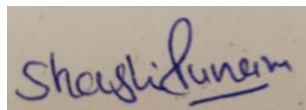


PROGRAMME OUTCOMES (POs) OF MASTER OF SOCIAL WORK

- **Disciplinary Knowledge:** To enable the learners to demonstrate an understanding of the various concepts, philosophical dimensions, values and ethics, principles, methods, skills and techniques associated with social work as a professional discipline.
- **Critical Thinking:** To enable the learners to demonstrate an ability to develop critical thinking and reflective practice in relation to the literature on social work, borrowed literature from the West or having a colonial lineage, field work practice, peoples/clients discourses, policy documents, reflecting on judgments of the judiciary in the context of social justice etc. Students should have the ability to develop coherent arguments to examine oppressive discourses. The ultimate purpose is to learn evidence-based practice and sustainable people-centric social work interventions.
- **Communication Skills:** To enable the learners to develop appropriate communication skills – written and oral – in expressing themselves while relating to their clients. They should be able to use multiple and appropriate media to communicate while working with individuals, groups, communities and organizations, policy makers and the government machinery. They should be able to reflect on their own discourses they had with their clients so as to act ethically & responsibly in future. Learners should develop skills in interviewing, active listening, developing appropriate content for dissemination, participatory interactions, analytical and critical presentation of information. Learners should also demonstrate comprehension skills in writing field work reports and maintaining field work records.
- **Problem Solving:** To enable the learners to build appropriate skills and competencies in oneself and in clients to understand the reasons behind personal problems and troubles, issues faced by specific social groups and communities, ability to develop scientific intervention plans based on the strengths of clients.
- **Analytical Reasoning:** To enable the learners to demonstrate the ability to verify the scientific base of data and information with a support of appropriate evidences. Learners have to develop skills in the application of constructivist research methodology to understand people's point of view.
- **Research Skills:** To enable the learners to develop and demonstrate the ability to conduct a scientific enquiry to understand clients strengths, problems and issues adopting a multi-dimensional perspective. Skills in conducting field-based surveys, qualitative research, application of participatory research methods, data analysis using computer applications in social sciences etc. Students should be able to develop research proposals, identify gaps in research through an extensive review of literature, able to practice ethical research methods, use multiple tools of data collection, practice triangulation and write a scientific research report based on evidences and active reflection at every stage of the research process.
- **Application of Indian Traditional Knowledge:** To enable the learners to develop the ability to discover, research, document century old reliable and practiced indigenous knowledge and knowledge systems. This will help respect one's own rich traditions and community-based sustainable practices and systems. A grounding or review of and interpretation of indigenous literature and recording oral traditions is essential to promote and propagate sustainable Indian knowledge and traditions of *seva*, social service, community and social life, Indian family systems, ecologically sound Indian belief systems, healthy practices that believe in physical,



mental and emotional well-being as practiced in earlier days in Indian society. Help learners to co-create literature in highlighting and practicing Indian Social Work.

- **Cooperation/Teamwork:** To train social work practitioners to understand the importance and value of working in teams in the company of professionals from other disciplines/specializations so that the clients' issues and concerns are best understood in a more comprehensive manner and from a holistic perspective. This will help entail sustainable solutions and effective practice.
- **Scientific Reasoning:** To enable the learners to develop the ability to apply scientific logic and reasoning based on empirical facts and evidences. However, peoples' perspectives should also be given due consideration from a constructivist perspective in research.
- **Reflective Thinking:** To enable the learners to use reflexive practice methods so that they evaluate every action of theirs in relation to their direct or indirect relationships with clientele populations. They should also demonstrate their ability to reflect upon government policy and programmes; governance; social structures and social processes that perpetuate issues like poverty, oppression, social injustices, environmental problems etc.
- **Information/Digital Literacy:** To enable the learners to develop and demonstrate to use ICT tools and techniques to acquire knowledge from multiple online platforms like Swayam and engage or reach-out to clients at large. They should also demonstrate the ability to be selective in the use of various sources of data or information in terms of reliability and verifiability. Appropriate software skills should be developed particularly those which are open source and are accessible to the common man.
- **Self-Directed Learning:** To enable the learners to inculcate with the interest to believe in self-learning that goes beyond classroom teaching. This can be done through the adoption of traditional, participatory and peer-evaluation practices of written assignments, presentations, field work assignments, field work projects, research projects, social work intervention plans, etc.
- **Multicultural Competencies:** To provide opportunities to the students to work in multicultural contexts and enable them to study and understand the importance of knowing people belonging to diverse cultures. Ability to practice in diverse social and cultural settings will help develop respect for other cultures, social contexts and social practices.
- **Moral and Ethical Awareness/Reasoning:** To enable the learners to develop a belief in the need to behave in a morally sound and ethically appropriate manner while in the company of clients or working for clients. Principles of objectivity and confidentiality have to be practiced judiciously keeping in view social realities and cultural diversities. The learners should have the ability to reflect on their personal biases and prejudices that may impact practice. They should be able to bridge the divide of personal and professional self.
- **Leadership Readiness/Qualities:** To enable the learners to learn and demonstrate the ability to work in teams and lead teams but adopting a participatory process. They should be technically competent and mentally fit to take up leadership roles to counter oppressive systems and forces. Essential qualities of planning, visioning, motivating, inspiring, guiding, managing people and resources, effective practice etc. have to be adequately developed and demonstrated in the classroom and field work setting.
- **Lifelong Learning:** To enable the learners to believe in the principle and need for self-study and to constantly upgrade and update oneself in terms of knowledge, skills and appropriate attitude

keeping in view changing times and new social issues and problems have to be established as an outcome of training in social work. Knowledge of diverse sources of information and learning is also essential.

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PROGRAMME SPECIFIC OUTCOMES (PSOs) OF MASTER OF SOCIAL WORK

- To develop a cadre of social work professionals who have the right knowledge, skills and professional attitudes to work with various client groups and populations, especially the poor, the oppressed and disadvantaged.
- To imbibe students with the values of social work i.e. service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence
- To train the students in appreciating the need and importance of ethical practice and ethical behaviour while working with various clientele populations and organizations served.
- To develop in students a thorough & critical understanding of various concepts related to social problems, social issues, social development, social welfare, mental & public health, counselling & therapeutic interventions.
- To develop trained social work professionals who shall cater to the development and welfare sector of the state and country.
- To enable students to design and implement work interventions based on Indian traditional knowledge at various levels and in diverse settings of social work practice.
- To develop skills in problem-solving, problem assessment, analytical and critical abilities, data analysis using computer software, recording, report-writing, presentation, etc.
- To develop leadership skills in the trainees to act as leaders in initiating various development programmes and projects that will lead to effective implementation of interventions in the field setting.

Shashi Kumar

1. Course Structure:

| Semester | Name of the Course | Type of Course | Course Code | Credits |
|----------|--|-------------------------|-------------|---------|
| I | Social Science Concepts for Social Work | Major Course (IDC) | MSW 401 | 02 |
| | Introduction to Social Work Theory and Practice | Major Course (IDC) | MSW 407 | 02 |
| | History Philosophy and Fields of Social Work | Major Course | MSW 402 | 04 |
| | Methods of Social Work: Social Casework | Major Course | MSW 403* | 04 |
| | Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork | Minor Course | MSW 421* | 04 |
| | School Social Work and Counselling | Vocational / Skill | MSW 451* | 04 |
| | NGO Management | Vocational / Skill | MSW 452* | 04 |
| | Project Formulation | Vocational / Skill | MSW 453* | 04 |
| | Indian Knowledge System | IKS: University Wide | MSW 481 | 02 |
| II | Administration of Welfare Services | Major Course (IDC) | MSW 408 | 02 |
| | Environment and Social Work | Major Course (IDC) | MSW 409 | 02 |
| | Methods of Social Work: Social Group Work | Major Course | MSW 404* | 04 |
| | Methods of Social Work: Community Organization and Social Action | Major Course | MSW 405* | 04 |
| | Methods of Social Work: Social Work Administration | Major Course | MSW 406* | 04 |
| | Methods of Social Work: Social Work Administration | Major Course | MSW 410* | 02 |
| | Field Work Practicum - II: Concurrent Field Work and Educational Tour | Minor Course | MSW 422* | 04 |
| | Block Placement Training | Vocational / Skill | MSW 454* | 02 |
| | Indian Knowledge System: Social Work | IKS: Departmental | MSW 482 | 02 |
| III | Dynamics of Human Behaviour | Major Course (Elective) | MSW 411 | 04 |

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| | Human Resource Management and Industrial Relations | Specialisation) | MSW 413* | 04 |
| | Working with Rural & Tribal Communities | | MSW 415* | 04 |
| | Research Methodology | Minor Course | MSW 423 | 04 |
| | Software based Data Analysis | Vocational / Skill | MSW 455 | 04 |
| | 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 |
| | Academic Writings | Minor Course (Theory) | MSW 424 | 02 |
| | Paper Publications / Seminar-Conference Presentation at National Level | Minor Course (Practical) | MSW 425 | 02 |
| | Data Analysis and Interpretation based on Field Work Practicum - IV | Vocational / Skill | MSW 456* | 04 |
| | 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 | Degree |

Shashi Kumar

| | | | | |
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| | | | courses offered in 1st to 4th Semesters. | |
| 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

Credits: 02

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.*)

Course Objectives: 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

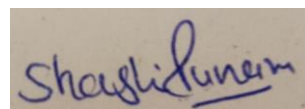
Course Outcomes: This course is offered to the students of other departments as an inter-disciplinary course. After this course the student will be in a position to understand the major social science concepts necessary for social work practice. This will also gain theoretical understanding of various socio-psychological phenomenon. This will enable them to understand the importance of theory in design and implement social work interventions for individuals, groups and 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:

- Mid Term Examination: 20%
- End Term Examination: 60%



- Continuous Internal Assessment: 20%

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

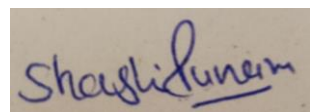
UNIT- IV: Human Psychological (4 Hours)

- 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 Textbooks:



1. Nagla, B. K. (2008). Indian Sociological Thought (Illustrated ed.). Rawat Publications
2. Johnson, Harry M. (2007), 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 407

Course Credit: 02

Course Name: Introduction to Social Work Theory and Practice

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 Objectives: The course is designed to

- Become familiar with the values and philosophy of social work profession
- Understand and differentiate social work and other related terms
- Understand the various methods of social work profession
- Understand the nature of social work practice in different settings

Course Outcomes: This course is offered to the students of other departments as an interdisciplinary course. After this course the student will learn the origin and development of social work as a profession. The student will be acquainted with the ethical concerns associated with social work practice. The student will be familiarised with the professional status of social work in India and the methods of social work practice. The student will understand the role of social worker in diverse settings

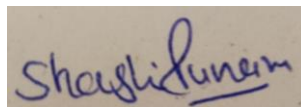
Attendance Requirements:

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment (CIA): 20%



Course Contents:

Unit I: Introduction to Social Work Profession (4 Hours)

- Social Work: Definition, Philosophy and Purpose
- Historical Development of Social Work Profession
- Values, Principles and Ethical Concerns
- The National Commission for Allied and Healthcare Professions Act, 2021
- Social Work and other Social Science Disciplines

Unit II: Methods of Social Work Practice (4 Hours)

- Introduction to Primary Methods
- Introduction to Secondary Methods

Unit III: Social Work and NGOs (4 Hours)

- Non-Governmental Organisation: Concept and Types
- Functions of Non-Governmental Organisations
- Introduction to NGO Registration

Unit IV: Social Work Practice Areas-I (4 Hours)

- Community Development: Rural and Urban
- Family and Child Welfare
- Addiction and Counselling
- Psychiatric and Medical Social Work

Unit V: Social Work Practice Areas -II (4 Hours)

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

Prescribed Textbooks:

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

Course Code: MSW 402

Credits: 04

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.)*

Course Objectives: 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

Course Outcomes: After this course the student will be in a position to understand theoretical framework of social work profession. After this course the students will learn the origin and development of social work as a profession. The students will be acquainted with the ethical concerns associated with social work practice. The students will be familiarised with the professional status of social work in India and in western countries. This course will enrich the methods of social work practice. The students will understand the role of social worker in diverse settings.

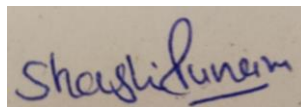
Attendance Requirements:

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: 20%



2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

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

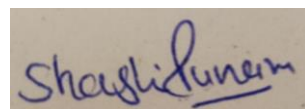
Unit IV: Social Work Practice Areas-I (8 Hours)

- 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 Textbooks:



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

Credits: 04

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.)*

Course Objectives: The course is designed to:

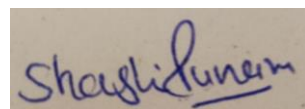
- To gain theoretical understanding of working with individuals.
- To study social case work as one of the primary methods of social work
- To understand the client-based study and interventions

Course Outcomes: After this course the student will be in a position to understand the historical development of social casework as a method of social work practice. The students will learn about the principles and process associated with social case work. By gaining an understanding of the therapeutic approaches to social case work, the student will be able to practice social case work in diverse 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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



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
- Assessment
- 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

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Prescribed Textbooks:

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

Course Code: MSW 421

Credits: 04

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

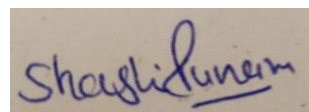
Course Objectives: The course is designed to

- To acquaint students with various settings of social work practice
- To enable them to practice the skills essential for social work practice
- To enable the students to apply social science concepts to social work practice
- Develop the ability to observe and analyse social realities understand the characteristics of Social systems and their dynamics;
- Appreciate society's response to people's needs, problems and social issues;
- Develop the ability to recognise the need for new programs initiated & participate in them;
- Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
- Develop the capacity self-direction growth and change through self-awareness;
- 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.

Course Outcomes: After this course the student will be in a position to understand the scope of social work practice in the diverse settings of social work practice. They will understand the problems faced by social workers in these settings. They will observe professional social workers practice the methods of social work. They will also get an opportunity to practice their skills in real life situations. The students will also learn the application of social work theory into practice.

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.

Curricular Components & Requirements:

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

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|-----------------------------------|--|
| <p>Orientation:</p> | <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 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</p> | <ul style="list-style-type: none"> • Rural & Urban Communities: For concurrent field work practice, |

Shashi Kumar

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| <p>Field Work in:</p> | <p>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.</p> <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. |
| <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 |

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| | <p>& social issues; community initiatives, community resources & facilities; organisational structures, organizational culture & group dynamics in agencies; implementation of government programmes; etc.</p> <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. |

| | |
|--|---|
| | <ul style="list-style-type: none">• 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:

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

Shashi Kumar

Course Code: MSW 451

Credits: 04

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.)*

Course Objectives: 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

Course Outcomes: After this course the student will be in a position to understand the scope of social work practice in school settings. They will be able to practice the methods of social work in the school settings. They will be able to engage with major issues associated with schools in India like enrolment, drop-out. They will be able to work within the framework of the National Education Policy 2020.

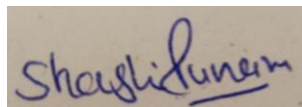
Evaluation Criteria:

1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

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

Credits: 04

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.)*

Course Objectives: 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.

Course Outcomes: After this course the student will be in a position to understand the major concepts necessary for NGO management. The students will understand the basic difference between Society, Trust and Corporate led CSR concept. They will know about the typology of NGOs. Student will be capable of registering her/his own NGO and manage various legal and logistical requirements. They will understand the tax exemption laws, proposal writing, budgeting and fund raising.

Evaluation Criteria:

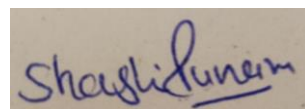
1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment (CIA): 20%

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 Textbooks:

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

Shashi Kumar

Course Code: MSW 453

Credits: 04

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.)

Course Objective: 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.

Course Outcomes: After this course the student will be in a position to understand the importance of project formulation in social work practice. They will understand the concepts associated with project formulation. They will be able to prepare projects of various kinds like implementation projects, evaluation projects etc as per the requirements of Government departments, funding agencies and Corporate Houses. They will also be able to seek funding and write the project reports.

Evaluation Criteria:

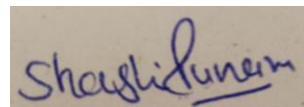
1. Mid Term Examination: 20%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 20%

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.

Shashi Kumar

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.

Prescribed Textbooks:

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

Credits: 02

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 Objectives: The course is designed to

- Creating awareness amongst the youths about the true history and rich culture of the country;
- Understanding the scientific value of the tradition and culture of the Bhārata;
- Promoting the youths to do research in the various fields of Bhāratīya knowledge tradition;
- Converting the Bhāratīya wisdom into the applied aspect of the modern scientific paradigm;

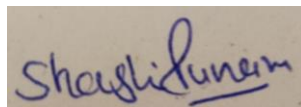
Course Outcomes: After this course the student will be in a position to understand the de-colonised perspective of Indian history. This will enable them to understand how knowledge was produced and transmitted in ancient India. Given the nature of course and diversity of the learners' fields, the course is designed to provide a broad-spectrum of Bhāratīya knowledge system They will be acquainted with the rich tradition of Indian science and arts. It is also believed that after completion of this course the students will get a holistic insight into the understanding the working of nature and 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: 20%



2. End Term Examination: 50%
3. Continuous Internal Assessment: 20%

Course Contents:

Unit -I: Bharatiya Civilization and Development of Knowledge System (4 hours)

Antiquity of civilization, Discovery of the Saraswati River, the Saraswati-Sindhu Civilization, Traditional Knowledge System, The Vedas, School of Philosophy (6+3), Ancient Education System, the Taksaila University, the Nalanda University

Unit-II: Arts, Literature, and Scholars in Ancient Bharat(4 hours)

Art, Music, and Dance, Nataraja- A Masterpiece of Bharatiya Art, Literature, Life and works of Agastya, Lopamudra, Ghosa, Valmfki, Patahjali, Vedavyasa, Yajhavalkya, Gargi, Caraka, Sushruta, Kanada, Kautilya, Panini, Thiruvalluvar, Aryabhata, Bhaskaracarya, Madhavacarya.

Unit-III: Ancient Bhartiya Contribution towards Science & Mathematics (4 hours)

Sage Agastya's Model of Battery, Vedic Cosmology and Modern Concepts, Concept of Zero and Pi, Number System, Pythagoras Theorem and Vedic Mathematics; Kerala School for Mathematics and History of Culture of Astronomy, Astronomical Calculation of day, year and Yuga.

Unit-IV: Ancient Bhartiya Engineering, Technology & Architecture(4 hours)

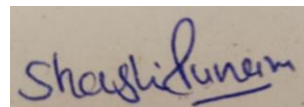
Pre-Harappan and Sindhu Valley Civilization, Juices, Dyes, Paints and Cements, Glass and Pottery, Metallurgy, Iron Pillar of Delhi, Rakhigarhi, Mehrgarh, Sindhu Valley Civilization, Marine Technology, and Bet-Dwarka.

Unit-V: Ancient Bhartiya Contribution in Environment & Health (4 hours)

Ethnic Studies, Life Science in Plants, Agriculture, Ecology and Environment, Ayurveda, Integrated Approach to Healthcare, Surgery, and Yoga, etc.

Prescribed Textbooks:

1. Chauhan, B.C. (2021). *Textbook on The Knowledge System of Bhārata*.
2. Raha, S. *History of Science in India*. Volume-1, Part-I, Part-II, Volume VIII.
3. National Academy of Sciences, India and The Ramkrishan Mission Institute of Culture, Kolkata (2014).
4. Kohli, P. (2006). *Pride of India- A Glimpse of India's Scientific Heritage*. Sanskar Bharti.



Course Code: MSW 408

Credits: 02

Course Name: Administration of Welfare Services

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 Objectives: The course is designed to

- Develop understanding of welfare and related concepts
- Understand various components of social welfare administration
- Understand the legislative framework for registration of various welfare organisations

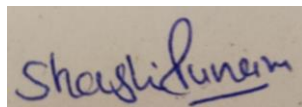
Course Outcomes: This course is offered to the students of other departments as an inter-disciplinary course. After this course the student will be in a position to understand the major concepts related to social welfare administration. They will gain an understanding of the major legislations pertaining to welfare administration in India. They will be able to register a welfare organisation and seek funds from various agencies to undertake welfare activities. They will be able to manage the various activities related with a development organisation.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



Course Contents:

UNIT - I: Conceptual Understanding

(4 Hours)

- Social Welfare Administration: Nature and Scope
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services

UNIT - II: Components of Administration

(4 Hours)

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting

UNIT - III: Structure of Social Welfare Administration

(4 Hours)

- Administrative structure at Central&State Level
- 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(4 Hours)

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)

UNIT – V Project Planning and Development

(4 Hours)

- Project Formulation: objectives and Stages
- Funding-raising, grant-in-aid

Prescribed Textbooks:

1. GoelS.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.
3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.

Shashi Kumar

4. Bean, Philip, Approaches to Welfare, Routledge&keganPaul: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 409

Credits: 02

Course Name: Environment and Social Work

Credits Equivalent: 02 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 Objectives: The course is designed to

- Understand the connectedness between human life, living organisms and environment.
- Understand the environment problems nature and impact of development initiatives.
- Examine the utilization and management of natural resources.

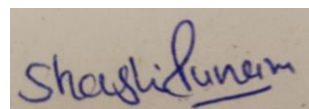
Course Outcome: This course is offered to the students of other departments as an interdisciplinary course. After this course the student will be in a position to the major environmental concerns and the impact of human activities on environment. They will be acquainted with the concept of sustainable development and its importance in present times. They will be acquainted with the fundamentals of environmental impact assessment. They will be familiar with the major legislations related to environment protection in India. They will gain an understanding of the work done by Government and various organisations towards environment protection.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



Course Contents:

Unit - I: Definition, Typology & Issues of Environmental Problems. (4 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 (4 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 (4 Hours)

- Environmental Impact Assessment (EIA)
- Biodiversity & Wildlife Parks: Planning & Management
- Recycle & Waste Treatment

UNIT - IV: Environmental Protection Laws for Social Work (4 Hours)

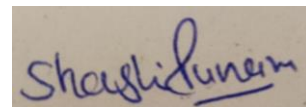
- The Environment (Protection) Act, 1986 and Rules 1986
- The Wildlife Protection Act, 1972 Amended 1991
- The Forest (Conservation) Act, 1980

UNIT - V: Social Work & Environment (4 Hours)

- Role of Governments, NGOs and People's Initiatives for Environment Protection.
- Environmental Education

Prescribed Textbooks:

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: MSW 404

Credits: 04

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.)*

Course Objectives: The course is designed 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

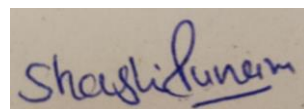
Course Outcomes: After this course the student will be in a position to understand the major social science concepts necessary for social work practice. Apart from understanding the basic intricacies about concept, definition, theories, types, development of social group work, the student will develop the attitude and skills of intervening with the group conflict, group process. A student will be able to appraise the group development and evaluate it.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment (CIA): 20%



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 Textbooks:

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

Course Code: MSW 405

Credits: 04

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

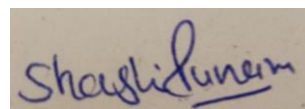
Credits Equivalent: *4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/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

Course Objectives: The course is designed 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

Course Outline: After this course the student will be in a position to fulfill the basic minimum requirement of social work education at post-graduate level, as this course is one of the primary methods of social work profession according to international as well as national course curriculum design. This course will broaden the scope of students' placement because many organisations while recruiting social worker in community development projects demands this course a mandate during MSW program. This course will develop perspective and skills for participatory processes in the community and civil society. After studying this course student will be able to understand community organization and social action as the basic methods of social work. They will also be acquainted with their role as community organizer. Students will be able to equip themselves with participatory approach and strategies in community organization and development.

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: 20%
3. End Term Examination: 60%
4. Continuous Internal Assessment: 20%

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)

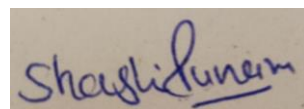
- Community Organization: Definition, concept and
- Steps in Community Organization
- Basic Assumptions of Community Organization
- Principles and Skills of Community Organization

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 NGOs
- 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 Textbooks:

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

Credits: 04

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.*)

Course Objectives: The course is designed 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.

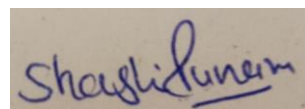
Course Outcomes: After this course the student will be in a position to understand the theories underpinning practice of social welfare administration. They will gain an understanding of the major legislations pertaining to welfare administration in India. They will be acquainted with the process associated with the various aspects of development organisation. They will be able to design funding strategies for various organisations. They will be able to write projects for development organisations and manage these projects. This course is will pave the way for the students to gain employment in development sector organisations.

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:

4. Mid Term Examination: 20%
5. End Term Examination: 60%



6. Continuous Internal Assessment: 20%

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.

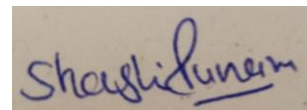
UNIT - III: Structure of Social Welfare Administration (8 Hours)

- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD)
- Administrative structure of NGOs engaged in provision of human services

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 – V: Project Planning and Development (8 Hours)



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

Prescribed Textbooks:

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.
3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Approaches to Welfare, Routledge: 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 410

Credits: 02

Course Name: Methods of Social Work: Social Welfare Administration

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 Objectives: The course is designed 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.

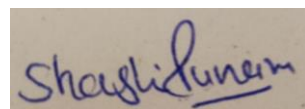
Course Outcomes: After this course the student will be in a position to understand the theories underpinning practice of social welfare administration. They will gain an understanding of the major legislations pertaining to welfare administration in India. They will be acquainted with the process associated with the various aspects of development organisation. They will be able to design funding strategies for various organisations. They will be able to write projects for development organisations and manage these projects. This course is will pave the way for the students to gain employment in development sector organisations.

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:

7. Mid Term Examination: 20%
8. End Term Examination: 60%



9. Continuous Internal Assessment: 20%

Course Contents:

UNIT - I: Conceptual Understanding (4 Hours)

- Social Welfare Administration: Nature and Scope
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services, Public administration

UNIT - II: Components of Administration (4 Hours)

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting
- Monitoring and Evaluation

UNIT - III: Structure of Social Welfare Administration (4 Hours)

- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE)
- Administrative structure of NGOs engaged in provision of human services

UNIT - IV: Legislative Framework for Formation of Development Organization(4 Hours)

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

UNIT – V: Project Planning and Development (4 Hours)

- Project Formulation: Objectives and Stages
- Funding-raising, grant-in-aid

Prescribed Textbooks:

1. Goel, S.L; Jain, R.K., Social Welfare Administration Vol.2,Deep &Deep Publications: New Delhi 1998.

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2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.
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

Credits: 04

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

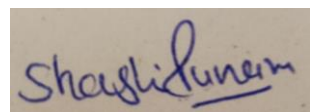
Course Objectives: The course is designed to

- To enable the students to practice methods of social work practice in various settings
- To enable them to practice the skills essential for social work practice
- To enable the students to develop the skills of critical analysis
- To enable the students to plan, design, implement and evaluate interventions in their respective field work setting
- Develop the critical abilities to understand social realities and community dynamics;
- Appreciate society's response to people's needs, problems and social issues;
- Use human rights perspective to understand various forms of injustice prevailing in society and the need for equity in all interventions;
- Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
- Develop the capacity self-direction growth and change through self-awareness;
- 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.

Course Outcomes: After this course the student will gain a hands-on experience of social work practice. They will understand the various activities undertaken by social workers in the organisation they are placed for their field work. They will also gain an understanding of the community setting. They will learn how to interact with clients and initiate the social work process. They will also get an opportunity to practice their skills in social work settings. This course will prepare them to seek employment in various organisations.

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.

Curricular Components & Requirements:

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

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| <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. • 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. 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> |
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| | |
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| | <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 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 |

| | |
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| | <p>convenience of the department and the respective faculty/fieldwork supervisor.</p> <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

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Course Code: MSW 454

Credits: 02

Course Name: Block Placement Training

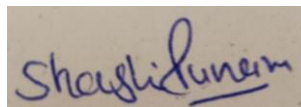
Course Objectives: The course is designed to

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;

Course Outcomes: After this course the student will understand the manner in which organisations implement social work projects. They will learn about the various facets of office management. They will be trained under the supervision of an agency supervisor to practice methods of social work with individuals, groups & communities. They will be able to evaluate their intervention and write a report. This course will enable the students to develop into professionals and pave the way for their future employment in various organisations.

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.



Evaluation Criteria:

End Term Evaluation (for maximum 100 marks)

- **Components of Evaluation**

- Attendance
- Assessment of Block Placement Report
- Evaluations of Presentation on work done during block placement
- Viva-voce

Course Code: MSW 482

Credits: 02

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.*)

Course Objectives: The course is designed to

- Develop an understanding about the traditional knowledge of Bharat relevant for social work practice.
- Acquire the knowledge of traditional social systems of Bharat and understand their relevance for social work practice in the present times.
- Familiarise with the social thinkers of Bharat and the application of their theories in social work practice
- Acquire the skills for the practice of social work using the traditional knowledge.

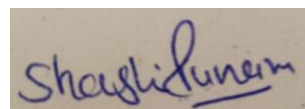
Course Outcomes: After this course the student will be in a position to understand the depth of traditional knowledge of Bharat. They will be acquainted with the major texts and thinkers of Bharat relevant for social work practice. They will be able to integrate these theories in social work practice with individuals, groups, and 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: 20%



2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

Course Contents:

Unit - I: Concepts and texts of Bharat related to social work (04 Hours)

- 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 (04 Hours)

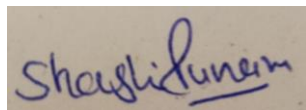
Gautam Buddha, Guru Nanak, Govind Sadashiv Ghurye, Shyama Charan Dube, M.N.Srinivas, IrawatiKarve, Dr. Bhimrao Ramji Ambedkar, Brij Raj Chauhan, Swami Vivekananda, Shri Aurobindo, Deendayal Upadhyaya, Nanaji Deshmukh.

Unit - III: Women and Family in the Context of Bharat (04 Hours)

- Women education in ancient Bharat
- Rishikas and their position in Bharatiasociety
- Women Warriors of Bharat
- Family System of Bharat: Importance and challenges

Unit –IV: Indian Perspectives of Psychology (04 Hours)

- 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

(04 Hours)

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

Prescribed Textbooks:

- 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 (हिंदीभाष्यसहित 487, अर्थवानप्रस्थआश्रमज्वालापुर (हरिद्वार)
- Shrimad Bhagwat Geeta

Course Code: MSW 411

Credits: 04

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.)*

Course Objectives: 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.

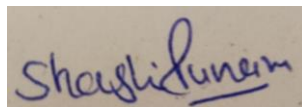
Course Outcomes: After this course the student will be in a position to understand the theories of human behaviour, its socio-cultural Environment, growth & development. They will learn about the psychological process, mental health, abnormal psychology, and social psychological aspects of human behavior.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



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

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- Etiological Factors of Mental Illness
- Types of Mental Disorders: Neurosis and Psychosis
- Therapeutic Process: Counselling and Therapies

UNIT – V: Social Psychology

(8 Hours)

- 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 Textbooks:

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
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

Credits: 04

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.*)

Course Objectives: 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.

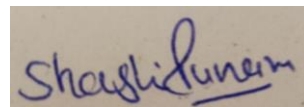
Course Outcomes: After this course the student will be in a position to understand the basic concepts of Human Resource Management, Human Resource Development and Industrial Relations particularly in the context of Social Work domain. After this course students will be acquainted with the organization settings, organizational behavior, employer-employee role and functions in an organisation. The course is designed to make students learn the employer and employee relationship and its management in an organisation. This course is the basic course in the bouquet of an elective specialisation of HRM.

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: 20%
5. End Term Examination: 60%
6. Continuous Internal Assessment: 20%



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)

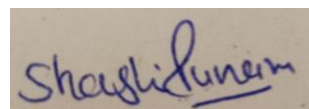
- Job analysis and Job Design
- Job evaluation: objectives and methods
- Wage determination: Factors, Principles and Theories.

UNIT V: Industrial Relations (8 hours)

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

Prescribed Textbooks:

1. Saiyadain, M. S. (2003). *Organisational behaviour*. Tata McGraw-Hill Education.
2. Rao, T. V. (1986). *Recent experiences in human resources development*.



3. Pettinger, R. (2013). Introduction to management.
4. Pettinger, R. (2000). *The future of industrial relations*. Thomson Learning
5. Pareek, U. (2006). *Designing And Managing Human Resource Systems, 3/E*. Oxford and IBH publishing.
6. Flippo, E. B. (1976). *Principles of personnel management*. McGraw-Hill.

Course Code: MSW 415

Credits: 04

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.)

Course Objectives: The course is designed to

- Understand the characteristics of rural and tribal communities
- Understand the challenges of working with rural and tribal communities
- Understand the Government programmes for rural and tribal communities
- Understand the structure and function of Panchayati Raj Institutions in India
- Understand the scope of social work practice with rural and tribal communities

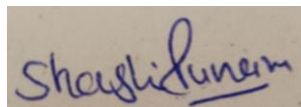
Course Outcomes: After this course the student will be in a position to understand the functioning of the Panchayati Raj Institutions and the various Government schemes related to rural and tribal development. This course will be beneficial for them while working as a community organiser in rural and tribal community settings. This course will open employment avenues for students in the development organisations and corporate social responsibility projects.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



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 Textbooks:

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

Credits: 04

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.*)

Course Objectives: The course is designed to

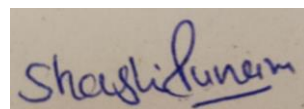
- Develop an understanding about the scientific approach to human inquiry.
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice.
- Develop attitudes and skills appropriate for research.
- Acquire the skills for data analyses and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

Course Outcomes: After this course the student will be in a position to understand the scientific approach to human inquiry. After this course the student will learn and develop attitudes and skills appropriate for research. The student will be acquainted with the ethical concerns associated with social work research. The student will understand the importance of research in addressing encountered by social work professionals in diverse settings. Students will acquire skills for planning the research, data collections, analysis and report writing. This will help them in seeking employment in research organisations.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



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 Textbooks:

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

Credits: 04

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.*)

Course Objectives: The course is designed to

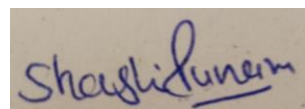
- Develop an understanding about the use of computers in social work research
- To gain an understanding of the various software used in quantitative data analysis
- To gain an understanding of the various software used in qualitative data analysis

Course Outcomes: After this course the student will be in a position to understand the importance and application of computer-based analysis. They will be acquainted with the fundamentals of computer hardware and software. This course will enable the students to use both paid and open source computer software for data entry and analysis. This will enhance the efficiency of students as data analysts. This course will prepare them to work in research organisations.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



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 Textbooks:

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.
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: MSW 471

Credits: 08

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

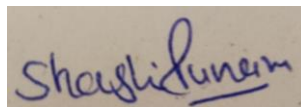
Course Objectives: The course is designed to

- 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

Course Outcomes: After this course the student will be in a position to understand the process of review of literature and its significance in social work research. The students will be trained to review literature relevant to their concurrent field work setting. This will enable them to undertake similar exercises while preparing projects for their organisation. They will learn to position social work research within the broad area of social work practice. They will develop the skills of proposal writing and presentation. This will also develop their critical abilities to understand social realities and community dynamics. They will also learn to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics.

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: 20%
- End Term Examination: 60%
- Continuous Internal Assessment: 20%

Course Contents:

Unit -I: 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)

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- Research Proposal: Meaning and Importance
- Format and structure of research proposal
- Components of research proposal
- Ethics of writing research proposal

Prescribed Textbooks:

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

Credits: 04

Course Name: Drug Abuse Prevention & 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.)*

Course Objectives: The course is designed to

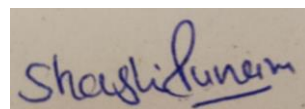
- To develop the basic understanding about alcohol & drug abuse.
- To provide knowledge about harmful effects of substance abuse on individual.
- To develop an understanding about prevention & treatment of the substance abuse.
- To make the students understands about why and how a person gets addicted.
- 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.

Course Outcomes: After this course the student will be in a position to understand the basic concept of drug de-addiction. They will learn about the socio-psychological perspectives associated with this issue. Students will be appraised about causes, treatment & dependence caused by the addiction. Protocols, Conventions & Legislations Acts will be focused upon. The students will learn the role of a social worker in drug de-addiction and in the 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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

Course Contents:

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

- 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
- Case Studies from the Field

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

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

(6 Hours)

- Definition, concept & basic Principles 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 Textbooks:

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

Course Code: MSW 414

Credits: 04

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.)*

Course Objectives: 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

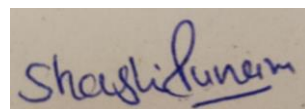
Course Outcomes: This is a part of the specialisation (HRM) offered by department. After this course the student will be in a position to understand the social welfare measures, social security concept, principles and related legislations. The course is designed in a way that it covers the UGC-NET (Social Work) syllabus. Through this course the students will be acquainted with the role and responsibilities of a Labour Welfare Officer. This enable them to seek employment as labor welfare officers or in HR officers in various industries. The core principles of social work profession will be blended in imparting labour related issues, concerns and applicability.

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



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-I (8 hours)

- Workmen's Compensation Act,1923
- Maternity Benefit Act,1961
- Payment of Gratuity Act,1972

Unit III: Social Security Laws-II (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 Legislations (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

Prescribed Textbooks:

Shashi Kumar

- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing House: Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)
- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities

Course Code: MSW 416

Credits: 04

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.)*

Course Objectives: 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

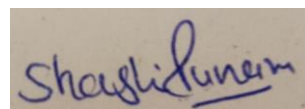
Course Outcomes: After this course the student will be in a position to understand the role of a social worker in urban communities. They will gain the theoretical understanding of issues like urban poverty and migration which will enable them to design effective social interventions as social work professionals. They will learn about the functioning of urban local bodies. They will learn the skills of conducting participatory exercises in urban communities and will be prepared to find employment in various organisations working on issues related to 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: 20%
5. End Term Examination: 60%
6. Continuous Internal Assessment: 20%



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

Shashi Kumar

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

Prescribed Textbooks:

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

Credits: 02

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.)*

Course Objectives: 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.

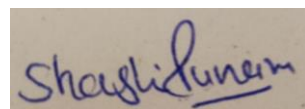
Course Outcomes: After this course the student will be in a position to understand the various aspects of academic writing. They will know how to draft various academic papers. This course will provide them with an opportunity to practice skills of academic writing like paraphrasing, summarising drafting etc. They will also understand the ethical concerns associated with academic writing. They will be familiarised with the process of academic publication. This course will enhance their skills of writing research and projects reports as social work professionals.

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: 20%
- End Term Examination: 60%



- Continuous Internal Assessment: 20%

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)

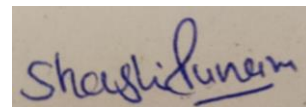
- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Peer Review

Unit – V: Academic Integrity and Plagiarism (4 hours)

- Plagiarism: Meaning and types
- HEI (UGC) Plagiarism Regulations, 2018

Prescribed Textbooks:

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.

Course Code: MSW 425

Credits: 02

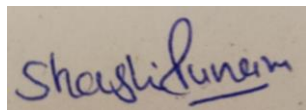
Course Name: Paper Publications / Seminar-Conference Presentation at National Level

Course Objectives: The course is designed to

- To publish quality research papers in peer reviewed journals
- To present the research findings in seminars and conferences

Course Outcomes: After this course the student will be in a position to understand the various processes associated with publication of academic writing. They will understand the importance of publication in indexed journals. They will learn how to communicate with journal editors and make suggested changes in their manuscript. They will also acquire the skill of preparing seminar abstracts, making presentations and presenting their research findings.

Evaluation Criteria: As per University guidelines issued from time to time

A handwritten signature in blue ink, reading "Shashi Kumar", is located in the bottom right corner of the page. The signature is written in a cursive style with a horizontal line underneath the name.

Course Code: MSW 456

Credits: 04

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.)

Course Objectives: 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

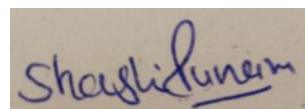
Course Outcomes: This course is based on the research undertaken by students in their respective concurrent fieldwork setting. After this course the student will learn the steps associated with data analysis. They will get a hands-on training of data entry and cleaning. They will learn how to prepare code books for both qualitative and quantitative data. They will also learn the usage of computer applications for data analysis. This course will teach them the statistical tools of data analysis and various ways of data presentation.

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: 20%
- End Term Examination: 60%
- Continuous Internal Assessment: 20%



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).

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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 Textbooks:

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

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Course Code: MSW 472

Credits: 08

Course Name: Dissertation, Presentation and Viva-voce

Course Objectives:

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 analyse and interpret the data and submit the research report in the form of a dissertation.

Course Outcomes: After this course the student will be learn how to execute the steps of social work research. They will understand the linkage between each step. They will also be capable of undertaking research, documenting and communicating its finds to both academic and general audience. They will learn about the evaluation of social work interventions. This course will further prepare them to undertake employment opportunities in the area of social research in various organisations.

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.

Evaluation Criteria:

End Term Evaluation:200 marks

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

