

SYLLABUS
for
Choice Based Credit System
(CBCS)

On the basis of
Outcome Based Education
(OBE)

M.A IN SOCIAL WORK

PATNA WOMEN'S COLLEGE

Autonomous

PATNA UNIVERSITY

3rd Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

"College with Potential for Excellence" (CPE) Status Accorded by UGC

Vision

Rooted in the life, vision, and teachings of Jesus Christ and inspired by Mother Veronica, the foundress of the Apostolic Carmel, Patna Women's College strives to become a centre of academic excellence in higher education, social responsibility, and empowerment of women.

Mission Statement

Patna Women's College, the first college for women in Bihar, is committed to the holistic development of women so as to make an effective contribution to the creation of a better society. To this end, we strive

- To become a center of excellence in higher education for women in an atmosphere of autonomy.
- To excel in teaching-learning, research, and consultancy.
- To provide education that promotes capacity building and holistic development of a person.
- To offer subjects for competency building and motivate/animate a workforce imbued with human values.
- To promote patriotism, communal harmony and cultural integration to maintain a free and peaceful atmosphere on the campus.
- To train the students in creative arts, social service, critical thinking, and leadership in order to make an effective contribution to the creation of a new and value-based society.
- To create women leaders and to make them agents of social change.
- To develop skill oriented and value-based courses, for the all-round development of individuals.
- To promote academic exchange and academia-industry interface.
- To form young women who are 'always wise' and who will dare to 'go ahead and conquer knowledge' through, competence, commitment, delicate conscience, and compassion.

PATNA WOMEN'S COLLEGE

M.A. in Social Work

Programme Outcomes / Programme Specific Outcomes

(Semester I-IV) Course Structure Based on Choice Based Credit System (CBCS)

M.A. IN SOCIAL WORK PROGRAMME OUTCOMES

Upon completion of the course, students will be able to:

PO1: The Program develops a wider understanding about the basic human rights, equal opportunity, the developmental needs, suitability of the environment, and services for the people living at different cultural context to facilitate healthy living and well-being.

PO2: The Program seeks to develop in students the knowledge and skills of working with diverse groups of population in various set-ups like, communities, schools, institutions, organizations, industries and hospitals.

PO3: The Programme would make the students able to analyze the problems through critical understanding of the situation and facilitate appropriate measures through social work intervention.

PO4: The Program would enable the students to work as independent social work professionals in various demanding situations.

PO5: The Programme would make the students to understand the wider cultural context and be able to design, develop, and practice program that are contextual and culturally appropriate.

PO6: The programme trains students to conduct empirical resources publishing the findings and work towards advocacy and policy formulation of various social issues at micro, mezzo and macro levels by involving multi-sectoral collaboration process recording, reviewing and self-reflection.

M.A. IN SOCIAL WORK PROGRAMME SPECIFIC OUTCOMES

Upon completion of the course, students will be able to:

PSO1: Develop knowledge about the philosophical perspective, values, principles and goals of professional Social Work

PSO2: To improve understanding of concepts of Indian society to examine social phenomenon

PSO3: To acquire the skills of research writing

PSO4: Build capacity to deal with group in various settings, including developmental and therapeutic work

PSO5: Analytical capacity about the community issues and facilitating understanding community participatory process.

PSO6: Develop case work skills for working with individuals in different settings

PSO7: Provide an opportunity for students to cognitive learning to practice in agency settings

PSO8: Develop knowledge about the social policy, planning and development administration for the purpose of development and welfare.

PSO9: Develop an understanding of structure of urban and rural communities, family and children to work with

PSO10: Essential skills for working in industrial sector as personnel managers to ensure better productivity, promoting the human development work in various sectors and to Identify the need of promoting human rights for the development of society.

PSO11: knowledge and skills in disaster intervention and role of social workers in building community resilience.

PSO12: Identify the need for environment sustainability, Human values ethics and perspective on gender.

Summary of Syllabus for M.A. in Social Work

Semester	Core Course (CC)	Elective Course (EC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)	Skill/Ability Enhancement Course (SEC)	Ability Enhancement Compulsory Course (AECC)
I	MSW-CC101: History & Philosophy of Social Work					MAECC101: Environmental Sustainability and Swachha Bharat Abhiyan Activities
	MSW-CC102: Indian Contemporary Society					
	MSW-CC103: Research Methodology in Social Work					
	MSW-CC104: Management of NGO's and Disaster Relief Services					

II	MSW-CC205: Social Case work				MSW-SEC 201: Communication and Social Media	
	MSW-CC206: Social Group Work					
	MSW-CC207: Community Practice and Social Action					
	MSW-CC208: Social Welfare Administration					
	MSW-CC209: Concurrent Field-I Work/Summer Internship					

Semester	Core Course (CC)	Elective Course (EC)	Discipline Specific Elective Course (DSE)	Generic Elective Course (GE)	Skill/Ability Enhancement Course (SEC)	Ability Enhancement Compulsory Course (AECC)
III	MSW-CC 310: Social Policy and Planning					MSW-AECC 302: Human values and professional Ethics & Gender Sensitization
	MSW-CC 311: Human Rights and Social Legislation					
	MSW-CC 312: Rural and Urban Community Development					
	MSW-CC 313: Demography and Population Studies					
	MSW-CC 314: Concurrent Field Work-II					

IV			Elective from Department (Any one to be selected) MSW-DSE 401: a) Family, Child & Youth Welfare b) Human Resource Management and Industrial Relation c) Medical and Psychiatric Social Work	MSW-GE 401: Psychosocial Foundations of Human Behaviour		
			MSW-DSE 402: Dissertation / Project work and Viva – Voce.			

Sem I	credits	Sem II	
MSW-CC 101: History & Philosophy of Social Work	5	MSW-CC205: Social Case work	5
MSW-CC102: Indian Contemporary Society	5	MSW-CC206: Social Group Work	5
MSW-CC103: Research Methodology in Social Work	5	MSW-CC207: Community Practice and Social Action	5
MSW-CC104: Management of NGO's and Disaster Relief Services	5	MSW-CC208: Social Welfare Administration	5
MAECC101: Environmental Sustainability and Swachcha Bharat Abhiyan Activities	3	MSW-CC209: Concurrent Field Work-I/Summer Internship	5
	2	MSW-SEC201: Communication and Social Media	5
Total	25	Total	30
Sem III		Sem IV	

	MSW-CC 310: Social Policy and Planning	5	Elective from Department (Any one to be selected)	
	MSW-CC 311: Human Rights and Social Legislation	5	MSW-DSE 401: (a) Family, Child & Youth Welfare Course Content	5
	MSW-CC 312: Rural and Urban Community Development	5	(b) Human Resource Management and Industrial Relation	
	MSW-CC 313: Demography and Population Studies	5	(c) Medical and Psychiatric Social Work	
	MSW-CC 314: Concurrent Field Work-II	5	MSW-DSE 402: Dissertation / Project work and Viva – Voce.	5
	MAECC 302: Human values and professional Ethics & Gender Sensitization	2 3	MSW-GE 401: Psychosocial Foundations of Human Behaviour	5
	Total	30	Total	15

PATNA WOMEN'S COLLEGE

Details of the Program Structure & Curriculum

With

Course Outcomes

M.A. in Social Work (Semester I-IV) Course Structure Based on Choice Based Credit System (CBCS)

Semester – I

Core Course – MSW 101 – History & Philosophy of Social Work

COURSE OUTCOMES (MSW-CC 101)

After completion of the course, the students will be able to:

CO1: Learn about the concept, meaning, objective and scope of social work, its philosophy and various approaches to social work.

CO2: Get aware about how social work has been practically applied in helping people to overcome difficult challenges in their life. They will learn about role and functions of social work profession.

CO3: Know about various units of social intervention and observe aware themselves of every aspect of life and change the way to view the world. the students will develop capacity to appreciate alternative perspectives on variety of issues.

CO4: Learn how social work profession is a change agent and several philosophical ideas by which various approaches can be brought into practice.

CO5: Understand how philosophical values helps in social work. social service and reform traditions in India and the students will develop capacity to appreciate alternative perspectives on variety of issues.

Course Content

Unit -I	Concept, Objective & Scope of Social Work, Principles, values and philosophy of Social Work, Goals/Functions of Social Work, System and Integrated Approach to Social Work Practice.
Unit -II	Historical Development of Social Work; U.K., U.S.A. & India, Social work profession as a change agent. Social service and reform tradition in India- ancient, medieval & modern period, Hindu reforms movements: - i) Gandhian Ideology, Sarvodaya, Antyodaya ii) Dalit Movement
Unit -III	Attributes of a profession, Attributes of a professional social worker, Role and functions of social work profession, Professional code of ethics, Challenges of Social Work as a Profession, Interface between Professional and Voluntary Social Work
Unit-IV	Units of social work intervention and dynamics there in - individual, family, group, organizations and communities.
Unit-V	Neo-liberalism and globalization, post modernism, feminism, Resurgence of civil society, Ideology of Non-Government organization

Book References

1. Archana, T. – *Social Advocacy- Perspective of Social Work*, Bombay: College of social work.
2. Bailey, R. & Brake, M. (1975) – *Radical Social Work*, Edward Arnold.
3. Banks, S. (1995) – *Ethics and Values in Social Work: Practical Social Work Series*, London: Macmillan Press Ltd.
4. Bertlett, Harriett (1970) – *The Common Base of Social Work Practice*, National Association of Social Workers, 2 Park Avenue, N.Y.
5. Bisno, Herbert – *The Philosophy of Social Work*.
6. Clock, G. & Asquith, S. (1985) – *Social Work and Social Philosophy*, London: Routledge & Kegan Paul.
7. Congress, E.P. (1998) – *Social Work Values and Ethics*, Chicago: Nelson – Hull Publishers.
8. Connaway Ronda S, & Gentry Martha E. (1988) – *Social Work Practice*, New Jersey: Prentice Hall.
9. Das Gupta, S. (Ed.) 1967 – *Towards a Philosophy of Social Work in India*, New Delhi: Popular Book Service.
10. Dean. H. Hepworth & Jo Ann Larsen (1990) – *Direct Social Work Practice: Theory and skills*, California: Wardsworth Publishing Co.

Semester – I

Core Course - MSW 102 – Indian Contemporary Society

COURSE OUTCOMES (MSW-CC 102)

After completion of the course, the students will be able to:

CO1: Improve understanding of concepts to examine social phenomenon.

CO2: Learn about the process of socialization, it's meaning, process and various agencies and social institutions.

CO3: Understand the concept of society and culture, and Social Control.

CO4: Learn perspective in observing different groups and society, their classifications based on economic and status levels, education, ethnicity or sexual orientations etc.

CO5: Understand various social change process, meaning, pattern and its various factors.

Course Content

Unit -I	Society as a system of relationship, Social Structure, Social Processes: Assimilation, accommodation, cooperation, Competition and Conflict-meaning and concept
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Unit -II	Socialization: meaning, process, stages and agencies, social groups and institutions: Marriage, Family and Kinship system in India.
Unit -III	Society and Culture: tradition, customs, values, folkways and mores. Social control: concept and agencies.
Unit-IV	Theories of Society-evolutionary, cyclical, conflict and system theories. Indian Society: i) features of Indian society ii) concept of unity in diversity iii) types of society: tribal, rural and urban.
Unit-V	Social Change: meaning, pattern, processes & factors, social change process in India - Sanskritization, Westernization and modernization.

Book References

- 1.Ahuja Ram, 1994, *Indian Social Sysytem*, Rawat Publication, Jaipur
- 2.Atal, Y 1993, *Understanding Indian Society*, Jaipur: Har-Anand Publications
- 3.Bert N. Adams. (1975), *A Sociological Interpretation*, Chicago.
- 4.Bhusan, Vidya & Sachdev, D.R. (2012). *An Introduction to Sociology*.Allahabad: Kitab Mahal.
- 5.Bottemore T.B. 1976. *Sociology*, New Delhi: Oxford University Press
- 6.Broom, Leonard, Charles M. Bonjean, Dorothy, H. Broom. (1990), *Sociology*, Wadsworth Publication Co., Belmont.
- 7.Chattopadhyay, Aparajita. (2013). *Poverty and Social Exclusion in India: Issues and Challenges*. Jaipur: Rawat Publications.
- 8.Coleman, J and Donald, W. 1984, *Social Problems*, New York: Harper and Row Publisher
- 9.Das. Veena(ed.) (2004) *Handbook of Indian Sociology*, Oxford University Press, New Delhi.
- 10.Davis, K 1995. *Human Society*, New Delhi: Surjeet Publications

Semester – I

Core Course - MSW 103 – Research Methodology in Social Work

COURSE OUTCOMES (MSW-CC 103)

After completion of the course, the students will be able to:

- CO1:** Learn meaning and purpose of social research and social survey and its relevance to social work practice.
- CO2:** Get aware about the different tools of data collections and various sources of data.
- CO3:** Acquire knowledge on meaning and types of research design and different scaling methods in research.
- CO4:** Learn about the meaning, significance, uses and limitations of statistics.
- CO5:** Know different measures of central tendencies and dispersion which will help students to have clear piece of information about collection of data etc.
- CO6:** Learn about coefficient of correlation, chi square tests which would be helpful in understanding and analyzing data well.
- CO7:** Acquire knowledge on use of internet in social work practice.
- CO8:** Learn to write a research report, its contents formats, literature review and specifications of research questions and it's rationale and study objectives.

Course Content

Unit -I	Social Research: Meaning and purpose, Types of research: pure, applied, basic, action. Social Work Research: Meaning, Steps and its relevance to social work practice.
Unit -II	Hypothesis-Meaning, characteristics, Source and types. Sampling: meaning, types and utility, reliability of sample, general considerations in the determination of sample size
Unit -III	a) Research Design - Meaning and Types. b) Scaling method – Bogardus & Likert. c) Tools of data collections: questionnaire, schedule d) Observation, interview and case study e) Sources of data: Primary and Secondary.
Unit-IV	Statistics: Meaning, Signification, Uses and limitations. Diagrammatic representation of data. Measures of Central Tendencies - Mean, Median and Mode. Co-efficient of correlation, Karl Pearson and Spearman's rank correlation. Chi-Square Test. Use of computer and internet in social work practice.
Unit-V	Writing a research report – Social Work research report content and formats – Literature Review and Literature Survey – Problem Identification – Specification of Research Questions - Rationale and Study Objectives – operational definitions. Interpretation of results and discussion.

Book References

1. Ackoff, R. L. (1962) – *Scientific Methods: Optimising Applied Research Designs*, New York: John Wiley and Sons.
2. Bailey, Kenneth D. (1987) – *Methods of Social Research*, New York; The Free Press.
3. Blaikie, Norman (1993) – *Approaches in Social Enquiry*, Cambridge: Polity Press.
4. Blalock, H.M. & Blalock, A. M. (Eds) (1968) – *Methodology in Social Research*, New York: McGraw–Hill.
5. Crabtree, B. F. and Miller, W. L. (Eds) (2000) – *Doing Qualitative Research*, New Delhi: Sage Publications.
6. Cranstein, A. and Philips, W.R. (1978) – *Understanding Social Research An Introduction*, Boston: Allwyn and Bacon.
7. Denzin, Norman, K. and Lincoln, Y.S. (Eds) (2000) – *Handbook of Qualitative Research*, (2nd Edition), New Delhi: Sage Publications.
8. Geltung, J. (1967) – *Theory and Methods of Social Research*, London: George Allen & Unwin.
9. Wilkinson, T.S. and Bhandarkar, P.L. (1977) – *Methodology and Techniques of Social Research*, Mumbai: Himalaya Publishing House.
10. Goode, W. J. and Hatt, P.K. (1952) – *Methods in Social Research*, Tokyo: Mc Graw Hill Kogakusha.

Semester – I

Core Course - MSW 104 – Management of NGO's and Disaster Relief Services

COURSE OUTCOMES (MSW-CC 104)

After completion of the course, the students will be able to:

- CO1:** Understand about civil society organizations and their role in the development sector.
- CO2:** Develop skills and attitudes on management of civil society organizations and understand in detail on the legal framework
- CO2:** Understand the concept of disaster, disaster management, disaster preparedness, and its relevance in the Indian context.
- CO3:** Gain knowledge and skills in disaster intervention according to the national and international standards and guidelines, and role of Social workers in building community resilience.

Course Content

Unit -I	Civil society: concept, functions and limitations, social welfare services- Governmental and non- governmental: nature, structure, roles and functions.
Unit -II	Registration of non- governmental organizations under relevant laws –Firms and Societies Act, Co-operative Society Act and Charitable Trust Act- salient features, provisions and limitations; registrations, process and procedures, constitutions, rules and regulations, goals; executive boards and committees.
Unit -III	Project proposals based on needs and resources; programme management; Financial resource management- sources of finance, fund, budgeting and control.
Unit-IV	Disaster- meaning, Classification/Types of disaster: natural disaster-famine, draught, floods, storms, cyclones, earthquakes; manmade disaster-riots, biological warfare, industrial, military insurgency, eviction; Impact of disaster: physical, economical, spatial, psycho-social
Unit-V	Level of development Disaster management: pre-disaster-prevention, preparation and education; actual disaster short term & long-term plan, stress and trauma search, relief, recovery and restoration, resource mobilization; post disaster – rehabilitation and mitigation of negative effects; Intervening Parties: government organization, voluntary organizations, local groups, community participation, social workers

Book References

- 1.Garain, S. – *Towards a measure of perceived organizational effectiveness in no- governmental organization*, Mumbai: *Indian Journal of Social work*, 54 (2), 251-270.
- 2.Garain, S. (1998) – *Organizational Effectiveness of NGO's*, Jaipur: *University Books House*.
- 3.Goel, S.L. & Jain, R.K. (1988) – *Social Welfare Administration Vol. I & II*, New Delhi: *Deep and Deep Publications*,
- 4.Government of India – *Charitable and Religious Trusts Act*, 1920.
- 5.Government of India – *Co-operative Societies Act* 1912.
- 6.Government of India – *Evaluation of Social Welfare Programme*, *Encyclopaedia of Social Work Vol.-I*, PP 297-310,
- 7.Government of India – *Societies Registration Act*. 1860.
- 8.Haimann, A. (1982) – *Professional Management and Practice*, Delhi: *Eurasia Publications*.
- 9.Jackson, J. (1989) – *Evaluation of Voluntary Organizations*, Delhi: *Information and News Network*.
- 10.Joint Assistant Centre (1980) – *Natural Disaster*, New Delhi; *Adhyatma Sadhana Kendra*

SEMESTER – I

Ability Enhancement Compulsory Course (AECC) **PAPER – MAECC-101 (Ability Enhancement Compulsory Course)**

After completion of the course, the students will be able to:

CO1: Understand the concept of environmental Sustainability.

CO2: Understand the concept and types of natural resources and environmental pollution.

CO3: Evaluate the anomalies created due to haphazard population growth and its impact on biodiversity and population.

CO4: Understand the concept of Swachha Bharat Abhiyan and importance of cleanliness.

Course Content

<u>MHSC AECC101:</u> A.Environmental Sustainability; B.Swachha Bharat Abhiyan Activities		
PWC (Theory: 05 credits)		
Unit	Topics to be covered	No. of hours
1	Environmental ethics & ecosystem:	15

2	<ul style="list-style-type: none"> • Concept of sustainable development with reference to human values in western and Indian perspective, • Sustainable development & conservation of natural resources (Nature, factors, structure, development, and people participation) development, environment- rural and urban, concept of Ecosystem 	13
	Development and its effect on environment: <ul style="list-style-type: none"> • Environment pollution- water, air, noise etc. due to Urbanization, Industrial civilization, Concept of Global Warming, Climate change, Green House Effect, Acid rain, Ozone layer depletion, Menace of encroachment to impact on habit & habitat on indigenous flora & fauna 	
3	Concept of Biodiversity and its conservation: <ul style="list-style-type: none"> • Environment: degradation and conservation Govt Policies, Social effects and role of social reforms in this direction. • Role of scientific conservation of environmental concept of Three 'R' (reduce, reuse, recycle). • Need of environmental education and awareness programme and ecological economics 	10
4	Swachha Bharat Abhiyan: <ul style="list-style-type: none"> • The concept of Swachhata as personal, Gandhian approach towards social and environmental moral values & concept of swachhata and its relation to moral Upgradation of society and freedom struggle, Awareness programme related to Swachhata. • Role of 'Swachhagrahis' in Swachha Bharat Abhiyan • Sanitation and hygiene, why sanitation is needed, sanitation and human rights, plantation, values of nature, concept of community participation and role of state agencies. • Case study of Sanitation, effects of cleanliness, diseases-infectious and vector- borne ideas of spread of diseases through body and other biological fluids and excreta 	17
	Assignment/ Practical/ field work based on Unit- 4 <i>or</i> Alternative to unit – 4 and unit- 5, a student can also enrol for Swachha Bharat Internship programme of MHRD	20
	TOTAL	75

Semester – II

Core Course - MSW 205 – Social Case work

COURSE OUTCOMES (MSW-CC 205)

After completion of the course, the students will be able to:

CO1: Develop the ability to analyse problems, behaviour and capacities of individual and understand the meaning, purpose and principles of social case work.

CO2: Understand the whole social case work process, the principles, process and tools of working with individuals.

CO3: Acquaint themselves with the basic concepts of approaches to social case work, and develop case work skills for working with individuals in different settings.

CO4: Learn about the tools and techniques of social case work. And about the method of counselling.

CO5: Explain the role of social case worker in various settings and the students will know about the importance of recording and evaluation in social case work.

Course Content

Unit -I	Social Case Work: Meaning, purpose, components, principles.
Unit -II	Social Case Work process - study, assessment, goal formations, planning, intervention, evaluations and terminations.
Unit -III	Approaches of social case work: Psycho-social, Functional, Psycho-analytical & Behavioral-Modification.
Unit-IV	Case work Tools: interview, home visit, observation, listening, communication skills, rapport building, Techniques of casework: Supportive, resource enhancement, counselling. Client-worker relationship, Management of transferences & counter transferences. Counseling - Meaning, Methods, Approaches & Role of Social Workers.
Unit-V	Role of Social Case Worker in various settings, Recording and evaluation in Social Case Work.

Book References

1. Alissi, A.S. (1980) – *Perspectives on Social Group Work Practice: A Book of Reading*, New York: The Free Press.
2. Balgopal, P.R. & Vassil, T.V. (1983) – *Groups in Social work – A Ecological Perspective*, New York: Macmillan Publishing Co. Inc.
3. Banerjee, G. R. (1967) – *Concept of Being and Becoming in the Practice of Social work*, Indian Journal of Social Work, Mumbai: TISS.
4. Bara, J.G. (1991) – *Beyond Case work*, London: Macmillan.
5. Brandler, S. & Roman, C.P. (1991) – *Group work: Skills and Strategies for Effective Intervention*, New York: The Haworth Press.
6. Carret, A. – *Interviewing: its Principles and Methods*, New York, FWA.
7. Fisher, Joel (1978) – *Effective Case work Practice: A Eclectic Approach*, New York: Mc Graw Hill Book Co.
8. Freidlander, W.A. (1978) – *Conc Concepts and Methods of Social work*, Englewood Cliffs: Prentice Hall.
9. Beulah Roberts Compton, Burt Galaway. (1979). *Social Work Process*. The Dorosey Press, Illinois.
10. Fisher, Joel (1978), *Effective Case Work Practice – An eclectic approach*, McGraw Hill, New York.

Semester – II

Core Course - MSW 206 – Social Group Work

COURSE OUTCOMES (MSW-CC 206)

After completion of the course, the students will be able to:

CO1: Develop knowledge and skills about group work and their historical development. The students will learn the concept of social groups. Student will learn about the basic principles and purpose of group work.

CO2: Build capacity to deal with group in various settings, including developmental and therapeutic work. To gain knowledge about various approaches and models of social group work practice.

CO3: Aware about basic group work processes and informed about group dynamics.

CO4: Facilitate analytical capacity to use and evaluate group work in social work practice. Students will learn about the various stages of group work.

CO5: Develop skills in group work practice in various settings and role of group worker in different settings, the process of recording and evaluation.

Course Content

Unit -I	Definition of Group, Characteristics of Group, Group work: Nature, Definition and Objectives, Assumptions, Values, Function and Principles of Working with Groups. Historical Development and Group Work as a Method.
Unit -II	Theories for Group Work Practice: Systems Theory, Conflict Theory, Human and Social Capital, Life Skills. Dynamics of groups, Bond, Sub-Groups, Role, Leadership, Isolates, And Scapegoats, New Comer, Group Conflict, Group Decision Making, Social Control, Group Development.
Unit -III	Stages and Characteristics of Group formation, Process of Group work: Pre- Group Planning, Beginning, Middle Stage and Termination, Evaluation. Individual or group Follow up. Essential Skills for Group Work- Communication, Listening, Observation, Analytical Thinking, Empathy, Self-Control, Leadership
Unit-IV	Models of group work: Social Goal Model, Remedial and Reciprocal Model. Development Group and Task-Centered Group. Different Therapeutic approaches, Transactional Analysis, T – groups, Gestalt, Role play, Buzz group, Brainstorming etc. Types of Recordings.
Unit-V	Use of Group Work in Various Settings Hospital, School, Institutions, and Family Welfare Agencies. Group Work with Children, Adolescent, Women, Elderly and Others.

Book References

- 1.Garland, J.A. (Ed.) (1992) – *Group Work Reaching Out: People, Places and Power*, NewYork: The Haworth Press.
- 2.Garwin C. (1987) - *Contemporary Group Work*, New York: Prentice Hall Inc.
- 3.Kemp. C.G. (1970) – *Perspectives on the Group Process*, Boston: Houghton Mifflin C.
- 4.Klein, A.F. (1970) – *Social Work Through Group Process: School of Social Welfare*, Albany: State University of N.Y.
- 5.Konopka G, (1963) – *Social Group Work: A Helping Process*, Englewood Cliff, N.J. : Prentice Hall, Inc.
- 6.Kurland, R. & Salmon, R.(1998) – *Teaching a Methods Course in Social Work with Groups*, Alexandria: Council on Social Work Education.
- 7.Mathew G. (1987) – *Case Work in Encyclopaedia of Social work in India*, Delhi: Ministry of Social Welfare.
- 8.Timms, N. (1972) – *Recording in Social Work*, London: Routledge and Kegan Paul.
- 9.Toselane, R.W. (1984) –*An Introduction to Group Work Practice*, New York: Macmillan Publication Co.
- 10.Trecker, Harleigh B. (1990) – *Social Group Work: Principles and Practice*, New York: Association Press.

Semester – II

Core Course - MSW 207 – Community Practice and Social Action

COURSE OUTCOMES (MSW-CC 207)

After completion of the course, the students will be able to:

CO1: Learn about the history, concept, principles and objectives of community organization, and community development. They will gain knowledge about the whole process of community organization.

CO2: Get aware of all those skills required for community organization and about the models of community organization.

CO3: Attain knowledge about methods of community organization and also students will gain knowledge about community organization with vulnerable communities.

CO4: Learn about social action in community organization and its various approaches.

CO5: Acquire knowledge about concept of advocacy and its various strategies and use of media and public opinion in advocacy.

Course Content

Unit -I	Community: Concepts and Definitions, Types, Analysis of Structure and Functions of Community
Unit -II	Community organization – Concept, Principles, Assumptions. steps in community organization- study, analysis, assessment, organization, action, monitoring and evaluation, modification and continuation
Unit -III	Community Organization and Community Development. Models of community organization – locality development, social action, Role and skills of a community organizer
Unit-IV	Social Action: Definition, Concept, Principles, Models, Steps and strategies of social action
Unit-V	Social action and social movement-Bhoodan, Sarvodaya; Scope of social action in India in relation to modern social problems such as untouchability, dowry, regionalism, tribalism, corruption.

Book References

1. Austin, Michael J. & Jane Isaacs Lowe (Eds.) (1994), *Controversial Issues In Communities And Organizations*, Allyn And Bacon, Massachusetts.
2. Brager, George, Harry Specht, and James Torczyner (1973, 1987), *Community Organizing*, Columbia University Press, New York.
3. Dunham, Arthur, *The New Community Organization*. Thomas Crowell Co., New York.
4. Friedlander, Walter A. (ed) (1958), *Concepts and Methods of Social Work*, Prentice- Hall, New Jersey.
5. Gangrade K. D., *Community organization in India*, Popular Prakashan. Bombay.
6. Gangrade, K. D. (1997): *Community Organisation in India*, New Delhi: Popular Prakashan.
7. Hanna, Mark G. And Robinson, Buddy (1994), *Strategies For Community Empowerment: Direct-Action And Transformative Approaches To Social Change Practice*, The Edwin Mellen Press, New York.
8. Hardcastle, David A., Stanley Wenocur, and Patricia Powers (1996), *Community Practice: Theories And Skills For Social Workers*, Oxford University Press, New York.
9. India Social Development Report: (2006): New Delhi: Oxford University Press.
10. James, D. and Mayo (1974): *Community Work*, London: Routledge and Kegan Paul.

Semester – II

Core Course - MSW 208 – Social Welfare Administration

COURSE OUTCOMES (MSW-CC 208)

After completion of the course, the students will be able to:

CO1: To develop knowledge and skills about social welfare administration as one of the techniques of social work practice.

CO2: To develop skill for enhancing the various strategies of administration needed for welfare.

CO3: To give understanding about various welfare measure.

Course Content

Unit -I	Concept of social welfare and social Development. Welfare state and India as welfare state.
Unit -II	Social Welfare Administration: meaning, definition, principles
Unit -III	Different types of administration: personnel administration, public administration, private administration etc.
Unit-IV	Process of administration in social development: Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Evaluation and Feedback.
Unit-V	CSWB-Participants in administration: the community, the board, the chief executive, the staff, and the beneficiaries

Book References

- 1.Patti, R. – *Social Welfare Administration, Engle wood Cliffs: Practice –Hall*
- 2.Chaudhari, D. Paul (1983) – *Social Welfare Administration, Delhi: Atma Ram & Sons.*
- 3.Goel, B.B. – *Project Management: A Development Perspective, New Delhi: Deep & Deep Publication.*
- 4.Goel, S.L. & Jain R. K. (1988) – *Social Welfare Administration: Theory and Practice, Vol.- I & II, New Delhi: Deep and Deep Publications.*
- 5.Goyal, C. P. & Pandey, B. - *Karmik Prabandh Siddhant Avam Vyavahar.*
- 6.Newstrom, John W. & Davis, Keith (2003) – *Organizational Behaviour, Tata Mc Graw – Hill.*
- 7.Patti, R. (1983) – *Social Welfare Administration in India, Eaglewood Cliffs: Prentice – Hall.*
- 8.Robbins, Stephen P. (2003) – *Organizational Behaviour, Delhi: Pearson Education.*
- 9.Sachdeva, D.R. (1992-93) – *Social Welfare Administration, Allahabad: Kitab Mahal.*
- 10.Salanin, S. (Ed.) – *Social Administration, New York: The Howorth Press.*

Semester – II

Core Course - MSW 209 – Concurrent Field Work-I /Summer Internship

COURSE OUTCOMES (MSW-CC 208)

After completion of the course, the students will be able to:

CO1: Develop an understanding of the agency setting

- CO2:** Develop the knowledge and practice skills within the agency settings
- CO3:** Understand the organization culture, management and implementation of various projects
- CO4:** Enhance the ability to work in agency settings with a professional and ethical Commitment
- CO5:** Develop necessary skills and attitudes to apply theory into practice
- CO6:** Understand the organizational structure and insights of project formulation and implementation
- CO7:** Develop the professional identity as a social worker with a broader range of competence in social work skills, knowledge and values

Course Content

Note: Students should write a daily report and maintain field work diary. Each student should maintain a fieldwork file

Activities to be conducted:

- Developing an understanding of the Civil Society Organizations/NGOs and working pattern based on its mission and vision.
- ☐ Develop an understanding of the basic legal procedures applicable to a civil society Organization.
- ☐ Develop an understanding of the administrative and operational procedure
- ☐ Participation and observing the work of the organization and identifying the areas for social work intervention
- ☐ Understanding the work culture, leadership pattern and management pattern of the agency
- ☐ Preparing a complete profile of the agency
- ☐ Participating in the decision-making process and related meetings as far as possible
- ☐ Understanding the process of project formulation and implementation in different areas with different target groups
- ☐ Working with different stakeholders of the agency to develop familiarity with them
- ☐ Taking up some specific task with the organization:
 - Conducting session with the target group
 - Conducting capacity building programme
 - Working on documentation of events
- Planning an intervention with the designed outcome
- ☐ Developing case studies of different individuals, situation, incident, which were relevant
- ☐ Supporting the programme run by the organization
- ☐ Participating in various programme activities conducted by the organization

Semester – II

MSW SEC 201 – Communication and Social Media

After completion of the course, the students will be able to:

- CO1-** Understand the finer nuances of effective Communication.
- CO2-** Use different types of communication catering to the needs of the target audience. They will not only understand the process of communication but also can they anticipate possible barriers to communication.
- CO3-** Learn verbal & non-verbal communication and their important role in day-to-day life.
- CO4-** Understand the technique of conducting various types of interviews, group discussions and

seminars.

CO5- Learn the importance and functioning of new age media. They would learn how to use different social media platforms in reaching out to the target audience globally.

Course Content

Unit -I	Communication: Meaning, definition and functions
Unit -II	Communication: Types, process and Barriers
Unit -III	Verbal Communication, Oral: Interview, group discussion, meetings, seminar, conferences speech.
Unit-IV	Non-Verbal Communication: Kinesic, Proxemics, Time Language and Para - Language.
Unit-V	New- age media: Use of social media on global level- Merits and demerits. Importance of Email, Gmail, Linkdin.

Book References

1. J. Keval Kumar, *Mass Communication to Social Media*.
2. Krishna Mohan, Meera Banerji, *Developing Communication Skills*, Mac Millan India Ltd.
3. Jennifer Golbeck, *Introduction to Social Media*.
4. Om P. Juneja, Aarti Majumdar, *Business Communication*, Ocient Blackswear
5. Uma Narula, *Handbook of Communication*, Atlantee Publisher, New Delhi

Semester – III

Core Course - MSW 310 – Social Policy and Planning

COURSE OUTCOMES (MSW-CC 310)

After completion of the course, the students will be able to:

CO1: Learn about the concept of social policy and its relation with fundamental rights and directive principles.

CO2: Acquire information about various approaches of social policy and its different models.

CO3: Gain knowledge about different policies in various sectors of education, women, child, youth, aged and handicapped etc.

CO4: Learn about the concept and process of social planning.

CO5: Know about social planning under five-year plans and role of people's participation.

Course Content

Unit -I	Concept of social policy, Sectoral policies concerning Health, education, social welfare, social security, youth, elderly, women, children and poverty alleviation
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Unit -II	Constitutional provisions for social policy (Directive principles of state policy, fundamental rights and human rights, Distributive justice)
Unit -III	Approaches to social policy: unified, integrated and sectoral approach, Different models of social policy: i) Individual Welfare ii) Achievements performance Model iii) Institutional Redistributive Model. Process of policy formulation.
Unit-IV	Social Planning: Concept, Scope, linkage between social policy and planning, Organization for development planning at central, state, district level: Planning commission, State Planning Board and role of PRI (Panchayat Raj Institution).
Unit-V	Sustainable development: Concept & Practices, Governmental measures under Five-year plan, non-Governmental measures, Role of social work profession in formulating social policy and Social Planning

Book References

1. Baldock John; Manning Nick; Vicker Sarah (2007), Oxford, N. York
2. Bhat, K S (2008), Towards Social Development, Shipra Publication, Delhi
3. Bhattacharya, S., (2006). Social Work Administration and Development. Rawat, Jaipur.
4. Blau Joel, 2010, The Dynamics of Social Welfare Policy , Oxford, New york
5. Goel, SL., (2009); Development Administration: Potentialities and Prospect. Deep and Deep Publication. New Delhi.
6. Goel, SL., (2010); Social Welfare Administration; Social Justice and Empowerment (Vol-2); Deep and Deep Publication. New Delhi.
7. Gore MS, (2009), Social Development: Challenges faced in an Unequal and Plural Society. Rawat Publication, Jaipur.
8. Govt. of India (2008); Economic Survey, Oxford, New Delhi,
9. Reichert, Elisabeth, 2003, Social Works and Human Rights : A Foundation for Policy and Practice, Rawat, New Delhi,
10. Researcher CQ, (2010), Issues For Debate in social Policy, Sage, New Delhi

Semester – III

Core Course - MSW 311 – Human Rights and Social Legislation

COURSE OUTCOMES (MSW-CC 311)

After completion of the course, the students will be able to:

CO1: Explain about Human rights in the constitution of India

CO2: Understand about the different contemporary issues in India

CO3: Learn about the various social legislations and Acts of India

Course Content

Unit -I	Human Rights: Concept, Scope, Classification of Human Rights, International Covenant on Economic, Social and Cultural Rights.
Unit -II	Human Rights in the Constitution of India – National Human Rights Commissions, National Commission for women, National Commission for Minorities, National Commission for SC/ST

Unit -III	Social Legislation: Meaning and Scope. Concept of Social policy, Important policies concerning education, health, social welfare, social security, women, children, youth, aged, family welfare and poverty alleviation.
Unit-IV	Labour Legislation – meaning and scope, principles of labour legislation; Social work in industrial setting
Unit-V	Important legislations related to labour welfare- Factories Act, 1948 and Rules; Industrial Disputes Act, 1947 and Rules; Industrial Employment (Standing order) Act, 1946; Trade Union Act, 1926; Payment of Wages Act, 1936; Minimum wages Act, 1948; Workmen’s Compensation Act, 1923; Employee’s State Insurance Act, 1948 and Rules

Book References

1. Aish Kumar Das, 2004, Human Rights in India Sarup and Sons, New Delhi
2. Chitranjivi J. 2002 Human Rights in India, Oxford University Press, New Delhi
3. Kohli A.S. (2004) Human Rights and Social Work Issues, Society for Community Organization, Madurai.
4. Rajamuthirulandi (1998) Human Rights and Constitution. Sooriya Publishers. Trichy
5. Susan C. Mapp (2008) Human Rights and Social Justice in a Global World. Oxford University Press, New Delhi
6. Upendra Bakshi (2007) Human Rights in a Post Human World. Cambridge University Press New Delhi.

Semester – III

Core Course - MSW 312 – Rural and Urban Community Development

COURSE OUTCOMES (MSW-CC 312)

After completion of the course, the students will be able to:

- CO1:** Explain what is rural community and its various issues.
CO2: Gain knowledge on various programmes and schemes of rural development.
CO3: Know about what are the roles of co-operative societies in rural development.
CO4: Discuss about the models of rural development.
CO5: Understand the working of Panchayati raj institution and its emerging problems.
CO6: Understand the concept of urban community and its changing structure.
CO7: Explain the meaning and process of urbanization.
CO8: Interrogate about the various agencies of urban development.

Course Content

Unit -I	Concept of rural development; rural social problems: poverty, illiteracy, housing, sanitation, unemployment, indebtedness
Unit -II	Programmes and schemes of rural development: SGRY, PMGSY, IAY, IRDP, JRY, MNREGA, CAPART, ICDS, DWCRA, TRYSEM, Annapurna scheme PMRY, NRHM, NHM, SHGs (Self Help Group), CDP (Community Development Programme)
Unit -III	Concept of Urban development, rural-urban continuum. Urbanization: meaning & process
Unit-IV	Problems of urbanization: physical, social, economic, environment & slum. Major Agencies of Urban Development: HUDCO, Banks, Industries, Voluntary agencies
Unit-V	Urban - Local - Self-government: Nagar Nigam, Nagar Mahapalika, Nagar palika, Town Area, Cantonment Board, Notified Areas: Concept, Structure and functions

Book References

1. Desai, I.P. - *History of Rural Development in Modern India*.
2. Inamdar, N.R. - *Community Development and Democratic Growth*
3. Desai, Vasant - *Rural Development: Issues and Problems (6 Vols.)*
4. Brahmanand, P.R. - *Mentions of Rural Development in India*.
5. Misra, R.B. - *Rural Development: Capitalist and Socialist Paths, Vol.I*
6. Islam, M. - *Integrated Rural Development in Asia: Concept, Practice, and Perspective*.
7. Govt. of India – *India (Latest publication of Year Book)*, New Delhi: Ministry of Information & Broadcasting.
8. Govt. of India - *Encyclopaedia of Social Work in India*,
9. Dahama, O.P. – *Extension and Rural Welfare*
10. Dayal, Rajeswar - *Community Development Programme in India*.

Semester – III

Core Course - MSW 313 –Demography and Population Studies

COURSE OUTCOMES (MSW-CC 313)

After completion of the course, the students will be able to:

- CO1:** Discuss about the various social evils in the society and various laws relating to them.
- CO2:** Understand about national population policy and explain about the concept of fertility, mortality and migration and various factors affecting it.
- CO3:** Learn various theories of population.
- CO4:** Understand the concept of family welfare programme in India.
- CO5:** Study the concept of Indian population and composition and distribution.

Course Content

Unit -I	Demography and population- meaning; sources of demographic data: census, vital registration, national sample survey, simple registration scheme.
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Unit -II	Determinants of population growth: fertility, mortality and migration, factors affecting fertility, morality and migration. Theories of population- Malthus, Marx, Leibonstein, & Blacker
Unit -III	Characteristics of Indian Population: composition and distribution, population growth; population explosion a constraint on national development
Unit-IV	Population growth and population policy, National Population policy. Family planning in India – history, organization, methods, programmes, progress and impediments, role of social worker in family planning.
Unit-V	Population education- concept, scope and need; population education in schools and non-formal education; social work practice and population education.

Book References

1. Agrawal, S.N. – *India's Population Problem*.
2. Baghel, K. – *Demography and Public Health In India*,
3. Cassen, R.H. (1978) – *Indian Population Economy and Society*, London: Macmillan.
4. Davis, K. – *The Population of India & Pakistan*,
5. *Family Planning Association of India – Family Planning Counselling Guide*,
6. Jain, S.P. – *Demography, A Status Study on Population Research in India*.
7. Kleinman, R. (ed.) (1998) – *Family Planning Handbook for Doctors*, Hertford: IPPF.
8. Kumar, V. – *Demography*.
9. Mathur, T. R. – *Principles of Population*.
10. Mohan, R. (1985) – *Urbanization in India's Future, Population and Development Review Vol. 11 (4). Population Reports Service series, J.N. 35 and 36*.

Semester – III

Core Course - MSW 314 – Concurrent Field Work-II

COURSE OUTCOMES (MSW-CC 314)

After completion of the course, the students will be able to:

CO1: Develop an understanding of methods of social work and its application in the fields

CO2: Acquire basic skills to understand and analyze problems in the community set up.

CO3: Understand various strategies of intervention in the community settings

CO4: Enhance the understanding of the practical implication of methods of social work

CO5: Develop skills to work with clients in community and institutions

CO6: Provide practical exposure to the social problems and enable them to identify their solutions with more professional attitude.

Course Content

Note: Students should write a daily report and maintain field work diary. Each student should

maintain a fieldwork file

- Preparing a complete village/community profile, using various participatory methodologies.
 - Conduct home visits,
 - Conduct individual interview
 - Interact with Key informants (KII-Key informant Interview)
 - identify the vulnerable groups etc
- Visit the relevant social institutions in the villages
 - Schools
 - Anganwadi centers
 - PHCs
 - Panchayat Office
- Any other formal, informal institutions, like, Grameen Bank, Youth club, religious groups, self-help group, village cooperatives, farmer's cooperative, any NGO or CBO.
- Identify few key social problems and develop an intervention plan with specific groups:
 - Youth Group, children group, women group, farmers groups etc.
 - The interventions can be some training, awareness building, Group formation etc.
- In the community, attend and observe the meetings of Gram Sabha and develop rapport and facilitate the Sarpanch to initiate the development activities/projects in the village
- Forming/Revising Self Help Groups/Youth Clubs/Children Club etc.
- Organising street plays on various social issues such as child marriage, child labour, girls' education etc. Engage the local youths and school children for the same.
- Networking with the CBOs/NGOs and Government Organisation to implement programmes

SEMESTER – III**Ability Enhancement Compulsory Course (AECC)****PAPER – MAECC- 302 (Ability Enhancement Compulsory Course)****COURSE OUTCOMES (MAECC- 302)**

After completion of the course, the students will be able to:

CO1: Analyze the human values and ethics.

CO2: Apply a holistic approach to corporate and professional ethics.

CO3: Sensitize the students about the gender issues.

CO4: Evaluate the contemporary perspectives on gender.

Course Content

MHSC AECC302: A. Human Values, Professional Ethics; B. Gender Sensitization PWC (Theory: 05 credits)		
Unit	Topics to be covered	No. of hours
1	Variety of Moral Issues, principals of Ethics and Morality: <ul style="list-style-type: none"> Understanding the harmony in the society (society being an extension of family), Integrity Work ethics, Courage, Empathy, Self Confidence, Professional Ideas and Virtues, Ethics as a Subset of Morality, Ethics and Organizations, Duties and Rights of employees and employers. 	15
2	Holistic approach to corporate ethics : <ul style="list-style-type: none"> Vendantic ethics- Tagore, Vivekananda, Gandhi and Aurobondo on ethics, Ethics in Finance, Business and Environment, Professional Rights, Intellectual property rights, Corporate responsibility, Social Audit and Ethic Investing, Computer and Ethics. 	13
3	Professional Ethics : <ul style="list-style-type: none"> Augmenting Universal Human Order, Characteristics of people- friendly and eco-friendly production, Strategy for Transition from the Present state to Universal Human Order At the level of Individual- as Socially and Ecologically Responsible Technologists and managers, 	17

	<ul style="list-style-type: none"> At the Level of Society- as Mutually Enriching Institutions and organizations. Case studies of typical holistic technologies and management patterns. 	
4	Gender- An overview : <ul style="list-style-type: none"> Gender: Definition, nature and evolution, culture, tradition, histocricity, Gender spectrum: biological sociological , psychological conditioning Gender based division of labour- domestic work and use value. 	15
5	Gender- Contemporary perspectives : <ul style="list-style-type: none"> Gender justice and human rights: international perspectives Gender: constitutional and legal perspectives Media and gender Gender: emerging issues and challenges. 	15
	TOTAL	75

Semester – IV

MSW DSE – 401 – Elective from Department (Any one to be selected)

(a) Family, Child & Youth Welfare

COURSE OUTCOMES (MSW DSE – 401)

After completion of the course, the students will be able to:

CO1: Develop understanding about the changing pattern of the basic unit of the society, i.e., family.

CO1: Develop understanding about the child development

CO2: Gain knowledge about the welfare of the children.

CO2: Understand different issues related to child and youth

Course Content

Unit -I	Family as an institution: meaning, types, functions and importance; factors affecting structural and functional changes in family; impact of industrialization and urbanization on family.
Unit -II	Family Disorganization - meaning, causes and effects; problems of adjustment, marginality and deviance in family; Different needs and problems of family; changing status.
Unit -III	Child Development – needs of children, children in difficult circumstances: physical, emotional, mental, and social challenges and handicaps; Child abuse, violence against child, child prostitution, child labour.
Unit-IV	Child Welfare – objectives and scope; measures for child welfare: counselling and guidance, services to children in their own homes; home makers services, child guidance clinic, school social work, school health programmes, day-care centers, foster home, adoption
Unit-V	Child labour, child abuse, juvenile delinquency; Youth unrest and agitation, policies, programme interventions for children and youths

Book References

1. Augustine, J.S. (Ed.) - *The Indian Family in Transition*. Bombay: Tata Institute of Social Sciences.
2. Chandra, S.K. – *Family Planning Programme in India and its Impact*.
3. Chatterjee, B. - *Community Approach to Family Welfare*,
4. Desai, M. (Ed.) (1994) - *Family and Intervention: A Course Compendum*,
5. Das, M.S. & Bardis, P.D. (Ed.) - *The Family in Asia*, New Delhi: Vikas.
6. Goode, W.J. - *The Family*, Prentice Hall of India.
7. Govt. of India - *National Perspective Plan for Women – Deptt. of Women & Development*.
8. Govt. of India - *Towards Equality: Report of the Committee on the Status of Women in India*.
9. Govt. of India (2003) - *India: A Reference Annual*, New Delhi: Ministry of Information and Broadcasting, Govt. of India.
10. National Institute of Public Corporation and Child Development – *Annual Report (Latest publication)*

(b) Human Resource Management and Industrial Relation

COURSE OUTCOMES (MSW DSE – 401)

After completion of the course, the students will be able to:

CO1: Learn about the concept, scope and recent trends of human trends in human resource management.

CO2: Gain information about the difference between personnel management and human resource management. The students will contain knowledge about status and role of human resource management and organization behaviour.

CO3: Learn about process and factors of human resource planning.

CO4: Know about job descriptions, and its evaluation and raining and development process in human resource management.

CO5: Differentiate between recruitment and selection, promotion, demotion and various types of performance appraisal. It will also help to know the importance of grievance redressal and disciplinary procedure in the organization.

Course Content

Unit -I	Human Resource Management: Concept, Scope and Objectives, Recent trends in Human Resource Management
Unit -II	Personal Management and Human Resource Management, Human Resource Manager - Status & Role. Development of Human Resource Management in India. Personal Management and organization behavior.
Unit -III	Human Resource Planning: Procedures and factors which influence human resource planning
Unit-IV	Job analysis, job evaluation, job specification; Induction and placement, Training and development: needs, strategic, training inputs, methodology.
Unit-V	Recruitment and selection: application blank, test and interviews, performance-appraisal, promotion, Demotion, Transfer and Termination; Grievances and their redressal, Disciplinary Procedure, Dismissal, V.R.S. and Retirement.

Book References

- 1.Agrawal, R.D. (1982) – *Dynamics of Personnel Management in India*, New Delhi: Tata McGraw Hill Publishing Co.,
- 2.Beach, Dale S. – *Personnel: The Management of People work. Cooperation Ltd*, (6th Ed.)
- 3.Chatterji, N.N. (1978)- *Management of Personnel in Indian Enterprises*, Calcutta: Allied Book Agency,
- 4.Davai, Rustam R. (1980) – *The Management Press*, Bombay: Progressive
- 5.Aswathappa K (2001), *Human Resource & Personal Management (Text & Cases)* Tata McGraw Hill Publishing Company Limited, New Delhi.
- 6.Sheikh A.M. (2003), *Human Resource Development & Management*, S. Chand & Company, New Delhi.
- 7.Subba Rao (2000), *Personal & Human Resource Management*, Himalaya Publishing House, New Delhi.
- 8.Agarwal, D.- *Dynamics of Labour Relations in India*.
- 9.Moorthy,M.V.-*Human Resource Management- Psychological Social Work Approach*.
10. Martin, John (2010) *Key concepts in human resource management*, London: Sage Publications.

(c) Medical and Psychiatric Social Work

COURSE OUTCOMES (MSW DSE – 401)

After completion of the course, the students will be able to:

CO1: Understand about the historical development and concept of mental and psychiatric social work

CO2: Acquire knowledge about the basic health and mental health problems and role of social workers in this field to enhance health and well-being.

Course Content

Unit -I	Meaning, definition, nature and scope and medical and psychiatric social work. Historical development or medical social work and psychiatric social work in India and abroad.
Unit -II	Brief information about psychiatric disorder among adult, aged and children. Clinical features, and causes of mental disorder. Impact of Chronic disease on family, society. Role of social workers in treatment, after care and rehabilitation
Unit -III	Psychiatric management: Counseling, group therapy, psycho-education, family therapy, behavioral modification and recreational therapy.
Unit-IV	Community Mental Health: Meaning, definition, nature and objectives. Prevention of mental illness. Community mental health services in India.
Unit-V	Organization and administration of medical social service department in hospitals, clinics. Role of medical social worker. Role of psychiatric Social workers, in hospitals, clinics, mental health programme.

Book References

1. Caplan, Gerald – *Principles of Preventive Psychiatry*, New York: Basic Books,
2. Coleman, James C. & Broen Jr., William E. (1975) – *Abnormal Psychology and Modern life*, Bombay: D.B. Taraporevala Sons & Co. Pvt. Ltd.
3. De Souza, Alan – *Psychiatry in India*.
4. English and Flinch – *Introduction to Psychiatry*.
5. Freedom, A. M. et. al. (Eds) – *Modern Synopsis of Comprehensive Text book of Psychiatry*, Baltimore: The Williams and Wilkins Co.
6. Govt. of India – *Encyclopaedia of Social Work in India*.
7. Kanner Leo – *Child Psychiatry*, (Third Ed.), Illinois: Charles E. Thomas
8. Kolb, L.C. – *Modern Clinical Psychiatry* (Seventh Ed.), Bombay: Oxford and IBH Publishing Co.
9. Lowery, Law – *Psychiatry for Social Worker*.
10. Marfatis, J.C. – *Psychiatry and law*

Semester – IV

MSW DSE – 402 – Dissertation / Project work and Viva – Voce.

COURSE OUTCOMES (MSW DSE – 402)

After completion of the course, the students will be able to:

CO1: Develop an understanding of scientific study

CO2: Incorporate the practical knowledge about research of various social issues.

CO3: Formulate statement of problem and develop tool for research following particular research design.

CO4: Learn the practical skills about data collection, analysis, presentation, use of software for quantitative and qualitative data analysis and writing a research report

Course Content

Process to be followed:

- ☐ Allocation of Guide
- ☐ Approval of topic
- ☐ Data collection, Writing and Submission of thesis, on the date notified by Department
- ☐ For evaluation the students have to present the dissertation and attend viva, in addition to internal evaluation by the research guide.

Structure:

- ☐ Front Page
- ☐ Certificate by guide from department
- ☐ Declaration by the Student
- ☐ Content page
- ☐ List of tables
- ☐ List of figures
- ☐ List of abbreviations

Chapterization:

- ☐ Chapter-I: Introduction
- ☐ Chapter-II: Literature Review
- ☐ Chapter-III: methodology
- ☐ Chapter-IV: Result and Discussion
- ☐ Chapter-V: Conclusion
- ☐ Bibliography
- ☐ Appendix

Format:

- APA formats to be followed
- Left margin is at least 1.5 inches
- Right margin is at least 1 inch
- 1 inch top margin
- Bottom margin is at least 1 inch from the bottom of the page number to the bottom edge of the paper
- Font size should be Times New Roman 12
- Space Between lines should be 1.5.
- Every chapter should have a front page as divider with the chapter number and title of the chapter.

Semester IV

MSW GE – 401 – Psychosocial Foundations of Human Behaviour

COURSE OUTCOMES (MSW GE – 401)

After completion of the course, the students will be able to:

CO1: Develop knowledge of psychological aspect of human growth and development and its relevance in social work practice.

CO2: Acquire the understanding of Human Behaviors in the context of psycho-social and cultural demand in social work areas.

CO3: Gain the understanding of normal and abnormal behaviors, Attitude and Personality which are basis for the social behavior.

Course Content

Unit -I	Nature and principles of human growth and development: Determinants of development, milestones of development and stages of development.
Unit -II	Understanding human behavior: Nature and scope of psychology in relation to social work, interplay of heredity and environment in shaping human behavior.
Unit -III	Social perception: Concept, formation, influence on self & others, stereotypes. Attitude: Concept, formation, prejudices and attitude formation. Altruism/Pro-social behavior: Concept, contributing factors, and volunteers in social service.
Unit-IV	Collective behavior: Group formation, group dynamics, and group behaviour. Crowd, mob, audience, herd mentality and collective behavior. Mass phenomena and social pathology: Rumours, panic, collective movement and impact on the society.
Unit-V	Personality: Meaning and structure. Theories of personality: contributions of Freud, Jung, Adler, and Erickson. Personality type, dealing with stress and minor and major mental disorders.

Book References

1. Barba J. G. (1991), *Beyond Case Work*, Macmillan, London.
2. Bargh M. V. (1995), *Feminist Practice in the 21st Century*, National Association of Social Workers, Washington.
3. Biestek Felix P. (1957), *The Casework Relationship*, George, Allen and Unwin Ltd., London.
4. Beulah Roberts Compton, Burt Galaway. (1979). *Social Work Process*. The Dorosey Press, Illinois.
5. Fisher, Joel (1978), *Effective Case Work Practice – An eclectic approach*, McGraw Hill, New York.
6. Hamilton, Gordon (1946), *Principles of Social Case Recording*, Columbia University Press, New York.
7. Hollis, Florence (1964), *Case Work – A Psychological Therapy*, Random House, New York.
8. Linda Cummins, Judith Sevel and Laura Pedrick, (2006). *Social Wok Skills Demonstrated*, Pearson Education Inc. Boston.
9. Mathew G. (1987), *Case Work in Encyclopedia of social work in India*, Ministry of Social Welfare, New Delhi.
10. Nursten, Jean (1974), *Process of Case Work*, G.B. Pitman Publishing.

PATNA WOMEN'S COLLEGE DEPARTMENT OF SOCIAL WORK Field Work Report Format

Note: The following report format should be preferred to submit the fieldwork reports.

Patna Women's College

Department of Social Work

Field Work Report

Name:

Semester:

Batch:

Day:

Date:

Reporting Time:

Leaving Time:

Place of Visit:

Objectives of the Day:

Activities to be carried out Today:

Work Done:

Observations Carried out:

Social Work Techniques/Tools/Skill Used:

Learning Outcomes:

Plan for the Next Day:

Signature of Trainee

Comments by the Supervisor

Signature of Supervisor