of Research in Social Sciences*. Mumbai: Himalaya Pub. House.
4. Rubin, A., & Babbie, E. R. (2017). *Research methods for social work*. Boston, MA: Cengage Learning
5. Shaw, Ian. 2013. *The SAGE Handbook of Social Work Research*. Los Angeles, Calif: SAGE.
6. Shaw, Ian, and Nick Gould. 2001. *Qualitative Research in Social Work*. London: Sage.
7. Taylor, Bill; Sinha, G. & Ghosal, T. 2006. (Eastern Economy Edition) *Research Methodology: A Guide for Researchers in Management & Social Sciences*, New Delhi, PHI Learning Pvt. Ltd
8. Unrau, Y. A., Gabor, P., Grinnell, R. M., & Unrau, Y. A. (2007). *Evaluation in social work: The art and science of practice*. New York: Oxford University Press.

Suggested Extra Readings:

1. Fraser, M. W. (2009). *Intervention Research: Developing Social Programs*. Oxford: Oxford University Press.
2. Hardwick, L., & Worsley, A. (2011). *Doing social work research*. London: SAGE.
3. Laldas, D. K. 2004. *Practice of Social Research*. Jaipur: Rawat.
4. Wilkinson, T.S., and Laldas, D.K. (2010). *Methodology & Techniques of Social Research*. Himalaya Publishing House.
5. Rothman, J. & Thomas, E.J. (). *Intervention Research: Design and Development for Human Service*. London: Routledge.
6. Tripodi, T. & Epstein, I. (1980). *Research Techniques for Clinical Social Workers*. New York: Columbia University Press.

Course Code:SWR 552

Course Title: Qualitative Research

Credits: 4 Credits (*One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Course Objective: After completing this course the student will be able to:

1. Understand the significance of undertaking qualitative analysis of information and data
2. Learn the recent various schools of methods and trends in qualitative research
3. Get equipped with the tools of conducting qualitative research
4. Use subjective information wisely
5. Explore new areas of research

Attendance Requirements: Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. CCIA (Comprehensive Continuous Internal Assessment): 25%

UNIT – I: Qualitative Research – Basic Concepts & Paradigms (8 hours)

Basic Concepts in Research: Logic - Inductive & Deductive Inferences, Propositions, Premise & Conclusion, Categorical Statements and Inferences, Syllogism, Aristotelian Square of Opposition, Logical Fallacies

Concept of Qualitative Research; History of Qualitative Research; How do qualitative and quantitative research designs differ?

UNIT – II: Major Paradigms& Perspectives (8 hours)

Interpretivist, Positivist, Verstehen, Constructivism, Critical theory; Criticism of various paradigms; Epistemological Background, Emic & Etic Perspective.

Schools of Thought in Qualitative Research: Ethnography, Ethnomethodology, Phenomenology;

UNIT – III: Data in Qualitative Research (8 hours)

Critical Pedagogy & Qualitative Research (Bricolage); Using literature in Qualitative Research, Content Analysis, Narrative Inquiry, Discourse Analysis, Oral History, Talk and Conversation; Text & Genres; Construction and Understanding of Texts (Narrative & Hermeneutic Analysis).

UNIT – IV: Strategies & Methods of Inquiry in Qualitative Research (8 hours)

Entering into the Field & Rapport Building;

Introduction to qualitative inquiry; Qualitative Research Design – Ethnography; Autoethnography - personal narrative & reflexivity; Case Studies; Analyzing interpretive practice; Braiding Narrative Ethnography with Memoirs & Creative Non-Fiction; Qualitative research sampling; Triangulation;

Data collection methods in qualitative research: Narrative Inquiry; Analyzing empirical materials; Observation – *Participant, Non-Participant and Quasi Participant*; Interviewing; Focus Group Discussion; Interpretation of documents & material culture, Images & visual methods; Analyzing Talk & Text; Photo-voice method;

Probing & Active listening as key qualitative research skills;

UNIT – V: Data Analysis & Interpretation (8 hours)

Data Analysis using Data Displays; Memoing & Coding; Textual Data Analysis,

Flow Charts, Pareto Charts, Ishikawa Charts, Non-Standard Charts, Logical Framework Analysis, In-Depth Analysis, Grounded Theory;

Use of Computers in Qualitative Analysis, Mixed Method, Documentation & Writing Qualitative Research;

Future of Qualitative Research; Ethics in Qualitative Research.

Prescribed Text Books:

1. Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2011), *The Sage Handbook of Qualitative Research*, 4th Edition, Thousand Oaks, CA: Sage.
2. Bailey Ajay, Hutter Inge, Hennink Monique. (2011), *Qualitative Research Methods*, 1st Edition, London: Sage Publications India Pvt Ltd.
3. Uwe Flick (2009), *An Introduction to Qualitative Research*, 4th Edition, New Delhi: Sage Publications India Pvt Ltd.

Suggested Extra Readings:

1. Gerard Guthrie, (2010). *Basic Research Methods: An Entry to Social Science Research*, 1st Edition, London: Sage Publications India Pvt Ltd.
2. Holliday, A. R. (2007). *Doing and Writing Qualitative Research*, 2nd Edition. London: Sage Publications, Reprint 2010.
3. Stan Baronett, Madhucchanda Sen (2009). *Logic*. Dorling Kindersley (India) Pvt. Ltd., Licensees of Pearson Education, Noida.
4. Bill Taylor, Gautam Sinha, Taposh Ghoshal (2011), *Research Methodology: A Guide for Researchers in Management and Social Sciences*, 5th Reprint, PHI, New Delhi.

Course Code: SWR 553

Course Name: Literature Review

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- To undertake the literature review exercise.
- To improve the skills of academic writing.
- To publish high quality research papers in peer reviewed journals.
- To use computers in academic writing.

Attendance Requirements:

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT – I: Literature Review (4 hours)

- Sources of Literature
- Literature Review: Definition and Importance
- Literature Search: Manual and Online Databases
- Structuring the Literature Review: Chronological and Categorical
- Literature Review Matrix
- Annotated Bibliography

UNIT – II: Academic Writing (4 hours)

- Academic Writing: Characteristics and Skills
- Abstracting, Paraphrasing and Summarising
- Academic Vocabulary, Drafting and Revising

UNIT – III: Types of Academic Writing (4 hours)

- Case Studies, Book Review, Chapter in Edited Book
- Content Analysis, Monograph, Working Papers and Policy Paper
- Research Reports: Structuring, Writing and Formatting

UNIT – IV: Journal Publication (4 hours)

- Components of a Research Article
- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Quality of Research: Impact Factor, UGC List of Journals
- Communicating Research Findings
- Peer Review
- Use of Computers in Review
- Academic Journal Management

UNIT – V: Referencing (4 hours)

- Referencing: Definition, Importance and Styles

- In-Text Citation and End Referencing: American Psychological Association (APA)
- Citation Index
- Bibliography
- Use of Computers in Referencing

Prescribed Text Books:

1. Gupta, R. (2017). *A Course in Academic Writing*. Delhi: The Orient Blackswan.
2. Jesson, J; Matheson, L, and Lacey, F.M. (2011). *Doing Your Literature Review: Traditional and Systematic Techniques*. New Delhi: Sage Publishing.
3. Kanwaria, V.K. (2018). *Plagiarism, Citation and Referencing: Issues and Styles*. Delhi: Createspace Independent Pub.
American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.
4. Kanwaria, V.K. (2018). *Academic Writing, Anti-Plagiarism and Citations*. Delhi: Shipra Publications.
5. Pecorari, D. (2018). *Academic Writing and Plagiarism: A Linguistic Analysis*. New Delhi: Bloomsbury Academic India.
6. Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. New Delhi: Sage Publishing.

Course Code: SWR 554**Course Name: Research and Publication Ethics**

Credits Equivalent: 2 Credits*(One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)*

Learning Outcomes: The course is designed to

- To familiarise with the with the basics of philosophy of science and ethics, research integrity and publication ethics
- To enable identification of research misconduct and predatory publications
- To acquaint with indexing and citation databases, open access publications, research metrics and plagiarism checking tools

Attendance Requirements:

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment (CIA): 25%

Course Contents:**Theory:****UNIT – I: Philosophy and Ethics (3 hours)**

- Introduction to philosophy: definition, nature and scope, concept, branches

- Ethics: definition, moral philosophy, nature of moral judgements and reactions

UNIT - II: Scientific Conduct

(5 hours)

- Ethics with respect to science and research
- intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

UNIT - III: Publication Ethics

(7 hours)

- Publication ethics: definition, introduction and importance
- Best practices / standards setting initiatives and guidances: COPE, WAME etc.
- Conflict of interest
- Publication misconduct: definition, concept, problems that lead to an ethical behaviour and vice-versa, types
- Violation of publication ethics, authorship and contributorship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and journals

Practice:

UNIT - IV: Open Access Publishing

(4 hours)

- Open access publications and initiatives
- SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
- Software tool to identify predatory publications developed by SPPU
- Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

UNIT - V: Publication Misconduct

(4 hours)

A. Group Discussions (2 hours)

- Subject specific ethical issues, FFP, authorship
- Conflict of interest
- complaint and appeals, examples and fraud from India and abroad

B. Software Tools (2 hours)

Use of plagiarism software like Turnitin, Urkund and other open software tools

UNIT - VI: Databases and Research Metrics

(7 hours)

A. Databases (4 hours)

- Indexing databases
- Citation databases: Web of Science, Scopus, etc.

B. Research Metrics (3 hours)

- Impact factor of Journals as per Journal Citation Reports, SNIP, SJR, IPP, Cite Score
- Metrics: h-index, g index, i10 index altmetrics

Prescribed Text Books:

Bird, A. (2006). *Philosophy of Science*. Routledge.

MacIntyre, A. (1967). *A Short History of Ethics*. London.

Chaddah, P. (2018). Ethics in Competitive Research: Do not get scooped; do not get plagiarized.

National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research:Third Edition*. National Academies Press

Resnik, D.B. (2011). What is ethics in research and why it is important. *National Institute of Environmental Health Sciences*, 1-10. Retrieved from https://www.niehs.nih.gov/research/resources/bioethics/what_is/index.cfm

Beall, J. (2012). Predatory publishers are corrupting open access. *Nature*, 489 (7415), 179-179. <https://doi.org/10.1038/48917a>

Indian National Science Academy (INSA). (2019). Ethics in Science education, Research and Governance. http://www.insaindia.res.in/pdf/Ethics_Book.pdf

Course Code: SWR 555

Course Name: Theory and Practice in Social Work

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Become familiar with the different theories in social work and their application
- Understand the context of emergence of social work as a profession
- Familiarise with the emerging areas of research in social work

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

Course Contents:

UNIT – I: Social Science Thinkers & Theories (8 hours)

Value of Theory in Social Work Practice; Contributions of Western Social Science Theorists and their Application in Social Work: Jean Piaget, Sigmund Freud, Ivan Pavlov, Carl Jung, Albert Bandura, Jürgen Habermas, Michel Foucault, Anthony Giddens, Pierre Bourdieu, Karl Popper, Peter Berger & Thomas Luckmann; Contributions of Indian Social Science Theorists and their

application in Social Work: Gauri Rani Banerjee, K D Gangrade, G.S. Ghurye, Sachchidanand Sinha, Radhakamal Mukerjee, Shyama Charan Dube, M N Srinivas, Yogendra Singh

UNIT – II: Social Work Theories (8 hours)

Social Systems Theory, Ecological Theory, Empowerment Theories, Critical Social Work, Feminist Social Work, Structural Social Work, Multiculturalism, Post-modernism

UNIT – III: Social Work Perspectives (8 hours)

Strengths Perspective, Human Rights Perspective, Social Capital Perspective, Constructivist Perspective, Interdisciplinary Research, Social Network Analysis, Ethno-methodology and Ethnography

UNIT – IV: Approaches to Social Work Practice (8 hours)

Entitlement and Capability Approach, Social Constructivist Approach, Gandhian Approach, Approaches of Phule & Ambedkar, Sitavva Joddati's contribution to Women's emancipation, Deen Dayal's Integral Humanism, Livelihoods Approach, Social Exclusion and Social Inclusion, Participatory Approaches, Concept of *Sewa*, *Application of Indian Models in Social Work Practice – Sriniketan, Ramkrishna Mission, Vikas Bharti, Baba Amte, Chipko Movement, Water Conservation model of Alwar, Bishnoi Movement for environmental conservation*

UNIT – V: Emerging Areas in Social Work Practice (8 hours)

Evidence-based Practice, Integrated Practice, International & Transnational Social Work, Spirituality and Social Work, Social Work Practice among Populations with Diverse Groups, Non-violence and Peace

Prescribed Text Books:

1. Gandhi, M.K. (2013). *The Story of My Experiments with Truth*. Delhi: Rajpal Publishing.
2. Ambedkar, B.R. (1946). *Who were the Shudras*. Bombay: Thacker and Co., Ltd.
3. Upadhyaya, D. (2016). *Integral Humanism: An Analysis of Some Basic Elements*. Delhi: Prabhat Prakashan.
4. Webb, Stephen A., and Mel Gray. 2009. *Social Work: theories and Methods*. London: SAGE.

5. Payne, Malcolm, and Jo Campling. 2005. *Modern social work theory*. Basingstoke: Palgrave.
6. Howe, David. 2009. *A brief introduction to social work theory*. Houndmills, Basingstoke, Hampshire [England]: Palgrave Macmillan.
7. Nagla, B.K. (2012). *Indian Sociological Thought*. Jaipur: Rawat Publications.
8. Ritzer, G. (2011). *Sociological Theory*. New Delhi: Tata McGraw Hill.
9. Haralambos, M. & Holborn, M., (2008), *Themes and Perspectives in Sociology*. London: Harper Collins.

Course Code: SWR 556**Course Name: Social Issues and Social Work Practice**

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Develop a critical understanding about contemporary social issues.
- Develop the ability to apply this understanding in designing social work research.
- Develop ability to critically analyse the research findings in light of social issues.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:**UNIT - I: Contemporary Issues****(8 Hours)**

- Population Explosion: Major Demographic Trends in India
- Migration: Rural-Urban Migration, Effects of Migration
- Poverty: Magnitude of Poverty in India and Measures for Eradication
- Health: Reproductive and Child Health Care, National Health Mission, Privatisation of Health, Traditional Medicine of India
- Inclusive Education, Role of Social Worker in School Education
- Corporate Social Responsibility

UNIT - II: Social Challenges in India**(8 Hours)**

- Changing Structure of Family and its Associated Problems
- Children in Conflict with law: Causes, Prevention, Reintegration
- Children in Need of Care and Protection: Child Abuse, Child Marriage, Child Labour, Street Children
- Drug Addiction & Substance Abuse
- Livelihood Issues and Opportunities; Skill Development and Job Creation
- Issues of Farmers and Industrial Workers
- Entrepreneurship Development

UNIT - III: Social Justice and Empowerment**(8 Hours)**

- Caste in India: Role of Gandhi and Ambedkar in removal of Untouchability, Measures for removal of Caste based Stigma
- Tribes in India: Problems and Welfare Measures
- Issues related to Other Backward Classes
- Urbanisation and Slums
- Persons with Disability
- Transgender
- People Living with HIV/AIDS
- Elderly Persons

UNIT - IV: Gender Issues**(8 Hours)**

- Intersectionality and Gender
- Problems and Challenges: Domestic Violence, Dowry, Sexual Harassment at Workplace, Balancing Career and Family
- Surrogacy
- Women and Disability
- Representation of Women in Media
- Commercial Sex Work

UNIT - V: Emerging Areas of Practice**(8 Hours)**

- Transnational Social Work

- Social Work with Victims of Terrorism
- Adoption and Foster Care
- Human Trafficking
- Climate Change and Environmental Social Work
- Social Work Practice in the Context of Sustainable Development Goals
- Mental Health, *Yog* and Spirituality

Prescribed Text Books:

1. Ahuja, R. (2007). *Social Problems in India*(Second Edition). Jaipur: Rawat Publications.
2. Madan G.R. (1967). *Indian Social Problems*. New Delhi: Allied Publishers.
3. Rao. S. (2015). *Indian Social Problems: A Sociological Perspective*. New Delhi: S. Chand Publications.
4. Dandekar, K. (2000). *Elderly in India*: New Delhi: Sage Publications.
5. Nagpal. H. (1994). *Modernization and Urbanisation in India*. Jaipur: Rawat Publications.
6. Bhattacharya, S.K. (2003). *Social Defence: An Indian Perspective*. New Delhi: Regency Publications.
7. Kumari, V. (2004). *Juvenile Justice in India: From Welfare to Rights*. New Delhi: Oxford University Press.

Annexure IV: Item SW-BoS-6/06.04: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of PhD Programme offered by the Department.

समाज कार्य विभाग

हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश – १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



Syllabus

PhD in Social Work

1. Course Structure:

क्र.सं./ Sr. No.	सेमेस्टर/ Semester	OLD Course Code OLD / कोर्सकोड	कोर्स का पूरा नाम/ Full Name of Course	NEW COURSE CODE	क्रेडिट/ Credit	कोर्स का पूरा नाम/ Full Name of Course
1.	--	SWR 7001		SWR 651	4	Research Methodology for Social Work Practice
2.	--	SWR 7002		SWR 652	4	Qualitative Research in Social Work
3.	--	SWR 7003		SWR 653	2	Literature Review and Academic Writing
4.	--	RPE		SWR 654	2	Research and Publication Ethics
5.	--	SWR 7004		SWR 655	4	Advanced Theory and Practice in Social Work
6.	--	--		SWR 656	4	Concurrent Field Work and Viva: PhD
7.	--	--		SWR 657	20	Publications: PhD
8.	--	--		SWR 658	20	Teaching Assistantships: PhD
9.	--	--	--	SWR 659	60	Dissertation: PhD

2. Credit Requirements: 116 Credits

- i. Course Work: 16 Credits
- ii. Thesis: 60 Credits
- iii. Publications: 20 Credits
- iv. Teaching Assistantships: 20 Credits

Course Code:SWR 651**Course Name: Research Methodology for Social Work Practice**

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Develop an understanding about the scientific approach to human inquiry.
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional social work practice.
- Develop attitudes and skills appropriate for research.
- Acquire the skills for data analyses and research writing.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:**UNIT - I: Research: Nature & Concept****(8 Hours)**

- Meaning of Research in Social Sciences & its Application in Social Work
- Concepts in Research: Theory & Fact, Variable, Concept,
- Indian Concepts of *Siddhant, Praman, Tantra Yukti*

- Nature of Scientific Methods and its Application to Social Phenomenon
- Social Work Research: Meaning & Scope
- Types of Research: Fundamental Research, Applied Research and Action Research.
- Ethical Considerations in Social Science Research

UNIT - II: Research Process

(8 Hours)

- Steps in Research: Deciding on the Topic of Research, Formulation of the Research Problem, Reviewing Existing Research, Identification of Gaps in Research, Research Questions, Research Objectives, Chapterisation, Area of Study, Sample Design, Data Collection: Methods & Tools, Data Analysis, Tabular & Graphical Presentation of Data & Research Report
- Sampling Methods: Probability & Non-Probability Sampling Methods

UNIT - III: Hypotheses, Methods and Tools of Data Collection

(8 Hours)

- Hypotheses: Nature, Characteristics, Sources & Types; What is a Good Hypothesis
- Hypothesis Testing
- Sources of Data: Primary & Secondary Sources
- Methods of Data Collection
- Tools of Data Collection: Observation Guide, Interview Schedule, Interview Guide, Mailed Questionnaire, Rating Scales
- Construction of a Tool of Data Collection; Pre-testing & Pilot Study

UNIT - IV: Research Designs

(8 Hours)

- Research Design: Concept and Types
- Types of Research Design: Exploratory, Descriptive, Experimental, Historical, Evaluative, Participatory, Longitudinal
- Quantitative, Qualitative Research, & Mixed Methods Research
- Quantitative Research Methods: Census & Sample Survey
- Qualitative Research Methods: Case Study; Participatory Research, Ethnographic Methods

- Evidence-based Social Work Practice; Intervention Research and Social Work Practice: Phases; Social Work Research and Service Users; Evaluation in Social Work

UNIT - V: Statistics for Social Work Research

(8 Hours)

- Tabular and Graphical Presentation of Data
- Descriptive Statistics: Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non-Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

Prescribed Text Books:

1. Kumar, Ranjeet. (2019). *Research methodology: A step-by-step guide for beginners*. New Delhi: Sage Publications India Pvt Ltd.
2. Grinnell, R. M., & Unrau, Y. A. (2018). *Social work research and evaluation: Foundations of evidence-based practice*. New York: Oxford University Press.
3. Krishnaswamy, O. R., and M. Ranganatham. 2010. *Methodology of Research in Social Sciences*. Mumbai: Himalaya Pub. House.
4. Rubin, A., & Babbie, E. R. (2017). *Research methods for social work*. Boston, MA: Cengage Learning
5. Shaw, Ian. 2013. *The SAGE Handbook of Social Work Research*. Los Angeles, Calif: SAGE.
6. Shaw, Ian, and Nick Gould. 2001. *Qualitative Research in Social Work*. London: Sage.
7. Taylor, Bill; Sinha, G. & Ghosal, T. 2006. (Eastern Economy Edition) *Research Methodology: A Guide for Researchers in Management & Social Sciences*, New Delhi, PHI Learning Pvt. Ltd
8. Unrau, Y. A., Gabor, P., Grinnell, R. M., & Unrau, Y. A. (2007). *Evaluation in social work: The art and science of practice*. New York: Oxford University Press.

Suggested Extra Readings:

1. Fraser, M. W. (2009). *Intervention Research: Developing Social Programs*. Oxford: Oxford University Press.
2. Hardwick, L., & Worsley, A. (2011). *Doing social work research*. London: SAGE.
3. Laldas, D. K. 2004. *Practice of Social Research*. Jaipur: Rawat.
4. Wilkinson, T.S., and Laldas, D.K. (2010). *Methodology & Techniques of Social Research*. Himalaya Publishing House.
5. Rothman, J. & Thomas, E.J. (). *Intervention Research: Design and Development for Human Service*. London: Routledge.
6. Tripodi, T. & Epstein, I. (1980). *Research Techniques for Clinical Social Workers*. Ne York: Columbia University Press.

Course Code:SWR 652

Course Title: Qualitative Research in Social Work

Credits: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objective: After completing this course the student will be able to:

1. Understand the significance of undertaking qualitative analysis of information and data
2. Learn the recent various schools of methods and trends in qualitative research
3. Get equipped with the tools of conducting qualitative research
4. Use subjective information wisely
5. Explore new areas of research

Attendance Requirements: Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

UNIT – I: Qualitative Research – Basic Concepts & Paradigms (8 hours)

Basic Concepts in Research: Logic - Inductive & Deductive Inferences, Propositions, Premise & Conclusion, Categorical Statements and Inferences, Syllogism, Aristotelian Square of Opposition, Logical Fallacies

Concept of Qualitative Research; History of Qualitative Research; How do qualitative and quantitative research designs differ?

UNIT – II: Major Paradigms& Perspectives (8 hours)

Interpretivist, Positivist, Verstehen, Constructivism, Critical theory; Criticism of various paradigms; Epistemological Background, Emic & Etic Perspective.

Schools of Thought in Qualitative Research: Ethnography, Ethnomethodology, Phenomenology;

UNIT – III: Data in Qualitative Research (8 hours)

Critical Pedagogy & Qualitative Research (Bricolage); Using literature in Qualitative Research, Content Analysis, Narrative Inquiry, Discourse Analysis, Oral History, Talk and Conversation; Text & Genres; Construction and Understanding of Texts (Narrative & Hermeneutic Analysis).

UNIT – IV: Strategies & Methods of Inquiry in Qualitative Research (8 hours)

Entering into the Field & Rapport Building;

Introduction to qualitative inquiry; Qualitative Research Design – Ethnography; Autoethnography - personal narrative & reflexivity; Case Studies; Analyzing interpretive practice; Braiding Narrative Ethnography with Memoirs & Creative Non-Fiction; Qualitative research sampling; Triangulation;

Data collection methods in qualitative research: Narrative Inquiry; Analyzing empirical materials; Observation – *Participant, Non-Participant and Quasi Participant*; Interviewing; Focus Group Discussion; Interpretation of documents & material culture, Images & visual methods; Analyzing Talk & Text; Photo-voice method;

Probing & Active listening as key qualitative research skills;

UNIT – V: Data Analysis & Interpretation (8 hours)

Data Analysis using Data Displays; Memoing & Coding; Textual Data Analysis,

Flow Charts, Pareto Charts, Ishikawa Charts, Non-Standard Charts, Logical Framework Analysis, In-Depth Analysis, Grounded Theory;

Use of Computers in Qualitative Analysis, Mixed Method, Documentation & Writing Qualitative Research;

Future of Qualitative Research; Ethics in Qualitative Research.

Prescribed Text Books:

1. Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2011), *The Sage Handbook of Qualitative Research*, 4th Edition, Thousand Oaks, CA: Sage.
2. Bailey Ajay, Hutter Inge, Hennink Monique. (2011), *Qualitative Research Methods*, 1st Edition, London: Sage Publications India Pvt Ltd.
3. Uwe Flick (2009), *An Introduction to Qualitative Research*, 4th Edition, New Delhi: Sage Publications India Pvt Ltd.

Suggested Extra Readings:

1. Gerard Guthrie, (2010). *Basic Research Methods: An Entry to Social Science Research*, 1st Edition, London: Sage Publications India Pvt Ltd.
2. Holliday, A. R. (2007). *Doing and Writing Qualitative Research*, 2nd Edition. London: Sage Publications, Reprint 2010.
3. Stan Baronett, Madhucchanda Sen (2009). *Logic*. Dorling Kindersley (India) Pvt. Ltd., Licensees of Pearson Education, Noida.
4. Bill Taylor, Gautam Sinha, Taposh Ghoshal (2011), *Research Methodology: A Guide for Researchers in Management and Social Sciences*, 5th Reprint, PHI, New Delhi.

Course Code:SWR 653

Course Name: Literature Review and Academic Writing

Credits Equivalent:2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- To undertake the literature review exercise.
- To improve the skills of academic writing.
- To publish high quality research papers in peer reviewed journals.
- To use computers in academic writing.

Attendance Requirements:

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT – I: Literature Review (4 hours)

- Sources of Literature
- Literature Review: Definition and Importance
- Literature Search: Manual and Online Databases

- Structuring the Literature Review: Chronological and Categorical
- Literature Review Matrix
- Annotated Bibliography

UNIT – II: Academic Writing (4 hours)

- Academic Writing: Characteristics and Skills
- Abstracting, Paraphrasing and Summarising
- Academic Vocabulary, Drafting and Revising

UNIT – III: Types of Academic Writing (4 hours)

- Case Studies, Book Review, Chapter in Edited Book
- Content Analysis, Monograph, Working Papers and Policy Paper
- Research Reports: Structuring, Writing and Formatting

UNIT – IV: Journal Publication (4 hours)

- Components of a Research Article
- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Quality of Research: Impact Factor, UGC List of Journals
- Communicating Research Findings
- Peer Review
- Use of Computers in Review

UNIT – V: Referencing (4 hours)

- Referencing: Definition, Importance and Styles
- In-Text Citation and End Referencing: American Psychological Association (APA)
- Citation Index
- Bibliography
- Use of Computers in Referencing

Prescribed Text Books:

1. Gupta, R. (2017). *A Course in Academic Writing*. Delhi: The Orient Blackswan.
2. Jesson, J; Matheson, L, and Lacey, F.M. (2011). *Doing Your Literature Review: Traditional and Systematic Techniques*. New Delhi: Sage Publishing.
3. Kanwaria, V.K. (2018). *Plagiarism, Citation and Referencing: Issues and Styles*. Delhi: Createspace Independent Pub.
American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.
4. Kanwaria, V.K. (2018). *Academic Writing, Anti-Plagiarism and Citations*. Delhi: Shipra Publications.
5. Pecorari, D. (2018). *Academic Writing and Plagiarism: A Linguistic Analysis*. New Delhi: Bloomsbury Academic India.
6. Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. New Delhi: Sage Publishing.

Course Code:SWR 654

Course Name: Research and Publication Ethics (RPE)

Credits Equivalent:2 Credits*(One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)*

Learning Outcomes: The course is designed to

- To familiarise with the with the basics of philosophy of science and ethics, research integrity and publication ethics
- To enable identification of research misconduct and predatory publications
- To acquaint with indexing and citation databases, open access publications, research metrics and plagiarism checking tools

Attendance Requirements:

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

Theory:

UNIT – I: Philosophy and Ethics

(4 hours)

- Introduction to philosophy: definition, nature and scope, concept, branches
- Ethics: definition, moral philosophy, nature of moral judgements and reactions

UNIT - II: Scientific Conduct

(4 hours)

- Ethics with respect to science and research
- intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

UNIT - III: Publication Ethics

(4 hours)

- Publication ethics: definition, introduction and importance
- Best practices / standards setting initiatives and guidances: COPE, WAME etc.
- Conflict of interest
- Publication misconduct: definition, concept, problems that lead to an ethical behaviour and vice-versa, types
- Violation of publication ethics, authorship and contributorship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and journals

Practice:

UNIT - IV: Open Access Publishing

(4 hours)

- Open access publications and initiatives
- SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
- Software tool to identify predatory publications developed by SPPU
- Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

UNIT - V: Publication Misconduct

(4 hours)

A. Group Discussions (2 hours)

- Subject specific ethical issues, FFP, authorship
- Conflict of interest
- complaint and appeals, examples and fraud from India and abroad

B. Software Tools (2 hours)

Use of plagiarism software like Turnitin, Urkund and other open software tools

UNIT - VI: Databases and Research Metrics

(7 hours)

A. Databases (4 hours)

- Indexing databases
- Citation databases: Web of Science, Scopus, etc.

B. Research Metrics (3 hours)

- Impact factor of Journals as per Journal Citation Reports, SNIP, SJR, IPP, Cite Score
- Metrics: h-index, g index, i10 index altmetrics

Prescribed Text Books:

Bird, A. (2006). *Philosophy of Science*. Routledge.

MacIntyre, A. (1967). *A Short History of Ethics*. London.

Chaddah, P. (2018). Ethics in Competitive Research: Do not get scooped; do not get plagiarized.

Resnik, D.B. (2011). What is ethics in research and why it is important. *National Institute of Environmental Health Sciences*, 1-10. Retrieved from [https://www.niehs.nih.gov/research/resources/bioethics/what is/index.cfm](https://www.niehs.nih.gov/research/resources/bioethics/what%20is/index.cfm)

Beall, J. (2012). Predatory publishers are corrupting open access. *Nature*, 489 (7415), 179-179. <https://doi.org/10.1038/48917a>

Indian National Science Academy (INSA). (2019). Ethics in Science education, Research and Governance. http://www.insaindia.res.in/pdf/Ethics_Book.pdf

Course Code:SWR 655

Course Name: Advanced Theory and Practice in Social Work

Credits Equivalent:4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Become familiar with the different theories in social work and their application
- Understand the context of emergence of social work as a profession
- Familiarise with the emerging areas of research in social work

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT – I: Social Science Thinkers & Theories

(8 hours)

Value of Theory in Social Work Practice; Contributions of Western Social Science Theorists and their Application in Social Work: Jean Piaget, Sigmund Freud, Ivan Pavlov, Carl Jung, Albert Bandura, Jürgen Habermas, Michel Foucault, Anthony Giddens, Pierre Bourdieu, Karl Popper, Peter Berger & Thomas Luckmann; Contributions of Indian Social Science Theorists and their application in Social Work: Gauri Rani Banerjee, K D Gangrade, G.S. Ghurye, Sachchidanand Sinha, Radhakamal Mukerjee, Shyama Charan Dube, M N Srinivas, Yogendra Singh

UNIT – II: Social Work Theories (8 hours)

Social Systems Theory, Ecological Theory, Empowerment Theories, Critical Social Work, Feminist Social Work, Structural Social Work, Multiculturalism, Post-modernism

UNIT–III: Social Work Perspectives (8 hours)

Strengths Perspective, Human Rights Perspective, Social Capital Perspective, Constructivist Perspective, Interdisciplinary Research, Social Network Analysis, Ethno-methodology and Ethnography

UNIT – IV: Approaches to Social Work Practice (8 hours)

Entitlement and Capability Approach, Social Constructivist Approach, Gandhian Approach, Approaches of Phule & Ambedkar, Sitavva Joddati's contribution to Women's emancipation, Deen Dayal's Integral Humanism, Livelihoods Approach, Social Exclusion and Social Inclusion, Participatory Approaches, Concept of *Sewa*, *Application of Indian Models in Social Work Practice – Sriniketan, Ramkrishna Mission, Vikas Bharti, Baba Amte, Chipko Movement, Water Conservation model of Alwar, Bishnoi Movement for environmental conservation*

UNIT – V: Emerging Areas in Social Work Practice (8 hours)

Evidence-based Practice, Integrated Practice, International & Transnational Social Work, Spirituality and Social Work, Social Work Practice among Populations with Diverse Groups, Non-violence and Peace

Prescribed Text Books:

1. Gandhi, M.K. (2013). *The Story of My Experiments with Truth*. Delhi: Rajpal Publishing.
2. Ambedkar, B.R. (1946). *Who were the Shudras*. Bombay: Thacker and Co., Ltd.
3. Upadhyaya, D. (2016). *Integral Humanism: An Analysis of Some Basic Elements*. Delhi: Prabhat Prakashan.
4. Webb, Stephen A., and Mel Gray. 2009. *Social Work: theories and Methods*. London: SAGE.
5. Payne, Malcolm, and Jo Campling. 2005. *Modern social work theory*. Basingstoke: Palgrave.
6. Howe, David. 2009. *A brief introduction to social work theory*. Houndmills, Basingstoke, Hampshire [England]: Palgrave Macmillan.
7. Nagla, B.K. (2012). *Indian Sociological Thought*. Jaipur: Rawat Publications.
8. Ritzer, G. (2011). *Sociological Theory*. New Delhi: Tata McGraw Hill.
9. Haralambos, M. & Holborn, M., (2008), *Themes and Perspectives in Sociology*. London: Harper Collins.

Supplementary Books:

1. Teater, Barbra. 2010. *An introduction to applying social work theories and methods*. Maidenhead: McGraw Hill - Open University Press.
2. Parton, Nigel, and Patrick O'Byrne. 2000. *Constructive social work: towards a new practice*. New York N.Y.: St. Martin's Press.

Annexure V: Item SW-BoS-6/06.05: Approval of the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards).

समाज कार्य विभाग



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश – १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



SYLLABUS

Master of Social Work

Academic Session 2021-22 onwards

**As per Recommendations of
National Education Policy: 2020**

25 September 2021

1. Course Structure:

Semester	Name of the Course	Type of Course	Course Code	Credits
I	Social Science Concepts for Social Work	Major Course	MSW 401	02
I	History Philosophy and Fields of Social Work	Major Course	MSW 402	04
I	Methods of Social Work: Social Casework	Major Course	MSW 403*	04
I	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork	Minor Course	MSW 421*	04
I	School Social Work and Counselling	Vocational / Skill	MSW 451*	04
	NGO Management	Vocational / Skill	MSW 452*	04
	Project Formulation	Vocational / Skill	MSW 453*	04
I	Indian Knowledge System	IKS: University Wide	MSW 481	02
II	Methods of Social Work: Social Group Work	Major Course	MSW 404*	04
II	Methods of Social Work: Community Organization and Social Action	Major Course	MSW 405*	04
II	Methods of Social Work: Social Work Administration	Major Course	MSW 406*	04
II	Field Work Practicum - II: Concurrent Field Work and Educational Tour	Minor Course	MSW 422*	04
II	Block Placement Training	Vocational / Skill	MSW 454*	02
II	Indian Knowledge System: Social Work	IKS: Departmental	MSW 482	02
III	Dynamics of Human Behaviour	Major Course (Elective Specialisation)	MSW 411	04
III	Human Resource Management and Industrial Relations		MSW 413*	04
III	Working with Rural & Tribal Communities		MSW 415*	04
III	Research Methodology	Minor Course	MSW 423	04
III	Software based Data Analysis	Vocational / Skill	MSW 455	04

Semester	Name of the Course	Type of Course	Course Code	Credits
III	Review of Literature, Research Proposal based on Field Work Practicum - III	Review of Literature, Research Proposal	MSW 471*	08
IV	Drug Abuse Prevention & Social Work	Major Course (Elective Specialisation)	MSW 412*	04
	Social Security, Labour Welfare and Related Legislations		MSW 414*	04
	Working with Urban Communities		MSW 416*	04
IV	Academic Writings	Minor Course (Theory)	MSW 424	02
IV	Paper Publications / Seminar-Conference Presentation at National Level	Minor Course (Practical)	MSW 425	02
IV	Data Analysis and Interpretation based on Field Work Practicum - IV	Vocational / Skill	MSW 456*	04
IV	Dissertation, Presentation and Viva-voce	Dissertation, Presentation and Viva-voce	MSW 472*	08

* Employability Course

2. Course Credit Structure

a. Total Credits: 80 Credits

b. Total Credits in each Semester: 20 Credits

3. Entry and Exit Options in Master of Social Work Programme (2 Years)

Sr. No.	Entry Semester	Exit Semester	Conditions	Certificate, Diploma/ Degree/ Advance Diploma/ Others
1.	I	II	Candidate has to successfully complete the all courses offered in 1st to 2nd Semesters	PG Diploma
2.	I	IV	Candidate has to successfully complete the all courses offered in 1st to 4th Semesters.	Degree
3.	III	IV	Candidate has to successfully complete the all courses offered in 1st to 4th Semesters.	Degree

4. Eligibility: The students who have 3 Years Bachelor's Degree are eligible for admission in this programme.

Course Code: MSW 401

Course Name: Social Science Concepts for Social Work

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- To acquaint with basic social science concepts
- To understand the nature and Development of human behaviour in socio-cultural context.
- To enable the students to integrate social science concepts to social work theory and practice

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Orientation to Significant Sociological Concepts (4 Hours)

- Social Structure and Social Institution and Social Groups
- Culture: Elements in Culture, Cultural Systems and Sub Systems
- Socialisation: Meaning, Socialization and Development of Self
- Social Conformity & Social Deviation

- Social Control

UNIT - II: Social Institutions (4 Hours)

- Family: Joint and Nuclear Family, Changing Structures and Patterns of Family.
- Religion, Role of Religion in Society, Secularism
- Application of sociological concepts in social work practice

UNIT -III: Indian Polity (4 Hours)

- The Indian Constitution: Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- Indian Judiciary and Judicial System
- Good Governance, Right to Information
- Panchayati Raj System, Urban Local Bodies

UNIT- IV: Human Psychological (4 Hours)

- Psychology: Meaning, Concept and its Branches
- Determinants of Human Behavior: Heredity & Environment
- Life Span Perspective of Human Development
- Concept and Theories of Cognition, Learning and Motivation, Personality

UNIT- V: Mental Health and Process: Development & Assessment (4 Hours)

- Mental Health
- Mental Retardation
- Defense Mechanism

Prescribed Text Books:

1. Nagla, B. K. (2008). Indian Sociological Thought (Illustrated ed.). Rawat Publications
2. Johnson, Harry M.,(2007ss), Sociology: A Systematic Introduction, New Delhi, Allied Publishers
3. Ahuja, Ram, (2001), Indian Social System, Jaipur, Rawat Publications
4. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson Publications.
5. Morgan, C.Tand King, R.A.,(2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill.
6. Baron, A. Robert, (2001), Psychology, New Delhi, Pearson Publications.

Course Code: MSW 402

Course Name: History, Philosophy and Fields of Social Work

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: The course is designed to

- Become familiar with the core values and philosophy of social work profession and be able to imbibe these values into their professional self.
- Understand and differentiate social work and other related terms
- Understand the context of emergence of social work as a profession
- Understand the nature of Social work practice in different settings

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

Unit I: Introduction to Social Work Profession (8 Hours)

- Social Work: Definition, Philosophy and Purpose.
- Values and Principles
- Methods of Social Work

Unit II: Historical Development of Social Work (8 Hours)

- Concept of *Sewa* in Bharat

- Development of Professional Social Work in U.K. and U.S.A.
- Social Service Traditions and Social Reform Movements in India.
- Contribution of Swami Vivekandanda, Gandhi, Ambedkar and Phule

Unit III: Social Work as a Profession (8 Hours)

- Requirements of a Social Work Profession
- Social Work Functions and Roles of Social Workers.
- Competencies for Social Work Practice.
- Socio-cultural factors impacting social work.practice

Unit IV: Social Work Practice Areas-I (8 Hours)

- Emerging Perspectives and Trends of Social Work Practice.
- Community Development: Rural and Urban
- Family and Child Welfare.

Unit V: Social Work Practice Areas -II (8 Hours)

- Disability and Disaster Management.
- Environmental Social Work
- School Social Work
- Elderly and HIV/AIDS.

Prescribed Text Books:

1. Mishra, Prayag Din (1994), Social Work – Philosophy and Methods, New Delhi, Inter – India Publications.
2. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
3. Elizabeth A. Sehgal. et al. (2011), Professional Social Work, Jaipur, Rawat Publications.

Supplementary Books:

1. Skidmore, et al. (1997), Introduction to Social Work, Boston, Allyn & Bacon.
2. Sheldon Brian, et al. (2010), A Textbook of Social Work, New Delhi, Routledge Publications.

Course Code: MSW 403

Course Name: Methods of Social Work: Social Casework

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: The course is designed to:

- To study the Case Work as one of the primary method of Social Work
- To understand the client based study and interventions
- Theoretical understanding of working with individuals.

Attendance Requirements: Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment(CIA) : 25%

Course Contents:

UNIT - I: Social Case Work: An Introduction (8 hours)

- Historical development of casework as a method of social work
- Meaning, concept, Objectives of social case work
- Philosophical & chief assumptions
- Components, Contribution of Mary Richmond & Friendly Visitors

UNIT - II: Case Work Process/Principles/Theories (8 hours)

- Process in case work- Intake, Study
- Assesment

- Intervention
- Termination & evaluation
- Principles of case work

UNIT - III: Techniques and skill in Social Case work (8 hours)

- Case work Relationship: Conceptual Framework
- Helping Techniques:-Interviewing , listening, Rapport building Observation, home visit, Relationship
- Supportive techniques:-Acceptance, empathy, Assurance, Facilitation, Encouragement & Reassurance
- Recording in Case work

UNIT – IV: Understanding the client System (8 hours)

- Psychoanalytical Theory
- Psychosocial Theory
- Diagnostic School and Functional School of case work
- Counseling

UNIT – V: Therapeutic Approach to Social Case Work (8 hours)

- Behaviour Modification Approach
- Problem Solving Approach
- Crisis Intervention Approach
- Eclectic approach

Prescribed Books:

1. Mathew, G. 2011. An Introduction to Social Casework. Mumbai: Tata Institute of Social Sciences.
2. Perlman, H.H 2011.Social Casework:- A problem-solving Process. Jaipur:Rawat.
3. Upadhyay,R.K 2010.Social Casework: A Therapeutic Approach. Jaipur:Rawat

Suggested Extra Readings:

1. Kadushin, A, & Kadushin, G.1997. The social case work interview: A guide for human service professionals. New York: Columbia University Press.

2. Biestek, Felix P. *The casework: A psychosocial Therapy*. New York: Mcgraw Hills.
3. Hollis, F. 1964. *Casework: A Psychosocial Therapy*. New York: McGraw Hills.

Course Code: MSW 421

Course Name: Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent

Fieldwork

Credits Equivalent: 4 Credits

Introduction on Field Work:

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

Learning Outcomes:

1. Develop the ability to observe and analyse social realities understand the characteristics of Social systems and their dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Develop the ability to recognise the need for new programs initiated & participate in them;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

Curricular Components & Requirements:

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

Orientation:	• 10 hours of one-hour sessions spread over one week in the
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	<p>beginning of the first semester.</p> <ul style="list-style-type: none"> • Inductive orientation program provide the newly inducted students in social work have information relating to the importance and place of the practical in the masters level Social Work program, the purpose, functions and ethics and professional practice
<p>Observation Visits:</p>	<p>Observation visits provide an exposure to students an understanding of the community and agency settings, facilities available & services provided in response to people's needs. Community visits to urban and rural areas provide students an experience of community life and living; problems and issues faced by people; understanding peoples core needs which shall ultimately lead to the development of programs which students can implement in concurrent fieldwork when placed in communities.</p> <p>Visits are arranged to the following -</p> <ul style="list-style-type: none"> • Villages & Urban communities • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;
<p>Concurrent Field Work in:</p>	<ul style="list-style-type: none"> • Rural & Urban Communities: For concurrent field work practice, students are placed in community settings to study and understand social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.

	<ul style="list-style-type: none"> • Students are required to work in community settings in the 2nd semester through placements done in NGOs so that they get to know structured ways of functioning of NGOs and the implementation of project-based activities undertaken. • Learners get to know the dynamics of relationships between the local communities & the NGO concerned. • Learners also become conscious and aware about the organizational structures and functioning of NGOs as per the policy donor agencies or grant-giving organizations. <p>Type of Agencies in which students are placed -</p> <ul style="list-style-type: none"> • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings etc.
Recording:	<ul style="list-style-type: none"> • Whether it is the reporting of Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork done, students have to record and submit separate reports immediately. • Students are expected to take field notes in their fieldwork diaries and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems & structures, social dynamics, power structures, social problems & social issues; community initiatives, community resources & facilities; organisational structures, organizational culture & group dynamics in agencies; implementation of government programmes; etc.

	<ul style="list-style-type: none"> • Students have to record the use of various principles, methods, techniques and strategies of social work in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of emotional experiences they had and reflect upon the methods, techniques and skills used. • Students have to record and submit separate reports for Social Casework & Group Work apart from the daily reports of work done in the field. • At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled “Consolidated Concurrent Fieldwork Report”
Fieldwork Conference	<ul style="list-style-type: none"> • Both Individual Conference (IC)&Group Conference (GC) are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor. • Attendance in the fieldwork conferences is compulsory and internal assessment & evaluation will be done at the end of the semester also on the basis of attendance & participation of the learner in the conferences. • Instructions given by the respective supervisor in IC & GC have to be recorded in the fieldwork diary of the learner.
Attendance:	<ul style="list-style-type: none"> • Attendance in field work is compulsory • The department has to organize at the minimum 15 hours of field work per week conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.
Submission of Reports:	<ul style="list-style-type: none"> • Students are required to submit their fieldwork reports, field notes & field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor • Submission of reports is the responsibility of the student concerned. • Submission of reports beyond the scheduled date/day shall be

	<p>marked as LATE SUBMISSION in Red colour.</p> <ul style="list-style-type: none">• Learners have to ensure that their supervisor signs each report submitted mentioning date.
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Evaluation Criteria:

1. End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports and Presentations
- Assignments relating to fieldwork
- Viva-voce

Course Code: MSW 451

Course Name: School Social Work and Counselling

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to:

- To provide a historical background of education in India
- To comprehend the structure of school education in India
- To familiarise with the terminology associated with school education
- To be able to apply the methods of social work in school setting
- To provide counselling to various stakeholders associated with school education

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: School Education in India (8 Hours)

- School Education in Ancient India
- Compulsory Education, Basic Education, Right to Education, Informal Education
- Structure of School Education System
- Education Policies in India
- Programme and Policies
- Issues and Concerns associated with Indian Schooling System

UNIT - II: Quality in School Education (8 Hours)

- Total Quality Management, Six Sigma
- School Records and MIS

- Curriculum Development and Learning Assessment
- Net Enrolment, Gross Enrolment
- Drop-out Rate
- Teacher-Student Ratio
- Teaching Learning Pedagogy
- Best Practices from NGO Sector: Azim Premji Foundation, Bharti Foundation, Akshay Patra, Vanvasi Kalyan Ashram

UNIT - III: Social Work Practice in Schools

(8 Hours)

- Working with Stakeholders: Children with Special Needs, Out-of-School Children, Female Students, Students from Underprivileged Background, Parents, School Administration (Principals/Head Master/Mistress), Teachers, School Management, Local Community
- Inclusive Education
- Home Visit, Social Mobilisation, Conduct of Meetings
- Training and Fund Raising
- Participatory Research, Need Assessment and Evaluation

UNIT – IV: Basics of Counselling

(8 Hours)

- Counselling: Definition, Need and Scope
- Types of counselling
- Attributes, Attitudes and Skills of a Counsellor
- Scope of counselling in social work practice
- Challenges and concerns of counsellors
- Ethics in Counselling

UNIT – V: Counselling: Process and

(8 Hours)

- Relationship Building
- Assessment
- Goal Setting
- Intervention
- Assessment

- Termination

Prescribed Text Books:

1. Aldbridge, S., Rigby, S (2004). *Counselling Skills in Context*. London: Hodder and Stoughton

Course Code: MSW 452

Course Name: NGO Management

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: The course is designed to:

- To enable the students to form and register an NGO
- To introduce the students to NGO Sector.
- To introduce the Basic Concepts of NGOs.
- To provide an overview of NGOs.
- To provide basic managerial skills of NGO.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: NGOs – An Introduction, Concepts and Functions (8 Hours)

- Concepts, Typology of Non-Governmental Organization.
- Functions and Roles of Non-Governmental Organizations.
- Problem Definition and Solving

UNIT - II: Societies, Trusts and Companies (8 Hours)

- How to register a Society.
- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- Duties & Liabilities of Trustees; Income Tax-Exemptions & FCRA

UNIT - III: Project Proposal and its Evaluation (8 Hours)

- Strategy: Vision / Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.
- Proposal Writing
- Mechanics of Proposal Writings, General Lineation for Formulation of Project Proposals.

UNIT – IV: Budgeting (8 Hours)

- Definition, Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

UNIT – V: Fund Raising (8 Hours)

- Principles of Fund Raising.
- Searching & Role of Fund Raiser.
- Factors affecting Fundraising.

Prescribed Text Books:

Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.

Course Code: MSW 453**Course Name: Project Formulation**

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial /teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to:

- To introduce students to project planning, formulation and implementation.
- To train learners in developing the skills for writing a good proposal.
- To orient learners about the nature of project management methods & techniques.
- To equip learners with the skill of maintaining records & generating reliable reports.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA) : 25%

COURSE CONTENTS:**Unit I: Introduction to Project Formulation (8 Hours)**

- Introduction to Projects; Meaning of Project; Distinction between Project & Programme; Basic
- Components of a Project; Types of Projects – Action, Training & Research.
- Project Appraisal: Meaning & Types - technical, financial, social, economic, environmental,
- institutional approaches; Social Cost Benefit Analysis (SCBA) and Feasibility Studies. Logical
- Framework Analysis (LFA)

Unit II: Project Formulation (8 Hours)

- Methodology for Project Identification and formulation; Baseline Surveys.

- Steps in Project Formulation: Problem statement; statement of vision, mission and objectives;
- Work Break-down Structure (WBS); Preparation of Gantt Chart, Human Resources &;
- Infrastructure requirement, Budgeting, Training &; Development, etc.; Collaboration / Partner
- Agencies and their Roles.

Unit III: Fund Raising & Grant Writing

(8 Hours)

- Fund Raising: Meaning, methods & techniques; Types of Assistance—Grants, Low-Interest Loans, and In-Kind Contributions; Seeking grants of government & international agencies; Private/Foundation and Corporate/CSR Funding Opportunities; Crowd Funding; Planning for Sustainability; People's Contribution.
- Grant-writing in different fields of Non-profit Practice: health, education, technology,
- social/human services, faith-based work, environment, economic development, etc.; Basic Elements of a Proposal (General Guidelines, Letters of Enquiry to funding Agencies): Cover Letter, Cover Sheet, Abstract, Statement of Need, Project Description, Partners & Stakeholders,
- Goals & Objectives, Administrative Capacity, Budget, Sustainability, Evaluation Plan.

Unit IV: Project Management

(8 Hours)

Project Management: meaning & importance, steps; Life-cycle of a Project – Planning, Scheduling, Resource Mobilization, Staffing; Execution, Monitoring & Evaluation. Techniques of Project Management - PERT & CPM.

Unit IV: Project Monitoring & Evaluation

(8 Hours)

Project Monitoring & Evaluation (PME): Internal & External Monitoring; Participatory and non-participatory; Types of Evaluation - Concurrent, Phase-wise/Mid-Term and Terminal Evaluation/ Post-facto (at the end of the project); Indicators for monitoring & evaluation; Types of Reports.

Suggested Readings:

1. Dale, R., & Dale, Reidar. (2004). Evaluating Development Programmes and Projects. Sage Publications India.
2. Gorsevski, E. W. (2016). Writing successful grant proposals. Rotterdam: Sense Publishers.
3. Horine, G. (2013). Absolute Beginner's Guide to Project Management. Indianapolis, Ind: Que.
4. Jason, L. A. (2006). Participatory community research: Theories and methods in action. Washington: American Psychological Association.
6. Kerzner, H. (2017). Project management: A Systems Approach to Planning, Scheduling, and Controlling. Hoboken, New Jersey : John Wiley & Sons, Inc.
7. Lester, A., & O'Reilly for Higher Education (Firm). (2017). Project Management, Planning and Control, 7th Edition. Butterworth-Heinemann: Oxford, UK.
8. Lock, D. M. (2014). Essentials of Project Management. Farnham Ashgate Publishing Ltd: Burlington, USA
9. Ramakrishna, K. (2010). Essentials of Project Management. PHI Publishing house: New Delhi.
10. Singh, K., Chandurkar, D., & Dutt, V. (2017). A Practitioners' Manual on Monitoring and Evaluation of Development Projects. Newcastle upon Tyne, UK: Cambridge Scholars Publishing.
11. Smith, N. B., & Works, E. G. (2012). The complete book of grant writing: Learn to write grants like a professional. Naperville, Ill: Sourcebooks.

Course Code: MSW 481

Course Name: Indian Knowledge Systems: University Wide

Credits Equivalent: 2 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Course Code: MSW 404

Course Name: Methods of Social Work: Social Group Work

Credits Equivalent: 4 Credits (*One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.*)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- Understand the place of group work in social work intervention
- Understand group work as an instrument of change/development in individual in groups
- Understand use of programme as a tool for group development
- Develop skills to work with different stages and record the process
- Understand relevance of group in different set up

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: Understanding Concepts of Social Group Work (8 Hours)

- Concept and Importance of Groups
- Definition of Social Group Work
- Characteristics of Social Group Work
- Application of Social Group Work in Different Fields

UNIT - II: Social Group Work Theories, Principles & Skills (8 Hours)

- Theories Applicable to Group Work Practice; Psychoanalytical Theory, Learning Theory, Field Theory, System Theory & Conflict Theory
- Skills and Distinctive Principles of Group Work
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group
- Common Interest Group, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group

UNIT - III: Process and Techniques in Social Group Work (8 Hours)

- Stages in Group Development: - Forming, Storming, Norming, Performing, Termination, and Evaluation.
- Role of Social Worker in Different Stages of Group Development.
- Techniques of Working with Group; Group Councelling, Group Discussion, Group Decision Making.
- Programme Media, Role Play, Group Diagnosis

UNIT - IV: Use of Programme and Dynamic of Group Process (8 Hours)

- Programme Planning in Group Work
- Role of Social Worker in Programme Planning
- Steps in Understanding Group Process
- Communication & Leadership in Group Process
- Group Dynamics: - Interaction, Group Cohesiveness, Group Conflict, Group Culture & Group Development

UNIT - V: Recording and Evaluation in Group Work (8 Hours)

- Importance of Recording in Group Work
- Group Work Practice in Agencies
- Role of Social Group Worker for the Satisfaction of the Social Needs and Development of Individual and Community.
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution

Prescribed Text Books:

1. Mishra, P.D. (2008), Social Work – Philosophy & Methods, New Delhi, Inter-India Publications.
2. Siddiqui, H.Y. (2008), Group Work - Theories and Practices, Jaipur, Rawat Publications.
3. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
4. Zastrow, C. (2010), Social Work with Groups, Jaipur, Rawat Publications.

Suggested Extra Readings:

Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007), A Hand Book of Social Work with Groups, Jaipur, Rawat Publications

Course Code: MSW 405

Course Name: Methods of Social Work: Community Organisation and Social Action

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- Develop understanding regarding community organization as a method of social work
- Understand the critical elements of practicing community organization
- Enhance critical understanding of the models and strategies for community organization
- Enhance the understanding of the roles of the agencies and community organizer
- Understanding Social Action as a method of Social Work
- Develop perspective and skills for participatory processes in the community and civil society

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

2. Mid Term Examination: 25%
3. End Term Examination: 50%
4. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: Basic Conceptual Framework (8 Hours)

- Community meaning and types: Rural, Urban and Tribal
- Community and Social Work Practice
- Community Work: Evolution, Definition, Objectives and Scope

- Process of Community Work
- Interface between Community work, community organization and community development

UNIT - II: Community Organization (8 Hours)

- Community Organization: Definition, concept and
- Steps in Community Organization
- Basic Assumptions of Community Organization
- Principles and Skills of Community Organization

UNIT – III: Approaches and Models in Community Organization (8 Hours)

- Approaches
- Models of Community Organization
- Strategies of Community Organization
- Peoples Participation

UNIT -IV: Community Organization and Practice (8 Hours)

- Networking and Coordination : Rationale ,Meaning and Scope
- Intervention of NGO's
- Government intervention in Community Organization.
- Role of Community Worker

UNIT - V: Social Action (8 Hours)

- Meaning, Concept, Objectives and Scope of Social Action
- Principles of Social Action
- Tactics and Methods of Social Action
- Social Action and Community Organization

Prescribed Text Books:

1. Siddiqui, H.Y. (1997), Working with Communities, New Delhi, Hira Publications: New Delhi.
2. Ross. M. G., Community Organization, Harper Press :New York.

Suggested Extra Readings:

3. Siddiqui, H.Y., Social Work & Social Action, Har Nam Publications: New Delhi.
4. Goel S.L; Jain,R.K., Social Welfare Administration Vol.2, Deep &Deep Publications:
New Delhi
5. Mukherji.B., Community Development in India, Orient Longman :New Delhi.

Course Code: MSW 406

Course Name: Methods of Social Work: Social Welfare Administration

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures /organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- Develop understanding of social welfare administration as a method of social work profession.
- Understand various components of social welfare administration.
- Acquire competence in the administration of social welfare and development services.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course Contents:

UNIT - I: Conceptual Understanding

(8 Hours)

- Social Welfare Administration: Nature and Scope
- Principles of Administration
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services, Public administration, Business administration and development administration.

UNIT - II: Components of Administration

(8 Hours)

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting
- Monitoring and Evaluation System
- Unity of Command, Centralization and Decentralization, Span of Control, Delegation and Supervision.

UNIT - III: Structure of Social Welfare Administration

(8 Hours)

- Administrative structure of different levels: Central, State and Panchayat
- Administrative structure of NGO's engaged in provision of human services
- Development organizations
- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD).

UNIT - IV:Legislative Framework for Formation of Development Organization(8 Hours)

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)
- The Companies Act (2013)
- Section 12(A) and 80 (G) of income tax act (1961)
- Foreign Contribution Regulatory Act (2010)

UNIT – VProject Planning and Development

(8 Hours)

- Project Formulation: objectives and Stages
- Decision-Making, Communication, Accountability and Transparency
- Funding-raising, grant-in-aid
- Social Marketing

Text books:

1. Goel S.L.; Jain, R.K., Social Welfare Administration Vol.2, Deep & Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.

Reference Books:

3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Approaches to Welfare, Routledge & Kegan Paul: London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.

Course Code:MSW 422

Course Name:Field Work Practicum - II: Concurrent Field Work and Educational Tour

Credits Equivalent:4 Credits

Introduction on Field Work:

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed, design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

Learning Outcomes:

1. Develop the critical abilities to understand social realities and community dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Use human rights perspective to understand various forms of injustice prevailing in society and the need for equity in all interventions;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

Curricular Components & Requirements:

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

Concurrent Field Work in:	<ul style="list-style-type: none">• <i>Rural & Urban Communities:</i> For concurrent field work practice, students are placed in community settings to study and understand
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	<p>social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.</p> <ul style="list-style-type: none"> • Students are encouraged to work in close cooperation with various institutions of organizations working in the field of rural or urban development like Gram Panchayat, Block Development Office, Municipality, Community Health Centre, Anganwadi, DRDA (District Rural Development Authority) etc. <p style="text-align: center;">OR/AND</p> <ul style="list-style-type: none"> • NGOs & Government Agencies: Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development. <p>The basic purpose of agency placement is to understand the functioning of these institutions, the organizational structure, staffing pattern, distribution of roles and responsibilities, program design and implementation, resource mobilization and the direct delivery of services to the public or the clientele population.</p> <p>Students are placed in -</p> <ul style="list-style-type: none"> • NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc. • Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;
Recording:	<ul style="list-style-type: none"> • Reports of Concurrent Fieldwork undertaken by students have to

	<p>recorded and submitted immediately in the following week as notified by the department.</p> <ul style="list-style-type: none"> • Students are expected to take field notes in their fieldwork diaries and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems & structures, social dynamics, power structures, social problems & social issues; community initiatives, community resources & facilities; organisational structures, organizational culture & group dynamics in agencies; implementation of government programmes; etc. • Students have to record the use of various principles, methods, techniques and strategies of social work in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of emotional experiences they had and reflect upon the methods, techniques and skills used. • Students have to record and submit separate reports for Social Casework & Group Work apart from the daily reports of work done in the field. • At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled “Consolidated Concurrent Fieldwork Report”
<p>Fieldwork Conference</p>	<ul style="list-style-type: none"> • Both Individual Conference (IC)&Group Conference (GC) are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor. • Attendance in the fieldwork conferences is compulsory and internal assessment & evaluation will be done at the end of the semester also on the basis of attendance & participation of the learner in the conferences. • Instructions given by the respective supervisor in IC & GC have to be recorded in the fieldwork diary of the learner.

Attendance:	<ul style="list-style-type: none"> • Attendance in field work is compulsory • The department has to organize at the minimum 15 hours of field work per week conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.
Submission of Reports:	<ul style="list-style-type: none"> • Students are required to submit their fieldwork reports, field notes & field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor • Submission of reports is the responsibility of the student concerned. • Submission of reports beyond the scheduled date/day shall be marked as LATE SUBMISSION in Red colour. • Learners have to ensure that their supervisor signs each report submitted mentioning date.

Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce

Course Code: MSW 454

Course Name: Block Placement Training

Credits Equivalent: 2 Credits

Block Placement Training:

Block Placement is an integral part of the social work curriculum and is an essential component of fieldwork practicum. At the end of 2nd semester or 4th semester the MSW students are placed in NGOs or Government Agencies to get exposure to working in formal organizations and get **on-the-job** experience. This is essential to provide students an opportunity to hone their skills, test their theoretical knowledge, know about organizational structures, awareness of work environments etc.

Learning Outcomes:

1. Develop the ability to observe and understand organizations and formal systems;
2. Appreciate skills and core competencies required to work in structured formal environs;
3. Develop the ability to examine the process of program management and participate in the effort at various levels;
4. Develop the ability to recognise the need for new programs initiated & participate in them;
5. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
6. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
7. Develop decision-making and practice skills in managing work processes;

Evaluation Criteria:

End Term Evaluation (for maximum **100 marks**)

- **Components of Evaluation**
 - Attendance
 - Assessment of block placement report
 - Evaluations of Presentation on work done in block placement
 - Viva-voce

Course Code: MSW 482

Course Name: Indian Knowledge Systems: Social Work

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: After completing this course the students will be able to:

- Develop an understanding about the traditional knowledge of the Indian culture.
- Acquire the knowledge of the Indian texts, traditions and theories.
- Acquire the skills for the practice of social work using the traditional knowledge.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course Contents:

UNIT - I: Indian Concepts and texts related to social work

- Concepts of *Purushartha, Sewa, Kalyan, Mangal* and *Yogashema*
- State and society in ancient Bharat
- Communities in Indian Context: *Matt, Panth* and *Sampradaya*
- Vedas and Life in Vedic Period

- Shrimad Bhagwat Geeta, Artha Shastra, Dharma Shastra, Manusamriti, Shukraniti and Vidurniti
- Misinterpretation of Indian Sanskriti and Texts

UNIT – II: Indian Social Thinkers

Gautam Buddha, Guru Nanak, Govind Sadashiv Ghurye, Shyama Charan Dube, M.N.Srinivas, Irawati Karve, Dr. Bhimrao Ramji Ambedkar, Brij Raj Chauhan, Swami Vivekananda, Shri Aurobindo, Deendayal Upadhyaya, Nanaji Deshmukh.

UNIT - III: Women and family in Indian Context

- Women education in ancient India
- Rishikas and their Position in Indian Society
- Women Warriors of Bharat
- Indian Family System: Importance and challenges

Unit –IV: Indian Perspectives of Psychology

- Indian Approach to Life Span: Ashrama
- Body and Mind: Pancha Koshas Consciousness and states of consciousness
- Personality development: Triguna theory

UNIT - V: Yoga and Social Work

- Yoga: Origin, Concept and Traditions
- Ashtanga Yoga
- Yoga in social work practice

Prescribed Text Books:

- Rao, K. R., & Paranjpe, A. C. (2015). Psychology in the Indian Tradition. Springer Publishing.
- Ahuja, R. (1993). Indian Social System. Rawat Publications. Ghurye, G. S. (2021). Caste and Race in India. SAB.

- Saraswati, S. S. P. (2021). The Four Vedas : A Set of 22 Volumes. DAV Publication Division.
- योगदर्शनम् (हिंदी भाष्य सहित 487, अर्थवानप्रस्थ आश्रम ज्वालापुर (हरिद्वार)
- Srimad Bhagwat Geeta

Course Code: MSW 411

Course Name: Dynamics of Human Behaviour

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Learn to apply Concepts and Theories of Psychology
- Develop a Critical Perspective of the Theories of Human Behavior and Personality.
- Understand the Nature and Development of Human Behaviour in Socio-Cultural Context.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course Contents:

UNIT - I:Socio- Cultural Environment, Human Behaviour, Growth & Development

(8 Hours)

- Introduction to Psychology and its Branches

- Determinants of Human Behavior, Growth vs Development
- Stages of Human Development
- Role of Social Institution and Group in Shaping Human Behavior
- Understanding Human Behavior: Cross Cultural Perspective

UNIT - II: Basic Psychological Process

(8 Hours)

- 1) Concept and theories of
 - Cognition and Learning
 - Motivation, Emotion and Intelligence
- 2) Theories of Personality
 - Psychoanalytic Theories of Personality: Freud, Erikson and Adler
 - Behavioural Theories: Miller and Bandura
 - Humanistic Theories: Rogers and Maslow

UNIT - III: Mental Health and Process: Development & Assessment (8 Hours)

- Mental Health: Meaning & Characteristics
- Mental Retardation: Concept, Type, Causes and Related Problem
- Defence Mechanism: Meaning & Types
- Psychological Testing: Personality, Intelligence and Attitude

UNIT - IV: Abnormal Psychology

(8 Hours)

- Abnormal Psychology : Concept of Normal and Abnormal Behaviour
- Etiological Factors of Mental Illness
- Types of Mental Disorders: Neurosis and Psychosis
- Therapeutic Process: Counselling and Therapies

- Social Psychology: Concept, Definition and Nature -Social Perception
- Attitude: Formation, Change and Measurement
- Prejudice Stereotypes and Discrimination: Development, Form/Manifestations, Ethnocentrism, Prejudice With Reference to Dalits Minorities and other Disadvantage Group.
- Theories of Collective Behavior: Crowd, Riot and Rebellion.

Prescribed Text Books:

1. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson
2. Morgan, C.T and King, R.A., (2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill
3. Baron, A. Robert, (2001), Psychology, 5th Edition, New Delhi, Pearson
4. Ahuja Niraj (2002), A Short Textbook of Psychiatry, New Delhi, Jaypee Brothers

Suggested Additional Readings:

5. Park, K., (2010), Textbook of Preventive and Social Medicine, Jabalpur, Barnarsidass Bhanot Publisher
6. Page J.D., (2010), Abnormal Psychology, New Delhi, Tata McGraw Hill

Course Code: MSW 413

Course Name: Human Resource Management and Industrial Relations

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The Course is designed to

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

Course contents:

UNIT I: Human Resource Management and HRD (8 hours)

- Human Resource Management: Meaning, function, objectives
- Human Resource Development: Meaning, function and scope
- Human Resource Development Instruments
- Relation between HRM and HRD

UNIT II: HR Planning and selection process (8 hours)

- HR planning: meaning and objectives and process
- Recruitment and Selection Process.
- Job Description and Job Specification
- Concept of human resource and information system(HRIS)

UNIT III: Performance management and development. (8 hours)

- Performance appraisal- concept and methods
- MBO: Objectives and Methods
- Career planning and development

UNIT IV: Management of jobs and compensation (8 hours)

- Job analysis and Job Design
- Job evaluation: objectives and methods
- Wage determination: Factors, Principles and Theories.

UNIT V: Industrial Relations (8 hours)

- IR: Concept and models
- IR: machinery preventive and curative
- Collective Bargaining: Concept, Strategies and process

Text Books:

- Saiyadain, M. S. (2003). *Organisational behaviour*. Tata McGraw-Hill Education.
- Rao, T. V. (1986). Recent experiences in human resources development.
- Pettinger, R. (2013). Introduction to management.
- Pettinger, R. (2000). *The future of industrial relations*. Thomson Learning

Additional Readings:

Pareek, U. (2006). *Designing And Managing Human Resource Systems, 3/E*. Oxford and IBH publishing.

Flippo, E. B. (1976). *Principles of personnel management*. McGraw-Hill.

Course Code: MSW 415

Course Name: Working with Rural & Tribal Communities

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The Course is designed to

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

UNIT - I: Introduction to Rural Communities (8 Hours)

- Rural Communities: Issues of Identity and Diversity
- Rural Development: Definition and Elements
- Overview of Indian Rural Economy

UNIT - II: Planning for Rural Development (8 Hours)

- Panchayati Raj Institutions in India
- Panchayats (Extension to Scheduled Areas) Act, 1996

- Decentralised Planning and Micro Planning
- Preparation of Gram Panchayat Development Plan

UNIT - III: Programmes and Schemes for Rural Development (8 Hours)

- Historical Analysis of Rural Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Rural Development of Government of India
- Overview of Operational Programmes and Schemes for Rural Development of Government of Himachal Pradesh
- Microcredit and Self-Help Groups

UNIT - IV: Tribal Communities (8 Hours)

- Understanding Tribal Communities
- Demographic profile of Tribal Communities
- Problems of Tribal Communities

UNIT - V: Programmes and Schemes for Tribal Development (8 Hours)

- Historical Analysis of Tribal Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Tribal Development of Government of India
- Overview of Operational Programmes and Schemes for Tribal Development of Government of Himachal Pradesh

Prescribed Text Books:

1. Nagpal. H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Laxmikanth, M. (2013). Indian Polity. New Delhi: McGraw Hill Education (India) Pvt. Limited.

5. Singh, K. (2009). Rural Development: Principles, Policies and Management. Delhi: Sage Publications
6. Chambers, R. (2013). Rural Development: Putting the Last First. London: Routledge.

Course Code: MSW 423

Course Name: Research Methodology

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Develop an understanding about the scientific approach to human inquiry.
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice.
- Develop attitudes and skills appropriate for research.
- Acquire the skills for data analyses and research writing.

Attendance Requirements: Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Research: Nature & Concept (8 Hours)

- Nature of Scientific Methods and its Application to Social Phenomenon
- Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action Research
- Concepts in Research: Theory, Variable, Concept, Universe & Sampling

UNIT - II: Selection of Research Problem and Review of Literature (8 Hours)

- Problem Selection – Identification & Formulation
- Selection of Research Topic
- Review of Literature

UNIT - III: Objectives and Hypothesis

(8 Hours)

- Formulation of Objectives
- Hypotheses: Nature, Characteristics, Sources & Types
- Testing of Hypothesis

UNIT - IV: Research Process

(8 Hours)

- Research Design: Concept and Types
- Sampling: Probability Sampling and Non-Probability Sampling
- Data: Primary & Secondary,
- Tools of Data Collection
- Rating Scales

UNIT - V: Field Work, Data Analysis and Writing the Research Report

(8 Hours)

- Importance of Field Work in Research
- Planning and Conduct of Field Work
- Data Analysis and Interpretation
- Writing the Research Report

Prescribed Text Books:

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

Course Code: MSW 455

Course Name: Software based Data Analysis

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- Develop an understanding about the use of computers in social work research
- To gain an understanding of the various software used in quantitative data analysis
- To gain an understanding of the various software used in qualitative data analysis

Attendance Requirements: Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Introduction to Computer and Software (8 Hours)

- Computer Literacy and Social Sciences
- Basics of Computer Hardware, Configurations, and Peripherals
- Basics of Computer Software and Operating System
- Internet and Open Source Resources
- Cyber Security and Cyber Laws

UNIT - II: Application of Word Processors (8 Hours)

- Composing and Editing Documents
- Document Formatting and Printing
- References and Bibliography
- Reviewing Documents

UNIT - III: Application of Spreadsheets (8 Hours)

- Data Entry and Data Management
- Data Storage
- Data Retrieval

UNIT - IV: Quantitative and Qualitative (8 Hours)

- Use of Computers for Quantitative Research: SPSS
- Use of Computers for Qualitative Research: Atlas.ti
- Use of Open Source Software

UNIT - V: Internet Based Tools and Other Software (8 Hours)

- Internet based design of research tools, data storage and analysis
- Software for social work research and practice: GIS Tools, Client Data Management Software

Prescribed Text Books:

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

Suggested Extra Readings:

1. Bhandarkar, P.L., & Wilkinson, T. S. (2009) Methodology and Techniques of Social Research, Bombay, Himalaya.
2. Laldas, D. K. (2004) Practice of Social Research, Jaipur, Rawat

Course Code: MSW 471

Course Name: Review of Literature, Research Proposal based on Field Work Practicum - III

Credits Equivalent: 8 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.).

Credit Division: 50% Theory and 50% Practical as per NEP-2020 guidelines of the University

Learning Outcomes: The course is designed to

- To comprehend the importance of review of literature in research
- To identify relevant literature and complete the review of literature
- To design a research proposal based on the concurrent field work placement of the student

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

Course Contents:

Unit -1: Review of literature (16 hours)

- Review of literature: Definition and importance
- Process of literature review
- Sources of review of literature

Unit -II: Types of Review-I (16 hours)

- Review of Book
- Review of Chapter in an edited book
- Review of Journal article

Unit-III: Types of Review-II (16 hours)

- Review of government reports
- Review of conference proceedings
- Literature review matrix

Unit –IV: Referencing (16 hours)

- Referencing: Definition & styles
- In text and end text referencing (APA)
- Importance of referencing
- Use of computer in referencing

Unit –V: Research Proposal (16 hours)

- Research Proposal: Meaning and Importance
- Format and structure of research proposal
- Components of research proposal
- Ethics of writing research proposal

Prescribed Text Books:

1. Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. New Delhi: Sage Publishing.
2. Kumar, Ranjeet (2011) *Research Methodology: a step-by-step guide for beginners*, New Delhi, Sage Publications India Pvt Ltd.
3. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) *Research Methodology: A Guide for Researchers in Management & Social Sciences*, New Delhi, PHI Learning Pvt. Ltd

4. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

Course Code: MSW 412

Course Name: Drug Abuse Prevention & Social Work

Credits Equivalent: 04 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- To develop the basic understanding about alcohol & drug abuse.
- To provide knowledge about harmful effects of substance abuse on individual.
- To develop an understanding about prevention & treatment of the substance abuse.
- To make the students understands about why and how a person gets addicted.
- To develop national & international understanding about different Protocols, Conventions, Acts and movements related to the substance use.
- Develop skills related with social work treatment and rehabilitation of the patients suffering with substance abuse.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continues Internal Assessment : 25%

Course Contents:

UNIT - I: Basic Concepts, Nature & Impact of Alcohol & Other Drugs (AOD) (8 Hours)

- Basic Concept & Definition: Drugs, Drug Abuse, Drug Dependency, Alcoholism & Addiction.
- Basic Concept of Drug Abuse, Drug Addiction & Alcoholism.
- Nature & Impact of Abusable Drugs.
- Effects & Health Risks: Stimulants, Hallucinogens, Sedatives or Depressants

UNIT - II: Causes, Treatment& Dependence (10 Hours)

- Causes& Problem of Alcohol Abuse
- Causes of Dependence & Addiction
- Treatment & Prevention: Historical Background & Current Context
- Treatment of Alcoholics
- From the Field: The Case Studies.

UNIT - III: Protocols, Conventions, Acts & Movements (10 Hours)

- Protocols & United Nations Conventions.
- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- Women & Anti-Liquor Movements.
- Role of Family & Peer Group in Drug Abuse.
- Prohibitions& Control over Drug Abuse.

UNIT - IV: Drug Abuse Management in India (6 Hours)

- Process and Stages of counselling
- Understanding addiction and behavioral pattern
- Limitation of Treatment & Rehabilitation Programmes.
- Suggestions for Intervention Programmes.
- Counselling room set up and Role plays and discussions on practical aspects

UNIT - V: The Role of Social Worker as a Change Agent (6 Hours)

- Definition, Concept & Basic Principals of counselling
- The Role of the Social Worker and Qualities of a counsellor.

- Impact of Drug Policies at the Micro-Level Intervention.
- Social Worker: A Change Agent

Prescribed Text Books:

1. Elizabeth A. Sehgal (2011), Professional Social Work, Jaipur, Rawat Publications.
2. Ahuja, Ram (2007,) Social Problems in India. Second Edition. Jaipur, Rawat Publications.
3. Charles, Molly(1999), Drug Culture in India: A street Ethnographic Study of Heroin Addiction in Bombay, Jaipur, Rawat Publications.

Suggested Extra Readings:

1. Goodman, A.(2007), Social Work with Drug and Substance Misusers,Jaipur, Rawat Publications.
2. Manning, P. (2007), Drugs and Popular Culture, Jaipur, Rawat Publications.

Course Code: MSW 414

Course Name: Social Security, Labour Welfare and Related legislations

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The Course is designed to

- Comprehend the concept and importance of Social security and welfare.
- Describe the various Social Security laws and Legislations.
- Social and labour related Legislations

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

Course contents:

UNIT I: Social Security (8 hours)

- Conceptual and Theoretical framework of Social Security
- Constituents of Social security: Social Insurance, social Assistance and Allied Schemes.
- Current Scenario of Social Security
- Growth of Social Security In India

UNIT II: Social Security Laws (8 hours)

- Workmen's Compensation Act, 1923
- Maternity Benefit Act, 1961
- Payment of Gratuity Act, 1972

UNIT III: Social Security Laws-2 (8 hours)

- Payment of Wages Act, 1936
- Employee's Provident Fund and Miscellaneous provision act, 1972
- Employee's State Insurance Act, 1946

UNIT IV: Labour Legislation (8 hours)

- Trade Union Act, 1926
- Industrial Disputes Act, 1947
- Contract Labour (Regulation And Abolition) Act, 1970
- Child labour (regulation & Prohibition) Act, 1986

UNIT V: Labour Welfare (8 hours)

- Concept, Principles & Approaches Of Labour Welfare
- Statutory and Non-Statutory Schemes Of Labour Welfare
- Safety, security and welfare measures of Factories Act, 1948:
- Role of Welfare Officer

Text Books:

- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalay Publishing House: Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)

Additional Readings:

- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities

Course Code: MSW 416

Course Name: Working with Urban Communities

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The Course is designed to

- To develop understanding of urban communities and their problems
- To gain comprehension about the programmes and schemes for urban communities
- To enable the students to practice of social work methods while working with urban communities

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

Course contents:

UNIT - I: Urban Communities and Urbanisation

(8

Hours)

- Urban Communities: Types and Features
- Level of Urbanisation and Urban Infrastructure in India
- Causes and Consequences of Urbanisation

- Slum: Concept, Factors Contributing to Slum Development, Consequences and Issues around Evictions and Relocation

UNIT – II:Urban Development in India

(8 Hours)

- Urban development programmes in India
- 74th Constitutional Amendment and the role of Urban Local Bodies
- Informal Economy, Self-Employment, Unorganised Sector and Entrepreneur Development
- Urban Housing and Right to Shelter

UNIT - III: Urban Governance in India

(8 Hours)

- History of local self-government – Municipal Government Composition –
- Structure- Functions – Personnel- Finance- Municipal Government and Problems in State administration.
- 74th amendments in the Indian Constitution: Provisions of the amendments- Structure, Functions and Programmes of Metropolitan development Authority. Limitations of metropolitan development authority

UNIT - IV: Programmes and Schemes for Urban Development

(8 Hours)

- Historical Analysis of Urban Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Urban Development of Government of India
- Overview of Operational Programmes and Schemes for Urban Development of Government of Himachal Pradesh

UNIT - V: Social Work Practice in Urban Communities

(8 Hours)

- Application of Social work methods in urban community practice
- Use of PRA Tools
- Role of NGOs in urban development

Text Books:

1. Nagpal. H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Blansett, K., Cahill, C. D., & Needham, A. (2022). Indian Cities: Histories of Indigenous Urbanization. University of Oklahoma Press.

Course Code:MSW 424**Course Name: Academic Writings**

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to

- To comprehend the importance of academic writing
- To improve the skills of academic writing.
- To write research reports and dissertation.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

Course Contents:**UNIT – I: Academic Writing (4 hours)**

- Academic Writing: Characteristics and Skills
- Abstracting, Paraphrasing and Summarising
- Drafting and Revising

UNIT – II: Types of Academic Writing (4 hours)

- Case Studies, Book Review, Chapter in Edited Book
- Research Reports: Structuring, Writing and Formatting

UNIT -III: Research Article (4 hours)

- Components of research article
- Quality of Research: Impact Factor, UGC List of Journals
- Communicating Research Findings

UNIT – IV: Journal Publication (4 hours)

- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Peer Review

UNIT – V: Academic Integrity and Plagiarism (4 hours)

- Plagiarism: Meaning and types
- HEI (UGC) Plagiarism Regulations, 2018

Prescribed Text Books:

1. Gupta, R. (2017). *A Course in Academic Writing*. Delhi: The Orient Blackswan.
2. Jesson, J; Matheson, L, and Lacey, F.M. (2011). *Doing Your Literature Review: Traditional and Systematic Techniques*. New Delhi: Sage Publishing.
3. Kanwaria, V.K. (2018). *Plagiarism, Citation and Referencing: Issues and Styles*. Delhi: Createspace Independent Pub.
American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.
Kanwaria, V.K. (2018). *Academic Writing, Anti-Plagiarism and Citations*. Delhi: Shipra Publications.
4. Pecorari, D. (2018). *Academic Writing and Plagiarism: A Linguistic Analysis*. New Delhi: Bloomsbury Academic India.

Course Code: MSW 425

Course Name: Paper Publications / Seminar-Conference Presentation at National Level

Credits Equivalent: 2 Credits

Learning Outcomes: The Course is designed to

- To publish quality research papers in peer reviewed journals
- To present the research findings in seminars and conferences

Evaluation Criteria: As per University guidelines issued from time to time

Course Code:MSW 456

Course Name: Data Analysis and Data interpretation based on Field Work Practicum - IV

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to:

1. To understand the different types of data collected from concurrent field work
2. To enable the students to enter and prepare data set for analysis
3. To tabulate and graphically represent the data
4. To analyse data using computer applications

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

Course Contents:

Unit –I: Basics Concept of Data (8 hours)

- Data: Definition and Types

- Classification of Data
- Storage of Data
- Data Entry in Computers

Unit –II: Data Processing and Tabulation (8 hours)

- Data Processing & Techniques of Data Processing
- Editing, Coding & Preparing a Master Chart
- Tabulation: Concept and Types
- Use of computer for Tabulation

Unit –III: Graphical representation of Data (8 hours)

- Graphic and Diagrammatic Presentation of Data
- Types of Graphs, Charts and Diagrams
- Use of Computer for Graphical Representation of Data
- One-dimensional, Two-dimensional and three-dimensional diagrams

Unit –IV: Quantitative Analysis (8 hours)

- Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson’s Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non-Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

Unit –V: Qualitative Analysis (8 hours)

- Data Analysis using Data Displays; Memoing & Coding; Textual Data Analysis
- Flow Charts, Pareto Charts, Ishikawa Charts, Non-Standard Charts, Logical Framework Analysis,

- In-Depth Analysis, Grounded Theory; Content Analysis, Oral History, Discourse Analysis
- Use of Computers in Qualitative Analysis, Mixed Method, Documentation & Writing Qualitative Research

Prescribed Text Books:

1. Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2011), *The Sage Handbook of Qualitative Research*, 4th Edition, Thousand Oaks, CA: Sage.
2. Grinnell, R. M., & Unrau, Y. A. (2018). *Social work research and evaluation: Foundations of evidence-based practice*. New York: Oxford University Press.
3. Krishnaswamy, O. R., and M. Ranganatham. 2010. *Methodology of Research in Social Sciences*. Mumbai: Himalaya Pub. House.
4. Rubin, A., & Babbie, E. R. (2017). *Research methods for social work*. Boston, MA: Cengage Learning

Course Code: MSW 472

Course Name: Dissertation, Presentation and Viva-voce

Credits Equivalent: 8 Credits

Dissertation

Dissertation is an integral part of the social work curriculum. All students enrolled in the MSW Programme will have to undertake the dissertation under the supervision of a faculty member of the department. This provides students an opportunity to apply their theoretical knowledge on social work research in practice.

Learning Outcomes:

1. To identify a broad area of research based related to social work
2. To identify a research topic and undertake review of literature on the topic.
3. To formulate research questions and research objectives
4. To design the research methodology
5. To design appropriate research tools and collect primary data
6. To analyse and interpret the data and submit the research report in the form of a dissertation.

Evaluation Criteria:

End Term Evaluation:200 **marks**

- **Components of Evaluation**
 - Attendance
 - Assessment of Dissertation
 - Evaluations of Presentation
 - Viva-voce

Annexure VI: Item SW-BoS-6/06.06: Approval of the Value Added Course to be offered by the Department of Social Work.

समाज कार्य विभाग



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश – १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



SYLLABUS

Value Added Course

Emerging Areas of Social Work Practice

**As per Recommendations of
National Education Policy: 2020**

25 September 2021

1. Value Added Courses (VAC):

- Department of Social Work will offer Value Added Courses (VAC) of 20 credits apart from their discipline-specific courses in each semester.
- These courses will be offered in a blended mode.
- Eligibility: Minimum School leaving certificate obtained after the successful completion of Grade 12 in any discipline.
- This course is also available for the students who are pursuing their Bachelor's and Master's Degree in CUHP.
- For this enrollment, the student has to pay the fee, which will be decided by the university.
- The student will have the option to complete this value-added course within the duration of 3 Years from the date of enrollment in the course.
- After successful completion of the said Value-Added Course, the student will be awarded Certificate by the university.
- Vocational Courses being offered by one Department will be considered as Value-Added Courses for the students of other Departments.
- The weightage is in the range of 60% for Theory and 40% for Practice.
- This VAC constitutes of FIVE courses. Each course is of 04 Credits.
- The courses are as follows:
 - Environment and Social Work
 - Working with Older Adults and People with Disability
 - Disaster Management
 - Field Work in Community Setting
 - Professional Field Work Practice

2.Course Structure:

S. No.	Name of the Course	Course Code	Credits
1.	Environment and Social Work	SWR 101	04
2.	Working with Older Adults and People with Disability	SWR 102	04
3.	Disaster Management	SWR 103	04
4.	Field Work in Community Setting	SWR 104	04
5.	Professional Field Work Practice	SWR 105	04

Course Code: SWR 101

Course Title: Environment and Social Work

Credits Equivalent: 04 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: Having successfully completed this course, a student should be able to:

- Understand the inter relatedness of human life, living organisms and environment.
- Understand the environment problems nature and impact of development initiatives.
- Examine the utilization and management of natural resources.
- Study the role of social work practice in dealing with environmental problems and in disaster management.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

Unit - I: Definition, Typology & Issues of Environmental Problems. (8 Hours)

- Definition & Typology of Environmental Problems.
- Environment and Natural Resources.
- Anthropogenic Impact on Environment & Climate Change - Global Warming, Acid Rain, Green House Effect etc.
- Environmental Pollution: Sources, Treatment, Prevention (Soil, Water, Air, Noise)

UNIT - II: Human Population & Environment (6 Hours)

- Population and Environment: Interrelatedness of Human Life, Living Organisms.
- Environmental & Human Health.
- Sustainable Development: Concept & Basic Aspects of Sustainable Development.

UNIT - III: Environmental Impact Assessment & Management (10 Hours)

- Environmental Impact Assessment (EIA)
- Environmental Management
- Biodiversity & Wildlife Parks: Planning & Management

- Recycle & Waste Treatment
- Waste Treatment; Tackling e-waste.

UNIT - IV: Environmental Protection Laws for Social Work (10 Hours)

- The Environment (Protection) Act, 1986 and Rules 1986
- The Wildlife Protection Act, 1972 Amended 1991
- The Forest (Conservation) Act, 1980
- Issues Involved in Enforcement of Environment Legislation.

UNIT - V: Social Work & Environment (6 Hours)

- Role of Governments, NGOs and People's Initiatives for Environment Protection.
- Environmental Audit & Green Accounting.
- Environmental Education
- Saving our Environment

Prescribed Text Books:

1. Tiwari, Vijay Kumar, (2010), A Textbook of Environmental Studies, Mumbai, Himalaya Publishing House.
2. Saxena, H.M. (2006), Environmental Studies, Jaipur; Rawat Publications.
3. Murthy, D.B.N., (2005), Environmental Planning and Management, New Delhi, Deep & Deep Publications.

Suggested Extra Readings:

1. Rao, P.S.B. (2007), Environment Management and Audit, New Delhi, Deep & Deep Publications.
2. Fisher, W.F., (1997), Towards Sustainable Development, Jaipur, Rawat Publications.

Course Code: SWR 102

Course Title: Working with Older Adults and People with Disability

Credits Equivalent: 04 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objective: Having successfully completed this course, a student should be able to:

- Understand the concept and phenomenon of aging in the life.
- Develop awareness of the historical evaluation of the problem of the aged in India.
- Develop an attitude of respect for this stage of life and belief in the potentialities of this stage of life.
- To make distinctive understanding of the theory and concepts related to Persons with Disability
- To gain insight into the emerging needs and problems of PwDs vis-à-vis services programs for them
- The nature of social work interventions with PwDs

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Concept of Aging

(10 Hours)

- Concept of Old Age, Ageism, Geriatrics, Gerontology and Process of Dying
- Historical Context of Ageing, Demography of the Aged in India
- Role of Social Worker in Age Care, Challenging Issues with Older People
- Biological, Sociological, Neurological and Psychological aspects
- Family and Aged Person, Society and Aged Persons
- Vulnerability and Abuse of Aged Persons

UNIT - II: Health Problem and Management of Old Age & Care Services: Institutional and Non Institutional

(10 Hours)

- Alzheimer's Disease, Dementia, Depression, Learning Disabilities
- Assessment Domains (Bio, Neuro, Psycho-Social and Spiritual),
- Mobile Health Services

- Recreation Centers
- Constitutionals and Legal Protections
- Welfare Schemes: Old Age Pension, Provident funds etc.
- Family Based Services Centers
- Community Services
- Old Age Homes

UNIT - IV:Disability: Conceptual Understanding

(10 Hours)

- Disability: Definition, Types and Classification
- Needs and Challenges of Persons with Disability (Focus on Women, Children and Marginalized Population)
- Impact of Disability: Family and Society
- Concept of Universal Design and Universal Access
- Prevention of Disabilities at Primary, Secondary and Tertiary Level
- Disability Etiquette

UNIT - V: Legal Framework and Community Based Rehabilitation

(10 Hours)

- Models of Disability: Charity Model, Medical Model, Social Model and Human Rights Model
- Rehabilitation: Vocational Training, Use of Technology and Life Skill Education
- Community Based Rehabilitation: Meaning and Principles Case Studies: Role of Social Worker in Prevention and Rehabilitation of PwD

Prescribed Text Books:

1. Crawford, Karin. (2007), Social Work with Older People, Jaipur, Rawat Publications.
2. Bhair, Thara. (2002), Ageing: Indian Perspective, New Delhi, Decent Publications.
3. Dandekar, Kumudini. (2000), Elderly in India, New Delhi, Sage Publications.
4. RCI (2014) Disability Development in India, Kanishka Publishers
5. Verma, R.K. (2014) Disability Perspective in Rehabilitation, Kanishka Publishers
6. Ghai, A.(2015) Rethinking Disability in India, Routledge

Suggested Extra Readings:

1. Bali, Arun, (2001), Care of Elderly in India, Shimla, Indian Institute of Advanced Studies.

Course Code: SWR 103

Course Title: Disaster Management

Credits Equivalent: 04 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes: The course is designed to:

- Develop understanding of disaster & disaster management.
- Acquire a critical perspective of the policy framework, institutional structures & programme for disaster management in India.
- Understand the process & techniques of empowering communities in disaster preparedness & mitigation.
- Learn the nature & scope of psychosocial care in disaster management.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%

Course Contents:

UNIT - I: Disasters: Meaning & Concepts **(8 Hours)**

- Concept & definition of Disaster, Hazard, Risk, and Vulnerability
- Forms of natural & man-made disasters.
- Developmental aspects of disasters.
- Vulnerability to disasters and vulnerable groups & communities.

UNIT - II: Disaster Management **(10 Hours)**

- Disaster Management cycle - components, paradigmatic shift in disaster management
- Integration of disaster management & development planning.
- Disaster management policy & programmes in India
- National Disaster Management Framework, Administrative, Institutional structure for Disaster Management. Techno-legal Framework.

- Stakeholder participation in Disaster Management.

UNIT - III: Disaster Preparedness

(8 Hours)

- Information, Education & Communication in Disaster Management
- Community based disaster preparedness (CBOP) & management (CBDM) – Components
- Capacity building of communities with Special emphasis on vulnerable communities/groups
- Preparation of CBDP plan, community-based risk management & response plans; building disaster resilient communities.
- Community participation in managing & mitigating disasters.

UNIT - IV: Assessment of Disasters

(6 Hours)

- Coordinating search & rescue; relief mobilization & management; evacuation & camp management.
- Contingency planning & crisis management.
- Rapid health assessment & emergency health management.
- Restoration & rehabilitation interventions, livelihood security & social justice concerns in disaster recovery & reconstruction, compensation & related issues in disaster management.

UNIT - V: Consequences of Disasters and Treatment of Victims

(10 Hours)

- Impact of disasters - Physical, Economic, Political, Psychosocial, Ecological & Others
- Mental health consequences of disaster; grief reactions, Post-traumatic stress disorders (PTSD)
- Principles & techniques of psycho-social care in post-disaster situations.
- Specific needs of vulnerable groups like Children, Women, Older persons & persons with disability.
- Post-trauma care & counseling including grief counseling with survivors. Social care of orphans, disabled & those facing destitution.

Prescribed Text Books:

1. Sundar, I., & Sezhiyan, T. (2007). Disaster management. New Delhi: Sarup & Sons.
2. Sharma, V.K. (ed.), Disaster Management, New Delhi: National Centre for Disaster Management, 1994.
3. Singh, S. K., Kundu, S. C., & Singh, S. (1998). Disaster management. New Delhi: Mittal Publications.

Course Code: SWR 104
Course Title: Field Work in Community Setting
Credits Equivalent: 04 Credits

Course Description:

This course is part of an initiative by the university wherein each department in the university has to offer a course that helps in making university education relevant to the local community and provide meaningful solutions through local interventions using locally available resources, skills and traditional knowledge. The purpose is to establish sustainable **university-community linkages** so that students get an exposure to real-life problems & issues and develop skills in formulating projects and proposals for experimenting workable solutions. The ultimate goal of the university/department is to foster a spirit of community engagement and scientific temper that initiates a process of change in the society and instils in the learner a sense of connectedness and ownership.

Learning Outcomes:

- To acquaint students with process of need-identification, identification of social issues & problem, undertake structured research in identified areas in the community and develop models of intervention.
- To undertake activities in the selected villages as part of Community Engagement Programme.
- To initiate a dynamic interaction between the University and local community to comprehend ideas for the betterment of the lives of the villagers.
- To sensitize students to the living conditions in rural areas and the cultural ethos of rural communities.
- To develop a comprehensive understanding of the demographic, socio-economic composition and felt needs of the villages.
- To design and implement interventions within the purview of the University in light of the felt needs.
- To generate awareness and sensitize the rural community about the Governmental schemes and programmes.
- To collect & collate, nurture and preserve indigenous knowledge leading to the promotion of the rich rural heritage.
- To create synergy between the rural needs & aspiration and to facilitate the bridging of the void between the 'book-view' (etic) and the 'field-view' (emic).
- To infuse the field insights into the teaching-learning and encourage pedagogical innovations

Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports and Presentations
- Assignments relating to fieldwork
- Viva-voce

Course Code: SWR 105

Course Name: Field Work in Agency Setting

Credits Equivalent: 04 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Learning Outcomes:

- Exposure of students to various welfare programmes and services through agency placement
- To understand the professional attributes of social work practice in agency setting
- To develop sensitivity towards the needs and problem of individual & families and professional attitude and skills to deal with them.
- To develop professional attitude conducive to deal with human problems.
- To learning to make use of professional relationship and referrals to help solve human problem.

Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- a. Attendance
- b. Assessment of field projects implemented
- c. Evaluation of fieldwork reports and Presentations
- d. Assignments relating to fieldwork
- e. Viva-voce

Agency Field Work Tasks:

1. Preparation of agency profile
2. Work with Volunteers and para-professional in the Agency / Community.
3. Relating to individual, and interacting (6-8), Families (5-6) and Group situation (1-2).
4. Assistance in taking social case history and / or programme planning for Group Activities.
5. Participation in execution of programme and activities of the Agency for Group Activities.
6. Identification and use of available resources in order to help Individual, Group and Families.
7. Study of self-help measures initiated by Individual and Families.
8. Official correspondence, maintenance of Record and participating in simple Administrative Tasks.
9. Review of field work experience.

