

DEPARTMENT OF SOCIAL WORK
ANDHRA KESARI UNIVERSITY
ONGOLE -523001



PG PROGRAMME IN SOCIAL WORK
SCHEME AND SYLLABUS

DEPARTMENT OF SOCIAL WORK
ANDHRA KESARI UNIVERSITY, ONGOLE -523001

MINUTES OF THE MEETING

The Board of Studies (BOS) meeting in Social Work convened in the department of Social Work on 7th August 2023 at 11.00 AM.

Members Present:

Sl.No	Name	Designation	Signature
1	Prof. Saraswati Raju Iyer Professor Dept. of Sociology & Social Work Acharya Nagarjuna University, Guntur	Chair Person	
2	Dr.P. Venkata Rao Asst. Professor Andhra Kesari University, Ongole	Internal member	
3	Dr R.Srinivasu Asst. Professor Andhra Kesari University, Ongole	Internal member	
4	Dr.M.Harsha Preetham Dev Kumar Asst. Professor Andhra Kesari University, Ongole	Internal member	
5	Dr. P. Thavitha Thulasi Associate Professor Dept. of Social Work, Sri Padmavathi Mahila University, Titupati	Member from other University	

6	B.Ramana Reddy Principal B.M. Degree College, Dornala	Member from Affiliated College	
7	Ms. Ronda Naga Lakshmi PRERANA, NGO, Ongole	Member from Industry	
8	Dr.K.Gangadhar Dean, academics, AKU	Ex-Officio Member	

AGENDA :

1. To finalise the programme for the MSW course to be offered in the Department of Social Work, Andhra Kesari University from the academic year 2023 - 2024. The course curriculum to be approved as per NEP 2020 guidelines.
2. To finalise the scheme of examination both internal and external
3. To approve the field work practicum as per NEP 2020.
4. To approve the panels of paper setters and examiners for valuation and viva-voce.
5. To approve the model question papers.
6. Any other item with permission of the chair.

RESOLUTIONS:

ANDHRA KESARI UNIVERSITY
DEPARTMENT OF SOCIAL WORK
MASTER OF SOCIAL WORK (MSW)

(Course Structure, Syllabus, Instruction & Examination of MSW under CBCS,
Amended as per NEP-2020 w.e.f. the Academic Year 2023-24)

FIRST SEMESTER

Course Code	Core/CF/EF	Title of the Course	Hours/Week	No.of Credits	IA	SEE	Total Marks
SW-01	Core Theory	Social Work Profession, Philosophy & Ideologies	6	4	30	70	100
SW-02		Sociology for Social Work	6	4	30	70	100
SW-03		Dynamics of Human Behaviour	6	4	30	70	100
SW-04		Social Work Practice with Individuals & Groups	6	4	30	70	100
Compulsory Foundation Course							
SW-05	CF	Concurrent Field Work – I & Viva - Voce	6	4	70	30	100
Elective Foundation Course: Choose any one							
SW-06	EF	A) Communication Skills	6	4	30	70	100
		B) Soft and Life Skills					
Total			36	24	220	380	600

SECOND SEMESTER

Course Code	Core/CF/EF	Title of the Course	Hours/Week	No.of Credits	IA	SEE	Total Marks
SW-07	Core Theory	Community Organisation & Social Action	6	4	30	70	100
SW-08		Social Work Research & Statistics	6	4	30	70	100
SW-09		Social Work Practice with Families	6	4	30	70	100
SW-10		Population Dynamics and Social Work	6	4	30	70	100

			Compulsory Foundation Course				
SW-11	CF	Concurrent Field Work – II & Viva - Voce	6	4	70	30	100
			Elective Foundation Course: Choose any one				
SW-12	EF	A) Human Resource Management	6	4	30	70	100
		B) Corporate Social Responsibility & Social Work					
Total			36	24	220	380	600
SW-13	Audit Course	Human Values and Professional Ethics	4	4	100	--	--

1. All core theory papers are mandatory
2. Audit course (100 marks, Internal) under self-study
3. The students shall register for massive open online course (MOOCS) as per university norms.
4. II Semester Field Work Evaluation & Viva-Voce shall be conducted with external examiner.
5. I & III Semester Project work (VIVA – Voce) will be conducted by Initial Examiners.

ANDHRA KESARI UNIVERSITY
DEPARTMENT OF SOCIAL WORK
MASTER OF SOCIAL WORK (MSW)
(Course Structure, Syllabus, Instruction & Examination of MSW under CBCS,
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THIRD SEMESTER

Course Code	Core/CF/SO	Title of the Course	Hours /Week	No. of Credits	IA	SEE	Total Marks
SW-14	Core Theory	Social Policy, Planning & Social Welfare Administration	6	4	30	70	100
SW-15		Community Development	6	4	30	70	100
SW-16		Management of Organisations	6	4	30	70	100
SW-17		Medical & Psychiatric Social Work	6	4	30	70	100
Compulsory Foundation Course							
SW-18	CF	Concurrent Field Work- III & Viva - Voce	6	4	70	30	100
Skill oriented Courses: Choose any one							
SW-19	SO	A) Information & Communication Technology and Social Work	6	4	30	70	100
		B) Social Work Practice in Disaster Management					
Total			36	24	220	380	600
SW-20	Audit Course	Personality Development	4	4	100	--	--

FOURTH SEMESTER

Course Code	Core/CF/OE	Title of the Course	Hours/Week	No.of Credits	IA	SEE	Total Marks
SW-21	Core	Women and Development	6	4	30	70	100
SW-22	Theory	Gerontological Social Work	6	4	30	70	100
SW-23		Correctional Social Work	6	4	30	70	100
SW-24		Labour Legislation & Labour Welfare	6	4	30	70	100
Compulsory Foundation Course							
SW-25	CF	Concurrent Field Work - IV	3	2	70	30	100
SW-26		Block Field Work	3	2	70	30	100
Open Elective Courses: Choose any one							
SW-27	OE	A) Industrial Relations	6	4	30	70	100
		B) Counselling in Social Work Practice					
SW-28	Voce	Project Work Evaluation & Viva-	--	4	70	30	100
Total			36	28	360	440	800

1. All core theory and Viva-Voce papers are mandatory
2. Audit course (100 marks, Internal) under self study
3. The students shall register for massive open online course (MOOCS) as per University norms.
4. Field Work and Project Work is compulsory.
5. IV Semester Viva-Voce shall be conducted with external examiner.

MASTER OF SOCIAL WORK: FIRST SEMESTER
Paper: I. SOCIAL WORK PROFESSION, PHILOSOPHY AND IDEOLOGY

Course Objectives: Objective of this paper is to disseminate knowledge on history of social reform movements in India, origin of social work profession; social work ethics; interface between professional and voluntary social work and practice of social work in various fields.

Course Outcome: To enlighten the students about social reform movement in India; social work profession; ethics and philosophy of social work and practice in various fields.

Unit – 1 Syllabus

History of Social Reform in India in 19th and 20th Centuries – Social Reform Movements in India – Gandhian Ideology and Sarvodaya Movement.

Learning Outcomes: Students will be able to understand the history of social reforms in India.

Unit – 2 Syllabus

Definition and Scope of Social Work; Origin of Social Work Profession in U.K and U.S.A – Generic Principles of Social Work - New Approaches to Social Work – Developmental and Radical.

Learning Outcomes: Develop knowledge on origin and scope of social work profession and new approaches to social work development.

Unit – 3 Syllabus

Social Work Ethics; Concept and Philosophy, – Goals, Values, Functions of Social Work – Personal Attributes of a Social Workers – Social Work as a Profession – Attributes of a Profession - Values, Attitudes and Professional Ethics.

Learning Outcomes: Gain knowledge about ethics and philosophy, goals and values of social work.

Unit – 4 Syllabus

Interface between Professional and Voluntary Social Work – Ideology of Voluntary Organizations and Voluntary Action.

Learning Outcomes: The students to understand the interface between professional and voluntary social work.

Unit – 5 Syllabus

Practice of Social Work in Various Fields: Community Development - Medical and Psychiatric Social Work - Correctional Social Work - Family and Child Welfare - Labour Welfare.

Learning Outcomes: Get more awareness on practice of social work in various fields.

Reference Books:

1. Friedlander, W.A. Concept and Methods of Social Work
2. Gore, M.S. Social Work and Social Work Education
3. Madan, G.R. Indian Social Problems, Vol. II
4. Wadia, A.R. History and Philosophy of Social Work in India
5. Friedlander, M.A. Introduction to Social Welfare.
6. Moorthy, M.V. Social Work - Philosophy, Methods and Fields
7. Govt. of India: Encyclopedia of Social Work, (Vols.1, 2, 3 & 4)

MASTER OF SOCIAL WORK:: FIRST SEMESTER
Paper: II. SOCIOLOGY FOR SOCIAL WORK

Course Objectives: The main objective of this paper is to disseminate knowledge on types of societies and social stratification in India; Social institutions, groups and agencies of socialization; factors and theories of social change.

Course Outcome: To enlighten the students about the relationship between man and society; social institutions, social groups, agencies of socialization; social control and social processes of social change.

Unit – 1 Syllabus

Society: Meaning, Characteristics, Functions, Types of Societies - Rural, Urban Societies; Social Stratification in India - Individual and Society - Relationship.

Learning Outcomes: Students will be able to understand types of societies, social stratification and the relationship between individual and society.

Unit – 2 Syllabus

Social Institutions – Marriage, Forms of Marriage; Family - Types, Changes in the Structure and Functions; Kinship - Meaning, Characteristics; Caste - Meaning, Characteristics, Changes – Social Structure: Meaning, Role and Status.

Learning Outcomes: Gain knowledge on social institutions- marriage, family, kinship, and caste.

Unit – 3 Syllabus

Social Groups - Meaning, Types - Primary and Secondary Groups, In-groups, Out-Groups, Reference Groups.

Learning Outcomes: Develop knowledge about social groups and their significance in society.

Unit – 4 Syllabus

Socialization Meaning; Social Control- Meaning and Agencies. Social Movements in India - Types; Culture – Meaning and Contents, Customs, Norms, Values, Folklore, Mores.

Learning Outcomes: Get more acquaintance related to concepts of socialization and social movements.

Unit – 5 Syllabus

Social Change – Meaning, Characteristics and Factors; Social Change Process in India – Sanskritisation, Modernization, Westernization and Secularization.

Learning Outcomes: Gain knowledge on factors and processes of social change.

Reference Books:

1. Pamela. Abbot Claire Wallace (1990); An Introduction to Sociology- Feminist Perspectives, Routledge.
2. Martin, Devid (1991): The Sociology of Social Work; Routledge Publication, London.
3. Beteile, A. (1989): Castes: Old and New; Essays in Social Stratification Bombay, Asia Publishing House.
4. Bottomore, T.B. (1962); Sociology: A Guide to Problems and Literature, London; George Allen and Unwin.
5. Davis, K. : Human Society, New York: Macmillan Ltd.

6. Horton. P.B. and Huri. C.L. (1976): Sociology (4th Ed.) New Delhi: McGraw Hill
7. Johnson, H.M. (1978): Sociology: A Systematic Introduction, Bombay: Allied Publication.
8. Karve, I. (1968): Hindu Society: An Introduction; Poona Deshmukh Prakaksm.
9. Lakshmi pathi Raju, M. Future of Indian Family Challenge for Social Work Education (Ed). Sri Padmavathi Mahila Visvavidyalayam, Tirupati.

MASTER OF SOCIAL WORK:: FIRST SEMESTER
Paper: III. DYNAMICS OF HUMAN BEHAVIOUR

Course Objectives: The main objective of this paper is to develop knowledge and skills regarding the nature and conditions of learning. To learn the social and cultural dimensions of needs.

Course Outcome: To gain knowledge of normal and abnormal behavior so as to work with different personalities. To know about attitude which are basis for the social behavior.

Unit–1 Syllabus

Understanding Human Behaviour, Heredity, and Environment in Shaping Human Behaviour; Basic Psychological Process; Perception; Motivation and Intelligence.

Learning Outcome: The students will be able to gain knowledge about human behavior and understand the basic psychological process.

Unit–2 Syllabus

Nature and Principles of Human Growth and Development – Stages of Life Span from Conception to Old age – Theories of Human Development – Freud’s Psycho-Sexual Theory; Erickson’s Psycho-Social Theory; Relevance of Social Work practice across the stages of Development.

Learning Outcome: The students will be able to learn the stages of life span and theories of human development. Methods of social work in different stages of human development.

Unit–3 Syllabus

Personality: Meaning, Definition, Types of Personality; Factors in Adjustment, Stress, Frustration and Conflicts - Defense Mechanism – Types.

Learning Outcome: The students will be able to understand the role of personality in society, and various defense mechanisms in dealing with human beings.

Unit–4 Syllabus

Learning – Nature and Theories- Classical Conditioning, Operant Conditioning. Application of Learning Principles in Behavioural Theory and Behavioural Modification Techniques.

Learning Outcome: The students will be able to apply the different learning principles in addressing issues related to behavioural problems.

Unit–5 Syllabus

Attitudes – Formation and Change of Attitudes – Leadership – Types, Traits and Functions.

Learning Outcome: The students will be able get knowledge on attitudes in dealing with individuals and changes their attitudes to understand the role of a leader in the society.

Reference Books:

1. Aron. F. Witting and Gurrey Williams (1984): Psychology: An Introduction, Mc Graw Hill Inc. USA.
2. Caroln Wade & Carol Tavis (1987) Psychology, Harper and Row Publishers, New York.
3. Frank. J.Landy (1980): Psychology: The Science of people, Prentice Hall Inc.
4. Linda L. David off (1980): Introduction to Psychology Mc. Graw Hill Inc. USA.
5. Morgan, King and Scholper: Introduction to Psychology Mc. Graw Hill Inc. USA.

6. Stan Albrecht Darwin L. Thomas Bruce A. Cahndwick (1980): Social Psychology, Prentice Hall, N.J.
7. Raven & Ruben (1983): Social Psychology John Wiley and Sons, New York.
8. Henry Clay LIngren (1986): An Introduction to Social Psychology Wiley Eastern Ltd. New Delhi.
9. Irvin G. Sarason Barbara R. Sarason (1989) Abnormal Psychology Prentice Hall.
10. Benjamin Leinmuntz (1980): Essentials of Abnormal Psychology, Harper and Row Publishers.

MASTER OF SOCIAL WORK:: FIRST SEMESTER**Paper - IV. SOCIAL WORK PRACTICE WITH INDIVIDUALS AND GROUPS**

Course Objectives: The main objective of this course is to understand the values, principles and components of social case work and social group work; nature and significance of group dynamics; use of case work and group work in different settings.

Course Outcome: To create awareness on social case work and social group work methods and their uses in different settings.

Unit – 1 Syllabus

Social Case Work - Definition, Method in Social Work – Values and Principles of Social Case Work - Components of Social Case Work Method: Person, Problem, Process and Place.

Learning Outcome: Students will be able to understand the values, principles and components of Social Case Work method.

Unit – 2 Syllabus

Social Case Work Process: Study, Assessment, Intervention, Termination and Evaluation; Social Case Work Tools – Interview, Home Visit, Observation, Listening, Communication Skills, Rapport Building, Recording techniques: Supportive; Resource Enhancement and Counseling.

Learning Outcome: Students will develop knowledge about tools and techniques of Social Case Work process.

Unit – 3 Syllabus

Social Group Work – Definition, as a method in Social Work - Principles of Social Group Work– Leadership in Group Work Process - Programme Planning – Nature and Importance.

Learning Outcome: Students will get more acquainted related to Principles in Social Group Work; Leadership in social group work and its nature and importance.

Unit – 4 Syllabus

Concept of Group Dynamics – Nature and Significance – Importance of Recording in Social Group Work, Types of Recording; Importance of Evaluation, Types of Evaluation.

Learning Outcome: Students will gain knowledge on the concepts of Social Group dynamics and types of recording, importance of evaluation.

Unit – 5 Syllabus

Use of Social Case Work in Different Settings like Health, School, Industry, Correctional Institutions and De-addiction Programmes; Nature and Scope of Social Group Work Practice in various settings such as Orphanages, Old age Homes, Community Centers, Industries, Hospitals and Rural, Urban, Tribal Community Development Programmes.

Learning Outcome: The students will be able to understand the uses of Social Case Work in different settings like health, school, industry, correctional institutions and De-addiction programmes and Social Group work in different settings.

Reference Books:

1. Pearlman, H.H. Social Case Work: A problem Solving Process.
2. Hamilton, G. Theory and Practice in Social Case Work.
3. Trecker, H.B. Social Group Work – Principles and Practice.

4. Konopka, G. Social Group Work – Helping Process.
5. Timms, N. Recording in Social Work.

**MASTER OF SOCIAL WORK:: FIRST SEMESTER
(Elective Foundation Course)**

Paper - VIA: COMMUNICATION SKILLS

Course Objectives: The main objective of this paper is to disseminate knowledge on theoretical perspectives of Indian Society, the significance of social institutions i.e. marriage, family, caste, religion and polity; and tribal development.

Course Outcomes: Train the students to gain knowledge on theories, and significance of social institutions, and tradition, modernity and tribal development.

UNIT – I Syllabus

Communication: Definition and Importance; Communication Process – Sources, Message, Encoding, Channel, Decoding, Receiver, Feedback, Context. Barriers to Communication

Learning Outcome: Students will be able to understand theoretical perspectives about foundation of Indian Society.

Unit – II Syllabus

Perspectives in Communication: Visual Perception, Language, Other factors - Past experiences, Prejudices, Feelings, Environment. **Elements of Communication:** Face to Face Communication – Tone of voice, Body Language (Non-verbal), Verbal and Physical Communication.

Learning Outcome: To prepare the students about the significance of Social Institutions i.e. marriage and family.

Unit – III Syllabus

Communication Styles: Matrix, Direct, Spirited, Systematic, Considerate style. **Basic Listening Skills:** Introduction, Self-awareness, Active Listening, Becoming an Active Listener, Listening in difficult situations.

Learning Outcome: Understand significant social institutions i.e. caste, religion & polity.

Unit – IV Syllabus

Effective Written Communication: When use & not to use written communication? Formal Communication. **Writing Effectively:** Subject Lines, Put the Main Point First, Know your Audience, Organization of the Message

Learning Outcome: Develop knowledge about tradition and modernity, and composition of Indian society.

Unit – V Syllabus

Interview Skills: Purpose of an interview, Do's and Don'ts of an interview. **Giving Presentations:** Dealing with fears, Delivering your Presentation, Techniques of Delivery. **Group Discussion:** Communication skills in group discussion, Do's and Don'ts of group discussion.

Learning Outcome: Gain knowledge on concepts of tribal heritage and tribal development.

**MASTER OF SOCIAL WORK :: FIRST SEMESTER
(Elective Foundation Course)**

Paper - VIB: SOFT AND LIFE SKILLS

Course Objectives: The main objective of this paper is to learn to communicate effectively, vocally, in writing and in presentation format. To develop skills in working with different groups.

Course Outcomes: Train the students to gain knowledge of communication skills. To develop inter-personal influences on relationships in terms of power, persuasion and assertiveness.

Unit – I Syllabus

Soft Skills: Communication, Commitment, Conflict management, Civic and Traffic sense, Emotional competence, Listening skills, Nonverbal communication skills dealing with selected groups.

Learning Outcome: Students will be able to

Unit – II Syllabus

Building Effective Relationships: Rapport, Nurturing friendship. Personal communication skills: Self-disclosure, Feedback, Negotiating; Resolving disagreement, Teamwork and Synergy skills: Creating group energy in pursuing collective goals, Open-minded ideas, Leadership skills, Initiating change and innovation.

Learning Outcome: To prepare the students about the

Unit – III Syllabus

Presentation skills: Listening-centered message, knowing about listeners' messages, Overcoming anxiety, structuring the presentation, Effective use of visual aids, verbal and non-verbal communication. Basic forms of writing, styles and contents, formal correspondence.

Learning Outcome: Understand significant.

Unit – IV Syllabus

Life Skills: Self-awareness, self-esteem, assertiveness, coping with anger, fear, anxiety, stress, hurt and depression, sensitivity, empathy and support, creative thinking, time management, decision making, understanding defense mechanisms, positive thinking, enhancing capacity to love.

Learning Outcome: Develop knowledge about

Unit – V Syllabus

Practicum: Public speaking on any topic, Oral presentation with visual, technology, Group discussion, listening comprehension. Group research. Using computer, Role-play evaluation.

Learning Outcome: Gain knowledge on concepts of tribal heritage and tribal development.

Reference Books:

Pasty McCarthy a Caroline Hatcher, (2002) Presentation Skills The essential guide for students, New Delhi, Sage Publications.

Neil Thompson (1996) People Skills, London; Macmillan.

Dalai Lama and Cutler, H.C (1998), the Art of Happiness: A Handbook for Living.
London: Coronet

Margie, Saunders, C Dickson, D. (1994), Social Skills in Interpersonal Communication;
Routledge

SEMESTER-II

MASTER OF SOCIAL WORK

Paper – VII. COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Objectives: The main objective of this course is to analyze the community organization as a method of social work; types of leadership in community, community organization process; concept and scope of social action and social reformation.

Course Outcome: Prepare the students about the concept of community organization; leadership; social action and social reformation.

Unit-I

Concept of Community and Community Organization– Definition, Meaning and Scope, Models, Skills of Community Organizer, Community Organization as a Method in Social Work– Major Forms and Characteristics of Community.

Learning Outcome: The students acquire knowledge about community organization, models and skills of community organizer.

Unit-II

Mobilization of Resources– Leadership– Types and Role of Community Organization in Developing Leadership; Concept of Extension– Definition and Principles.

Learning Outcome: The students gain the knowledge on mobilization of resources, types of leadership and concept of extension.

Unit-III

Community Organization Process– Programs, Content; Role of NGOs– Self Help Groups, Micro Level Planning; Peoples' Participation in Development Programs.

Learning Outcome: The students get the knowledge on community organization process; and peoples' participation in development programs.

Unit-IV

Social Action: Definition, Concept and Scope– Relationship with other Methods of Social Work; Forms of Social Action, Principles and Strategies of Social Action – Creating Awareness.

Learning Outcome: The students acquaint with social action as a method of Social Work, its principles and strategies.

Unit-V

Concepts of Social Reformation– Social Revolution and Legislation– Role of Social Worker in Drafting a Bill; Techniques of Winning Public Support and Political Parties– Lobbying in Enactment and Enforcement of Acts.

Learning Outcome: The students acquint with concepts of social reformation, Social revolution and legislation; Techniques of winning public support.

Reference Books:

- 1) Ross, M.G.: Community Organization, Theory and Practice.
- 2) Gangrade, K.D. Community Organization in India.
- 3) Jones and Mayo Community Work.
- 4) Moorthy, M.V. Social Action.
- 5) Siddiqui: Social Work and Social Action
- 6) Reports: Social Education and Development Society.
 - a. Village Education and Development Society.
 - b. Rayalaseema Development Trust.
- 7) Young India Project.

Paper: VIII. SOCIAL WORK RESEARCH AND STATISTICS

Course Objective: The main objective is this paper enlighten the students on concepts of social science research and statistics, and its application to social phenomenon theory, fact and hypothesis, and their operation difference; significance of research design in research Methods of data collection and data analysis; and interpretation of data.

Course Outcome: To create awareness on various social research and statistics, concepts such as scientific method, theory, fact and hypothesis, methods of data collection and data interpretation and students will be able to write a research report writing.

Unit – I

Scientific Method – Nature and Characteristics – Social Science Research and Social Work Research. Methods of Research – Historical, Pure and Applied Research, Observation, Survey Method, Case Study and PRA Techniques.

Learning Outcomes: To gain the knowledge on methods of research and its application to social phenomenon.

Unit – II

Research Design – Exploratory, Descriptive, Experimental, Diagnostic Research Designs; Steps in Research – Selection of Topic, Formulation of Problem, Identification of Variables – Hypothesis.

Learning Outcomes: The students able to understand theory fact and hypothesis and various types of research methods.

Unit – III

Sampling Methods – Types and Problems of Sampling – Tools of Research – Observation, Questionnaire and Interview Schedule; Research Analysis – Sources of Data, Data Collection, Classification, Tabulation, Analysis and Interpretation – Research Report Preparation

Learning Outcomes: Develop the knowledge about research methods and techniques of sampling in research.

Unit – IV

Statistical Methods – Averages, Dispersions, Correlation.

Learning Outcomes: Develop knowledge on resources of central tendency dispersion and Co-efficient of variation and their uses in social research.

Unit – V

Statistical Methods – Chi-square Test – Z Test – Pie Charts, Histogram, Pictogram and Cartogram – Importance and Limitation of Statistics.

Learning Outcomes: Able to understand resources of Association i.e. Correlation, test of significance i.e., chi-square.

Reference Books:

- 1) Sadhu Singh "Research Methodology in Social Science Research", Himalaya Publishing House, New Delhi.
- 2) R.P.Misra Research Methodology – A Hand Book Concept Publishing Company, New Delhi.
- 3) Vatsayayan Methods and Technique of Social Survey and Research, Kedar Nath Ram Nath.
- 4) Galtung, J., "Theory and Methods of Social Research", Allen and Irwin, London, 1967.
- 5) Goode. W. G. and P.K. Hatt, Methods in Social Research, N.Y, 1952.
- 6) Young, P.V. Scientific Social Survey and Research, N.Y. 1949.
- 7) Kanfmann, F., The Methodology of Social Science, N.Y. 1944.
- 8) Elltiz C., and others, Research Methods in Social Relations 1965.
- 9) Easthope, Gary, History of Social Research Methods, London, Longman, 1974.
- 10) Bajpai. S.R, Methods of Social Survey and Research, Rampur, Kitab Garh, 1960.
- 11) Johari, J.C: Introduction to Methods of Social Research
- 12) Croxton, et al: Applied General Statistics.
- 13) Polonsky: Social Welfare Research.

Paper: IX. SOCIAL WORK PRACTICE WITH FAMILIES

Course Objectives: The Main objective of this paper is to help students gain a theoretical and conceptual understanding of families and family system. To help students understand interaction, functions and issues concerning Indian families.

Course Outcome: To help students gain knowledge and skills in family interventions. To help students understand the needs and problems of children and application of social work in dealing with them.

Unit – I

Family - Changing Indian Family - Retrospect and Prospect Ideology of Family Rights - Types of Families - Dual earner/ career families; Single parent families, Female headed households, Childless families - Emerging problems of families and needed services, Social Work with Families.

Learning Outcome: The students will be able to understand the different types of families, emerging problems and services essential. Apply the conceptual understanding in dealing with the problems through social work intervention.

Unit – II

Family Counselling - Counselling Process and Skills of Counselling - Types of Counselling and Important techniques – Role of Family Counsellor – Premarital, Marital and Divorce Counselling – Inter- Professional Dialogue – Code of Ethics for Counsellors.

Learning Outcome: The students will be able to gain conceptual understanding of family counselling. Develop the necessary skills of Counselling.

Unit – III

Family life Education – Concept, Need, Principles, Techniques, Content and Programmes- Sex Education and Population Education, Social Work Practice in the context of Family life Education.

Learning Outcome: The students will be able to gain knowledge on family life education, sex education and population education. Apply the social work knowledge in the context of family life education.

Unit – IV

Family Welfare Programme – History, Methods of Family Planning- Child Spacing, Infertility, Motivation and Communication in Family Planning Programme; Social Work Practice in the Context of Family Welfare Programme.

Learning Outcome: The students will be able to gain an understanding on family welfare programme. To apply social work knowledge in dealing with issues pertaining to family welfare programme.

Unit – V

Children in Difficult Situations – Child Labour, Street Children, Child Abuse, Child Prostitution and Handicapped Children; Application of Social work in the Context of Children in Difficult Situations.

Learning Outcome: The students will be able to understand the children in difficult situations. Apply the knowledge of social work in dealing with these children.

Reference Books:

- 1) Ackerman, N.W. Psychodynamics of Family Life New York: Basic Books Incl.
- 2) Aranha T. Social Advocacy – Perspective of Social Work, College of Social Work Bombay.
- 3) Asha A. Bheda Principles of Population Studies Himalaya Publishing House.
- 4) Chowdry Paul, D. (1988) Youth Participation and Development Atmaram Publishing House
- 5) Desai U.G. and Naik R.D. Problems of Retired People in Bombay, TISS.
- 6) Fouseca Habal Counselling for marital Happiness
- 7) Gokarn N.A. (1988) Monography: Family Life Education, Family and Child Welfare Department, TISS, Bombay.
- 8) Goode, W.J. The family, New Jersey Prentice Hall, Inc. Ira L. Reiss Family Systems in America, 3rd Edition.
- 9) Jahir Mohammad Family Law and Social Change N.M. Thripathi Pvt. Ltd, Bombay.
- 10) Jordon Willian The Social Workers in Family Situation Kapadia, K.M. Marriage and Family in India Oxford University Press, Delhi
- 11) Kapoor, R.F. Women Family Life Education in Indian, Jaipur.
- 12) Lakshmipathi Raju, M. Future of Indian Family Challenge for Social Work Education (Ed). Sri Padmavathi Mahila Visvavidyalayam, Tirupati.
- 13) Lakshmipathi Raju, M. (1999) Family Counselling: Perspectives and Practices(Ed). Sri Padmavathi Mahila Visvavidyalayam, Tirupati.

Paper: X. POPULATION DYNAMICS AND SOCIAL WORK

Course Objectives: The main objective of this paper is to analyze the origin and development of demography, demographic transition theories; causes and problems of rapid population growth; understand the components of population growth; family planning programme and dimensions of population education.

Course Outcome: To enlighten the students about origin and development of demography, population and demographic transition theories; problems of rapid population growth and population education.

Unit – I

Social Demography – Nature, Scope and importance of Demography., Origin and Development of Demography, Sources of Demographic Data. Population dynamics and population studies.

Learning Outcome: Students will be able to understand origin and development and sources of demographic data in India.

Unit – II

Population Theories – Malthusian Theory, Optimum Population Theory and Theory of Demographic Transition.

Learning Outcome: Develop knowledge over population theories and theory of demographic transition.

Unit – III

India's Population – Growth, Distribution, Composition – Age and Sex Composition. Problems of Rapid Population Growth in India.

Learning Outcome: Gain knowledge on composition of population and problems of rapid population growth in India.

Unit – IV

Components of Population Growth – Fertility, Mortality, and Migration; their Conceptual and Theoretical Frameworks, Measures – Levels and Trends.

Learning Outcome: Get more awareness on components of population growth i.e. Fertility, Mortality and Migration.

Unit – V

Family Planning and Family Welfare, Family Planning through Five Year Plans India's Population Policy; Social Dimensions of Population Education. Role and scope of social work in Family planning and population education.

Learning Outcome: Understand family planning, India's population policy and dimensions of population education.

Reference Books:

- 1) Donald J. Bogue : Principles of Demography
- 2) Thompson & Lewis : Population Problems
- 3) Asha Bhinde & Tara Kanitkar : Principles of Population Studies
- 4) Ashish Bose & Others : Population in India's Development 1947-2000AD
- 5) Srivastava : A Text Book of Demography

HUMAN RESOURCE MANAGEMENT

Paper: XIII. ELECTIVE FOUNDATION COURSE (CHOOSE ANY ONE)

Course Objectives: The main objective this course is to enlighten the students about Management & HRM concepts; HR Planning; recruitment and selection; training and development; employee compensation.

Course Outcome: Create awareness among the students on the concepts of Management; HRM, Human Resource Planning, Training and Development; Compensation.

Unit – I

Management: Concept, Scope and Functions; Contributions of F.W. Taylor, Henry Fayal, Elton Mayo; Human Resource Management: Concept, Scope and Functions, Philosophy and Policy.

Learning Outcome: The students able to understand the concept of Management and theories of management, HRM concept, philosophy and policy.

Unit – II

Human Resource Planning: Concept and Process; Job Analysis; Recruitment and Selection Process, Placement and Career Planning.

Learning Outcome: The students able to gain knowledge on the process of HR Planning, Job analysis, Recruitment, Selection and Career planning.

Unit – III

Human Resource Development: Concept, Importance, HRD Mechanisms; Types and Methods of Training and Development.

Learning Outcome: The students acquire knowledge on HRD concept and importance, Types and methods of training and development.

Unit – IV

Performance Appraisal and Counseling; Identification of Training Needs; Designing, Monitoring and Evaluation of Training and Development Programs.

Learning Outcome: The students acquire knowledge on performance appraisal, identification of training needs and evaluation of training and development programs.

Unit – V

Employee Compensation: Concept, Scope; Job Evaluation; Wage Determination and Wage Fixation–Incentives, Bonus; Motivation; Separation Polices and Voluntary Retirement Scheme.

Learning Outcome: The students get the knowledge on concepts of compensation, job evaluation and wage fixation; incentives and separation policy in India.

Reference Books:

- 1) Aswathappa Human Resource & Personnel Management
- 2) Flippo, Edwin. B Principles of Personnel Management.
- 3) Yoder, Dale. Personnel Management and Industrial Relations.
- 4) Subba Rao. P Essentials of Human Resource Management
- 5) Garderner, B. Human Relations in Industry.
- 6) Pigors and Myers. Personnel Administration.
- 7) Tripathi. Personnel Management and Industrial Relations.
- 8) Mamoria, C.B. Personnel Management.

Paper: XIIB. CORPORATE SOCIAL RESPONSIBILITY AND SOCIAL WORK

Course Objectives: The main aim of this course is familiarizing the students with concept and development of CSR in the context of social work profession

Course outcome: To gain the knowledge on CSR, implementation, Social Audit, CSR Legislation and Project Management.

Unit - I

Meaning, Definition, and Evolution of CSR in India, Concept of Charity, Corporate Philanthropy, Corporate Citizenship, CSR through triple bottom line and Models of CSR.

Learning Outcome: To understand the scope and concept of corporate social responsibility (CSR) in India

Unit - II

CSR Legislation in India: Section 135 of Companies Act, 2013 & Schedule VII, Appointment of Independent Directors on the Board; Corporate Initiatives of CSR

Learning Outcome: To gain knowledge on the impact of CSR implementation on corporate culture, particularly as it relates to professional social work

Unit - III

UN Sustainable Development Goals – Global Initiatives on Environmental Sustainability, Role of Civil Society – Social Entrepreneurs.

Learning Outcome: To acquire skills to frame CSR policies and practices appropriate to the Indian workplace

Unit - IV

Social Auditing, Process, Social Audit Verification, Social Accounting, Social Audit Report, Social Marketing – Stakeholders: Internal, External, Stakeholder Mapping

Learning Outcome: To familiarize the concepts of sustainable development, Social audit and social accounting.

Unit - V

Concept of Project Management, Project Identification, Project Design, Appraisal, Project life cycles, and success factors – Implementation, Monitoring, Review, and Evaluation

Learning Outcome: To acquire knowledge on project management skills Department of Social Work.

Reference Books:

- 1) Andres R (2005) The Sustainability Revolution: Portrait of a Paradigm Shift, New Society Publishers; New Delhi
- 2) Benn & Bolton (2011), Key concepts in Corporate Social responsibility, Australia: Sage Publications Ltd.
- 3) Bradshaw, T. and D. Vogel. (1981), Corporations and their critics: Issues and answers to
- 4) The problems of Corporate Social Responsibility, New York: McGraw HillBook Company.

- 5) Brummer, J.J. (1991), *Corporate Responsibility and Legitimacy: An interdisciplinary analysis*, Westport, CT: Greenwood Press.
- 6) Cannon, T. (1992), *Corporate Responsibility* (1st Ed.) London: Pitman Publishing. 6.
- 7) Crane, A. et al., (2008). *The Oxford handbook of corporate social responsibility*, New York: Oxford University Press Inc.
- 9) Ellington. J. (1998), *Cannibals with forks: The triple bottom line of 21st century business*. 10) New Society Publishers
- 11) Grace, D. and S. Cohen (2005), *Business ethics: Australian problems and cases*. Oxford: 12) Oxford University Press.
- 13) Reddy, Sumati and Stefan Seuring. (2004), *Corporate Social Responsibility: Sustainable 14) Supply Chains*, Hyderabad: ICFAI University Press.
- 15) Werther, W. B. & Chandler, D. (2011). *Strategic Corporate Social Responsibility*. 16) Thousand Oaks, CA: Sage.

Paper: XIII. HUMAN VALUES AND PROFESSIONAL ETHICS

(AUDIT COURSE)

Course Objectives: Main objective of this course is to understand the human values and behavior, discuss the medical and moral ethics of professionals.

Course Outcome: To learn different concepts of Human Values and Behavioural changes required for adjustment in family and society, Demonstrate ethics on moral and professional ethics.

Unit-I

Concept of Human Values - Self introspection - Self-esteem, Family Values-Components, structure and responsibilities of family- Adjustability - Threats of family life - Status of women in family and society - Caring for needy people and Elderly.

Learning outcome: To gain knowledge on human values, family values and status of women needy people and elderly.

Unit-II

Professional Ethics- Views of Charaka, Sushruta and Hippocrates on Moral responsibility of Medical practitioners, Code of ethics or medical and healthcare professionals, Euthanasia, Ethical obligation to animals, Ethical issues in relation to health care professionals and patients.

Learning Outcome: Students able to gain knowledge on medical and professional ethic.

Unit-III

Business Ethics- Ethical Standards of Business-Immoral and illegal practices and their solutions, Characteristics of ethical problems in management, causes of unethical behavior, ethical abuses and work ethics.

Learning Outcome: Students able to gain knowledge of business and work ethics.

Unit-IV

Environmental Ethics- Ethical theory, Man and nature- Ecological crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and environmental health.

Learning Outcome: Sensitise the students on environmental ethics and climatic change ethics.

Unit-V

Social Ethics- Organ Trade, Human trafficking, Human rights violation and social disparities, Feminist ethics, Surrogacy/Pregnancy, Ethics of media- Impact of Newspapers, Television, Movies and Internet.

Learning outcome: To gain knowledge on human trafficking, feminist ethics, media ethics and Internet & Social media ethics.

Reference Books:

- 1) John S Mackenjie: A Manual of Ethics.
- 2) “Management Ethics - Integrity at Work’ by Joseph A. Petrick and John F. Quinn, Response Books: New Delhi.
- 3) “Ethics in Management” by S.A. Sherlekar, Himalaya Publishing House.
- 4) Harold H. Titus: Ethics for Today
- 5) Maitra, S.K: Hindu Ethics
- 6) Sinha: A Manual of Ethics
- 7) Manu: Manava Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.C.Haughton.
- 8) Analyzing Moral Issues, Judith A. Boss, Mayfield Publishing Company, 1999. An
- 9) Introduction to Applied Ethics (Ed.) John H.Piet and Ayodhya Prasad, Cosmo Publications.
- 10) Text Book for Intermediate First Year Ethics and Human Values, Board of Intermediate Education-Telugu Akademi, Hyderabad.

Paper setting

The following University Faculty from department of Social Work will be finalized for paper setting and evaluation.

1. Acharya Nagarjuna University, Guntur
2. Andhra University, Visakhapatnam
3. BR Ambedkar University, Etcherla
4. Sri Krishna Devaraya University, Anantha Puram
5. Sri Venkateswara University, Tirupati
6. Vikram Simhapuri University, Nellore

First Semester

Social Work

Paper-I-SOCIAL WORK PROFESSION, PHILOSOPHY AND IDEOLOGY

Time: Three hours

Maximum: 70 marks

Answer ALL questions

All questions carry equal marks.

1. (a) Discuss the history of Social Reform in India 19th and 20th centuries.

Or

- (b) What is Gandhian Ideology? Discuss major Gandhian Ideologies.

2. (a) Define the social work; discuss the principles of social work profession.

Or

- (b) Elaborate the Radical approach in social work and its limitations.

3. (a) Elaborate the code of ethics in social work profession.

Or

- (b) Explain the values and characteristics of a social work profession.

- 4.(a) Discuss about the professional social work and its functions.

Or

- (b) Explain the interface between professional and voluntary social work.

5. (a) Define the community development and its characteristics.

Or

- (b) Illustrate the role of labour welfare officer in industrial sector.

M.S.W. DEGREE EXAMINATION 2023

First Semester

Social Work

Paper-II-SOCIOLOGY FOR SOCIAL WORK

Time: Three hours

Maximum: 70 marks

Answer ALL questions

All questions carry equal marks.

1. (a) Define the society and its functions.

Or

(b) Define social stratification and social stratification in India.

2. (a) Discuss the various forms of families in India.

Or

(b) Elaborate the functions of family system in India.

3. (a) Critically examine the social groups and their significance in society.

Or

(b) Differentiate the In-group, Out - group and Reference groups.

4. (a) Discuss the concept of socialization and the social control agencies in India.

Or

(b) Elaborately discuss the various types of social movements in India.

5. (a) Critically elaborate the influencing factors of social change.

Or

(b) Differentiate the Sanskritization, westernization and Sanskritization

M.A. DEGREE EXAMINATION 2023.

First Semester

Social Work

Paper-III-DYNAMICS OF HUMAN BEHAVIOUR

Time: Three hours

Maximum: 70 marks

Answer ALL questions

All questions carry equal marks.

1. (a) Define perception and explain influencing factors of perception.

Or

(b) Distinguish the motivation and intelligence in human behaviour.

2. (a) Illustrate the psycho-social sexual theory in human development.

Or

(b) Explain the Erikson's stages of psycho - social development.

3. (a) Explain the concept of Adjustment, influencing factors of adjustment.

Or

(b) What is conflict, types of conflict and coping measures of conflict.

4. (a) Elaborate development. the theory of cognitive

Or

(b) Define learning and discuss various learning theories.

5. (a) Explain the models of changing attitude. Or

Or

(b) Write a note on various types of leadership.

M.A. DEGREE EXAMINATION 2023.

First Semester

Social Work

Paper-IV SOCIAL WORK PRACTICE WITH INDIVIDUALS AND GROUPS

Time: Three hours

Maximum: 70 marks

Answer ALL questions

All questions carry equal marks.

1.(a) Define social case work; discuss the principles of social case work.

Or

(b) Illustrate the various problems faced by the individuals.

2.(a) Discuss about the steps in social case work process.

Or

(b) Discuss about the importance of communication skill in social case work process.

3.(a) Define social group work, significance of Social group work.

Or

(b) Explain the importance of leadership in group work.

4. (a) Discuss the concept of group dynamic and types.

Or

(b) Explain the nature and significance of group dynamics.

5. (a) Illustrate the scope of social work practice in schools.

Or

(b) Discuss the barriers of group work in implementation of community development programme.

M.A. DEGREE EXAMINATION 2023.

First Semester

Social Work

Paper-VI (A) COMMUNICATION SKILLS

Time: Three hours

Maximum: 70 marks

Answer ALL questions

All questions carry equal marks.

Answer ALL questions. All questions carry equal marks.

1.(a) Define and explain the importance of communication.

Or

(b) Explain the communication. barriers of effective communication

2. (a) Discuss the elements of communication.

Or

(b) Elaborate the perspectives in communication.

3. (a) Briefly discuss the different styles of communication.

Or

(b) Elaborately discuss how to become an active listener.

4. (a) What is written communication? Discuss the importance of written communication.

Or

(b) Discuss the need and skills of effective communication in social work practice.

5.(a) What presentation? Discuss techniques of presentation delivery.

Or

(b) Importance of communication skill in group discuss and do's and don'ts during group discussion.

M.A. DEGREE EXAMINATION 2023.

First Semester

Social Work

Paper-VI (B) Soft & Life Skills

Time: Three hours

Maximum: 70 marks

Answer ALL questions

All questions carry equal marks.

Answer ALL questions. All questions carry equal marks.

1.(a) Define and explain the importance of communication.

Or

(b) Explain the communication. barriers of effective communication

2. (a) Discuss the elements of communication.

Or

(b) Elaborate the perspectives in communication.

3. (a) Briefly discuss the different styles of communication.

Or

(b) Elaborately discuss how to become an active listener.

4. (a) What is written communication? Discuss the importance of written communication.

Or

(b) Discuss the need and skills of effective communication in social work practice.

5.(a) What presentation? Discuss techniques of presentation delivery.

Or

(b) Importance of communication skill in group discuss and do's and don'ts during group discussion.

MSW DEGREE EXAMINATION 2023

Second Semester

Social Work

Paper I-COMMUNITY ORGANIZATION AND SOCIAL ACTION

Time: Three hours

Maximum: 70 marks

Answer ALL questions.

All questions carry equal marks

1. (a) Describe the Major forms and characteristics of community.

Or

(b) Discuss the role of community organiser in community development.

2. (a) Explain the various types of leadership.

Or

(b) Discuss the principles of extension.

3. (a) Discuss the importance of people's participation in community development programmes.

Or

(b) Elaborate the role of Non-Governmental Organizations in community development.

4. (a) Discuss the concept of social action and its scope.

Or

(b) Illustrate the various forms of social action.

Or

5. (a) Briefly discuss the various social reforms in India.

Or

(b) Explain the role of social worker in drafting a bill.

Sarawati R

MSW DEGREE EXAMINATION 2023

Second Semester

Social Work

Paper II-SOCIAL WORK RESEARCH AND STATISTICS

Time: Three hours

Maximum: 70 marks

Answer ALL questions.

All questions carry equal marks.

1. (a) Explain the nature and characteristics of social science research.

Or

(b) Differentiate the survey method and case study in social science research.

2. (a) Discuss the difference between explorative and experimental research design.

Or

(b) Illustrate the diagnostic research design in research.

3. (a) Explain the various sampling methods in social science research

Or

(b) Write a note on barriers in collecting data.

4. (a) Calculate the standard deviation of the heights of the 50 people.

Classes height (in cm)	Frequency
120 -130	2
130-140	5
140-150	25
150-160	10
160-170	8

Or

(b) Work out correlation from the following the data...

X: 8 2 6 4 2
 Y: 98 74 87 82 72

5. (a) Write a note on importance and limitations of statistics in social science research.

Or

(b) Explain the differences between pictogram and cartogram.

Saraswati R

MSW DEGREE EXAMINATION 2023

Second Semester

Social Work

Paper III-SOCIAL WORK PRACTICE WITH FAMILIES

Time: Three hours

Maximum: 70 marks

Answer ALL questions.

All questions carry equal marks.

1. (a) Discuss the changing pattern of Indian family system.

Or

(b) Write a note on role of social worker in family intervention.

2. Explain the process of counselling in family counselling.

Or

(b) Illustrate the ethical code of counsellors.

3. (a) Elaborate the concept and importance of family life education.

Or

(b) Explain the content and Programmes of sex education and population education

Or

4. (a) Write a note on various methods of family planning.

Or

(b) Explain the importance of social Work Practice in the context of family

Welfare Programme.

5. (a) What is child abuse discuss various types of abuse.

Or

(b) Illustrate the application of social work in the context of child prostitution.

Sarawati

MSW DEGREE EXAMINATION 2023

Second Semester

Social Work

Paper IV-POPULATION DYNAMICS AND SOCIAL WORK

Time: Three hours

Maximum: 70 marks

Answer ALL questions

ALL questions carry equal marks.

1. (a) Discuss the scope and importance of demography

Or

(b) Describe the population dynamics

2. (a) Discuss the major elements of the Malthusian theory

Or

(b) What is Malthusian theory of population and explain its assumptions.

3. (a) Describe the problems of rapid population growth in India.

Or

(b) What are the major factors that affect population growth.

4. (a) Discuss the major components of the population growth.

Or

(b) Explain the different methods of fertility measures.

5. (a) Elaborately discuss the social dimensions of population education.

Or

(b) Discuss about the dimension of population education.

Saraswati R

MSW DEGREE EXAMINATION 2023

Second Semester

Social Work

Paper VI (A) HUMAN RESOURCE MANAGEMENT

Time: Three hours

Maximum: 70 marks

Answer the ALL questions.

All questions carry equal marks.

1. (a) Explain the functions of management.
Or
(b) Explain the major functions of Human Resource Management.
2. (a) Briefly discuss about the major functions of Human resource Management.
Or
(b) Explain the importance of career planning in HRM
3. (a) Explain the concept and importance of human resource management.
Or
(b) Describe the mechanisms of HRM.
4. (a) Bring out the importance of performance appraisal in HRM.
Or
(b) Discuss the type of evaluation of training and development programme.
5. (a) What is the concept of compensation and its scope?
Or
(b) What is motivation and explain the process of motivation?

Sarawati

MSW DEGREE EXAMINATION 2023

Second Semester

Social Work

Paper VI (B) Corporate Social Responsibility & Social Work

Time: Three hours

Maximum: 70 marks

Answer the ALL questions.

All questions carry equal marks.

1. (a) Explain the functions of management.

Or

(b) Explain the major functions of Human Resource Management.

2. (a) Briefly discuss about the major functions of Human resource Management.

Or

(b) Explain the importance of career planning in HRM

3. (a) Explain the concept and importance of human resource management.

Or

(b) Describe the mechanisms of HRM.

4. (a) Bring out the importance of performance appraisal in HRM.

Or

(b) Discuss the type of evaluation of training and development programme.

5. (a) What is the concept of compensation and its scope?

Or

(b) What is motivation and explain the process of motivation?

Sarawati R

MASTER OF SOCIAL WORK::THIRD SEMESTER
SW-14 : SOCIAL POLICY, PLANNING AND
SOCIAL WELFARE ADMINISTRATION

Course objectives: The main objective of this paper is to educate the students about the concept of social policy and development approaches, people's participation and development, sustainable development and the nature and scope principles and process of social welfare administration in India.

Course Outcome: Enlightened the students about concepts of social policy and social welfare administration; approaches and peoples participation in development.

Unit – 1 Syllabus

Social Policy - Concept – Need - Objectives, Values and Directions - Relationship between Social Policy and Development - Constitutional basis and Evolution of Social Policy in India.

Learning Outcome: Students will be able to acquire knowledge about relationship between social policy and development in India.

Unit – 2 Syllabus

Approaches to Social Policy - Unified, Integrated and Sectoral - Models of Social Policy - Residual, Welfare, Redistributive – Antyodaya, Sarvodaya Approaches to Social Development.

Learning Outcome: Students will be able to gain the knowledge on approaches to social policy and social development.

Unity – 3 Syllabus

New Economic Policy - People's Participation and Development - Concept of Sustainable Development - Role of Professional Social Worker in Formulation and Implementation of Social Policy - Linkages between Social Policy and Planning.

Learning Outcome: Students will be able to get move acquainted with new economic policy and people's participation and development.

Unit – 4 Syllabus

Social Welfare Administration - Concept, Definition, Nature and Scope – Principles of Social Welfare Administration in India - Distinction between Social Work and Social Welfare - Central Social Welfare Board (CSWB) - Composition of the Board, Organization and Administrative setup, Programmes and Activities of the Board, General Grants - in - Aid to Voluntary Organizations (NGOs).

Learning Outcome: Students will be able to understand the concept of social welfare administration and voluntary organizations in India.

Unit – 5 Syllabus

Administrative Process, Planning, Organizing, Staffing, Decision Making, Co-coordinating, Delegation in Administration; Reporting, Fitting and Correspondence - Financial and Office Administration – Budgeting, Fund Raising, Accounting, Office Processing - Role of Non-Governmental Organizations. (NGO's)/ Voluntary Organizations in Development.

Learning Outcome: students will be able to develop the knowledge on administrative process, planning and role of NGO's.

Reference Books:

1. Dr. D.R. Sachadeva (2005): Social Welfare Administration in India.
2. Huttman, E.D. (1981): Introduction to Social Policy, New York, Mc. Graw Hill.
3. Kulkarni, P.D. (1979): Social Policy and Development in India, Madras.
4. Kulkarni, P.D. (1979): Social Policy in India, New York.
5. Skidmore, (1983): Social Work Administration, Prentice Hall, New Jersey.
6. Sankaran, R. & Rodrigues, 1 (1983): A Hand Book of the Management of Voluntary Organization, Madras, Alpha.
7. Goel, SL & Jain, R.K. (1988): Social Welfare Administration Vol. I & II, New Delhi, Deep & Deep.
8. Paul Chowdary D. (1979): Social Welfare Administration, New Delhi, Atma Ram.

**MASTER OF SOCIAL WORK::THIRD SEMESTER
SW-15 : COMMUNITY DEVELOPMENT**

Course Objectives: The Main objective of this paper is to acquire knowledge on urban, rural and tribal community and its features. To understand the process of urbanization. To enhance knowledge about urban, rural and tribal development programmes. To know about community development approaches. To learn about the role of a social worker in promoting community development.

Unit – 1 Syllabus

Rural Community: Definition, Characteristics of Rural Communities, Changes in Rural Communities. Urban Community: Definition, Urbanization Characteristics of Urban Communities. Tribal Community: Definition and Characteristics of Tribal Communities; Differences between Rural, Urban and Tribal Communities.

Learning Outcome: The students would be able to understand the rural, urban, and tribal community. Differentiate between rural, urban, and tribal community.

Unit – 2 Syllabus

Community Development: Definition; Community Development Experiment and Projects in Rural Areas: Srinikatan, Marthandom, Gurgon, Baroda, Firka, Nilokhere and Earthwah Project. Urban Areas: Delhi Pilot Project, Baroda Pilot Project, Ahmadabad Pilot Project. Tribal Areas: Hill Area Development Programs.

Learning Outcome: The students would be able to Gain knowledge about the various community development experiment and projects in rural, urban and tribal areas.

Unit – 3 Syllabus

Programmes for Community Development – Rural: (IRDP) Integrated Rural Development Programmes. DWCRA (Development of Women and Children Rural Areas. MGNREGS: Mahatma Gandhi National Rural Employment Guarantee Scheme (National and State Level). Indira Kranthi Patham. DWCUA: (Development of Women and Children in Urban Areas. Slum clearance Projects. Tribal: ITDA (Integrated Tribal Development Agency). GDC (Girijan Development Corporation). Social Workers' Response: Creating awareness work for effective implementation of the programmes.

Learning Outcome: The students would be able to Learn about the various community development programmes-rural, urban and tribal. Apply the knowledge in effectively implementing the different programmes.

Unit – 4 Syllabus

Community Development Approaches and Scope of Social Work Practice. Target Approach: Welfare Programmes, Developing Relationships, Demonstrating the Purpose, Target Group, Participatory Techniques. Role of Social Worker - Conducting Awareness Camps, Strengthening Self – Help Groups, Facilitating Empowerment in the Communities Sensitizing the Government Functionaries.

Learning Outcome: The students would be able to apply the various approaches of community development. Play the role of a social worker in promoting community development.

Unit – 5 Syllabus

Concept and Philosophy of Community Development – Objectives – Programmes for Rural, Urban and Tribal Development – Scope of Social Work.

Learning Outcome: The students would be able to develop conceptual understanding of philosophy of community development. Apply the knowledge of community development in implementation of the various programmes.

Reference Books:

1. Encyclopedia of Social Work Government of India: Vol. I to IV guidelines and Reports of Various Rural Development initiatives.
2. Gab Grode K.D. (1971): Community Organizations in India, Popular Prakasam Baby.
3. Singh Kumar, (1986): Rural Development Principle Policies and Management, Sage Publications. New Delhi.
4. Vasant Desai (1986): Rural Development Vol. I to IV, New Delhi, Himalaya Publication House, Nagapur.
5. Venkata Reddy. K. (1988): Rural Development in India (Poverty of Development Himalaya Publication House, Nagapur.
6. Annual Report (2005): Department of Rural Development Govt. of A.P.
7. Climard, Marshal. B.: Slums and Community Development The Press, New Delhi.
8. Gopal Bhargana, (1981): Urban Problems and Policy Perspectives in India. Shakthi Malik, Abinay Publications, E – 37, Hauz Khan, New Delhi.
9. Jacob 2.
10. Thadipaur (1993): Urban Community Development Rawat Publications, New Delhi.
11. Sharma, K.C. (1994): Poverty, Unemployment and Inequality in Tribal India Reliance Publications House, New Delhi.
12. Satyanarayana (1990): Tribal Development in India Inter India Publications, New Delhi.
13. Verma. Y. (1986): Problems of Tribals India.

MASTER OF SOCIAL WORK::THIRD SEMESTER
SW-16 : MANAGEMENT OF ORGANIZATIONS

Course Objectives: The main objective of this paper is gain knowledge about human service organization; governing ideas and sustainability.

Course Outcome: Acquire knowledge and skills in the different aspects of management of nongovernmental organizations. Gain an understanding about project management and proposal writing.

Unit – 1 Syllabus

Human Service Organizations – Their Characteristics like Size, Nature and Design - Social Response to Social Needs – Origin and Growth of Organization-External Environment.

Learning Outcome: The students will be able to Know about human service organizations. Apply the knowledge on understanding the societal needs and the impact of external environment.

Unit – 2 Syllabus

Establishment Registration, Different Types of Legislations – the Societies Registration Act, 1860 – Legislations Relating to Trusts, etc. – Organizational Goals: Vision, Mission and Values.

Learning Outcome: The students will be able to apply the knowledge in understanding the establishment of organizations and in setting up its goals.

Unit – 3 Syllabus

Management of Human Service Organizations: Governance and Administration, Boards- Executive Boards, Professional and other Staff Relationship – Communication: Team Building, Governance and Accountability in NGO's.

Learning Outcome: The students will be able to understand the importance of governance and administration. Know about the roles and functions of boards, professional and staff. Learn about important aspects of governance in human service organizations.

Unit – 4 Syllabus

Financial Management: Organizational Budget – Sources of Finance- Themes and Methods of Resource Mobilization, Corporate Social Responsibility – Trends and Issues.

Learning Outcome: To students will be able to apply the knowledge on financial management in running a human service organization.

Unit –5 Syllabus

Project Management: Elements of Project Planning, Guidelines for Formulation of Project Proposals: Project Implementation, Monitoring and Evaluation – Their Relevance to Social Work Practice.

Learning Outcome: The students will be able to understand the process of project management. Apply social work knowledge in project management.

Reference Books:

1. Chowdary D.P. (1962): Handbook of Social Welfare (Fields of Social Work) Atma Ram & Sons, New Delhi
2. Chawdhary, D.P. (1983): Social Welfare Administration, Delhi, Atma Ram & Sons.
3. Denver, J.C. (1979): Office the Non administration, Plymouth, Mac Donald and Evans
4. Drucker, P. (1990): Managing the Non-Profit Organization, NY, Harper Collins.
5. Encyclopedia of Social Work in India, (1968): Publications Division, Govt. of India, New Delhi.
6. Goel. S.L and Jain R.K. Social Welfare Administration, Deep & Deep, New Delhi.
7. Goel B.R. - Project Management, Deep and Deep Publications.
8. Kandaswamy, (1986): Governance and Financial Management in Non-Profit Organization – A Reference Manual, New Delhi: Caritas India.
9. Leigh Andrew, (1996): 20 Ways to Manage Better (2nd Ed.) Hyderabad, Universities Press;
10. Soriano, F I (1995): Conducting needs assessment, New Delhi, Sage.
11. Thomas, A. (1996): What is Development Management? Journal of International Development 8 (1), 95-110.
12. Thomas, A. and others (1998): Finding out fast: Investigative Skills for policy and Development, New Delhi: Vistaar.
13. Weiner, M. (1982): Human Service Management, Illinois, The Dorsey Press.

**MASTER OF SOCIAL WORK::THIRD SEMESTER
SW-17 : MEDICAL AND PSYCHIATRIC SOCIAL WORK**

Course Objectives: The main objective of this course is to create a clear understanding of medical and psychiatric social work, and the perspectives on illness.

Course Outcome: To create a sound theoretical understanding on normal and abnormal psychology. To understand classification of mental disorders, create awareness about addictions and the role of social worker in dealing with them.

Unit –1 Syllabus

Origin of Medical and Psychiatric Social Work: Nature and Scope, Health and Illness, Disease: Definition, Concept, Factors Influencing Health and Indicators.

Learning Outcome: The students will be able to trace the origin of Medical and Psychiatric Social Work, Differences of health, illness and disease.

Unit – 2 Syllabus

Sociological Perspectives on Illness: Access to Healthcare, Social Epidemiology, Nutrition, Childhood Disorders, Cancer, Leprosy, T.B., HIV/AIDS.

Learning Outcome: The students are able to apply the theoretical knowledge of various illnesses from Sociological perspectives.

Unit – 3 Syllabus

Community Health, Primary Health Care, Health Education and Communication. Hospital as a Social System.

Learning Outcome: The students are able to get the knowledge on different types of healthcare.

Unit – 4 Syllabus

Normal and Abnormal Psychology: Meaning and Scope, Historical background of abnormal psychology, Symptoms and Syndromes.

Learning Outcome: The students are able to trace the origin of abnormal psychology and understand the concept of abnormal behaviour.

Unit – 5 Syllabus

Classification of Mental Disorders: Psychotic and Neurotic, Psycho-somatic Disorders, Treatment of Abnormal Behaviour, Alcoholism, Drug Addiction, Role of Social Worker in medical and psychiatric social work fields.

Learning Outcome: The students are able to deal with problems of mental disorders. Play an effective role as a social worker in treating mental health problems.

Reference Books:

1. Turner J. Francis: Differential Diagnosis and Treatment in Social Work, Free Press, New York.
2. Surjith Singh Dopper, (1997): Social Work in Health Care in the 21st Century, Sage Publication, New Delhi.
3. Lyan Ilubschman (1983) Hospital Social Work Practice, Paser Publication, USA.
4. Mathew Henk (1989); Social Work in Primary Care; Sage Publication, New Delhi.
5. K. Park (2000); Social and Preventive Medicine; M/S Banarsids Bhanot, Jabalpur.
6. Sujatha Rao & Rachel Chatterjee (2003): Indian Health Report, Oxford University Press, New Delhi.
7. Robert. C. Carson (1990); Abnormal Psychology
8. Ratna Verma (1991); Psychiatric Social Work in India, Sage Publications, New Delhi.
9. S.K. Mangal; Abnormal Psychology, Sterling Publishers, Pvt. Ltd, New Delhi.

MASTER OF SOCIAL WORK:: THIRD SEMESTER
SW-19 (A): INFORMATION & COMMUNICATION TECHNOLOGY AND SOCIAL WORK

Course Objectives: The main objective of this paper is to create awareness of ICT technology; Application of the learned skills in the field of development in social Sectors.

Course Outcome: To gain knowledge of Information & Communication Technology in respect of Social Work.

UNIT-I Syllabus

Basic Computer Organization: Components, Memory, Operating system, Computer Languages, Assembly, High level, Software.

Learning Outcome: Students will able to briefly understand about the basic concepts of a computer system.

UNIT-II Syllabus

Internet: History of Internet, Essential components of Internet, Uses of Internet, Internet Service Provider, E-mail- users and Advantages of E-mail

Learning Outcome: Students will be able to know the basics of Internet and it's use.

UNIT- III Syllabus

MS-Word : Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

Learning outcome: Students will be able to create personal, academic and business documents using MS Word.

UNIT- IV Syllabus

MS-PowerPoint: Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object – Slide Transition – Custom Animation.

Learning outcome: Students will be able to create spreadsheets, charts and do presentations.

UNIT-V:

IT in Social Sector: IT in Municipality, IT in Villages, IT in GOVT offices, IT In Education, IT in Health care, IT in Social services, IT in Community Development.

Learning outcome: Students will be able to understand the use of information and communication technology in various sectors of social work.

Reference Books:

1. Computer Today, McGraw Hills
2. Devendra Singh, Dynamic Computer Course, Fusion Books
3. Computer Fundamentals, P K Sinha BPB Publication, N Delhi
4. Akash Saxena & Sunil Chauhan, Fundamentals of Computer, University Science Press
5. Rajaraman V, Fundamentals of Computers, Prentice Hall of India Pvt. Ltd.
6. Peter Norton, Introduction to Computers, McGraw Hill Education (India) Pvt. Ltd.
7. Subhash Bhatnagar, E-government From Vision to Implementation. New Delhi: Sage
8. Ron Mansfield, Working in Microsoft Office - TMH.
9. Sanjay Saxena, MS Office 2007 in a Nutshell - Vikas Publishing House

MASTER OF SOCIAL WORK: THIRD SEMESTER

SW-19 (B): SOCIAL WORK PRACTICE IN DISASTER MANAGEMENT

Objective of the Course

1. To provide basic conceptual understanding of disasters.
2. To understand approaches of Disaster Management
3. To build skills to respond to disaster

Unit: I Definition and types of disaster

Definition, Hazards and Disasters, Risk and Vulnerability in Disasters, Natural and Man-made disasters, earthquakes, floods drought, landside, land subsidence, cyclones, volcanoes, tsunami, avalanches, global climate extremes. Man-made disasters: Terrorism, gas and radiations leaks, toxic waste disposal, oil spills, forest fires.

Unit: II Study of Important disasters

Earthquakes and its types, magnitude and intensity, seismic zones of India, major fault systems of India plate, flood types and its management, drought types and its management, landside and its managements case studies of disasters (e.g) Earthquakes, Landside). Social Economics and Environmental impact of disasters.

Unit: III Mitigation and Management techniques of Disaster

Basic principles of disasters management, Disaster Management cycle, Disaster management policy, National and State Bodies for Disaster Management, Early Warning Systems, building design and construction in highly seismic zones, retrofitting of buildings.

Unit: IV Response and Relief Operations, Recovery and Rehabilitation:

Emergency Planning, Evacuation Procedures, Shelter Management, Search and Rescue Operations, Medical Aid and First Aid, Logistics and Supply Chain Management, Public Communication and Education, Media Relations in Disasters, Post-Disaster Assessment, Psycho-social Support, Economic Recovery.

Unit V Training, awareness program and project on disaster management

Training and drills for disaster preparedness, Awareness generation program, Usages of GIS and Remote sensing techniques in disaster management, Mini project on disaster risk assessment and preparedness for disasters.

Text Books:

1. Disaster Management Guidelines, GOI-UND Disaster Risk Program (2009-2012)
2. Damon, P. Copola, (2006) Introduction to International Disaster Management, Butter worth Heine man.
3. Gupta A.K., Niar S.S and Chatterjee S. (2013) Disaster management and Risk Reduction, Role of Environmental Knowledge, Narosa Publishing House, Delhi.
4. Murthy D.B.N. (2012) Disaster Management, Deep and Deep Publication PVT. Ltd. New Delhi.
5. ModhS. (2010) Managing Natural Disasters, MacMillan publishers India LTD.

MASTER OF SOCIAL WORK::THIRD SEMESTER

SW- 20: PERSONALITY DEVELOPMENT

Course Objectives: The main objective of this paper is to analyse the concepts of personality Development, self awareness, SWOT, Goal Setting, Self monitoring, perception, attitude, Leadership, conflict Management, Motivation and Stress Management.

Course Outcome: To enlighten the Students about the concept of personality Development, Perception, Leadership and motivation.

UNIT-I syllabus

Personality Development: Definition – Determinants – Personality Traits – Theories of Personality- importance of Personality Development.

Self Awareness – Meaning – Benefits of Self- Awareness, Developing self Awareness.

SWOT – Meaning – importance – Application – Components.

Learning Outcome: Students will be able to understand personality Development, self awareness and SWOT analysis.

Unit – II Syllabus

Goal Setting -Meaning- Importance - Effective goal setting – Principles of goal setting – Goal Setting at the right level.

Self Monitoring – Meaning – High self – monitor versus low self monitor - advantages and Disadvantages self monitor – Self – monitoring and job performance.

Perception- Definition- Factor influencing perception – Perception process – Errors in perception – Avoiding perceptual errors.

Learning Outcome: Develop Knowledge over Goal Setting, Self, monitoring and the concept of perception.

Unit- III Syllabus

Attitude – Meaning- Formation of attitude - Types of attitude – Measurement of Attitudes - Barriers to attitude change – Methods to attitude change.

Communication - Definition – Importance of communication – Process of communication – Communication Symbols – Communication network – Barriers in communication – Overcoming Communication Barriers.

Team Building – Meaning – Types of teams – Importance of Team building – Creating Effective Team.

Learning Outcome: Gain Knowledge about the concepts of Attitude, communication and Team Building.

Unit – IV Syllabus

Leadership – Definition – Leadership style- Theories of leadership – Qualities of an Effect leader.

Negotiation Skills - Learning outcome: Meaning – Principles of Negotiation – Types of Negotiation – the Negotiation Process – Common mistakes in Negotiation process.

Conflict Management – Definition – Types of Conflict – Levels of Conflict – Conflict Resolution – Conflict management.

Learning Outcome: Get more awareness on aspects of leadership, Negotiation skills and conflict management.

Unit- V Syllabus

Motivation: Definition and Nature of Motivation, Motive – Internal and external Motives – Theories of Motivation – importance of self- motivation- factors leading to de –motivation.

Self Esteem- Definition and Nature of Self- esteem – Do's and Don'ts to develop positive self- esteem- Low self esteem- Personality having low self esteem – Positive and negative self esteem.

Stress Management – Meaning – Sources of Stress – Symptoms of Stress – Consequences of Stress – Managing Stress.

Learning Outcome: Understand the concepts of motivation, self esteem and stress management.

References :

1. Dr .S. Narayana Rajan, Dr. B. Rajasekaran, G. Venkadasalpathi, V. Vijuresh Nayaham and Herald M. Dhas, **Personality Development**, Publication Division, Manonmaniam Sundaranar University, Tirunelveli
2. Stephan P. Robbins, **Organisational Behaviour**, Tenth Edition, Prentice Hall of India Private Limited, New Delhi, 2008
3. Jit S. Chandan, **Organisational Behaviour**, Third Edition, Vikas Publishing House Private Limited, 2008.
4. Dr. K.K. Ramachandran and Dr. K.K. Karthick, From Campus to Corporate, Macmillan Publishers India Limited, New Delhi, 2010.

MASTER OF SOCIAL WORK

SW-21: WOMEN AND DEVELOPMENT

Course Objectives: The main objective of this paper is to get an understanding of the perspective of women and development in Indian society.

Course Outcome: To understand the key issues faced by women and strategies to change the situation in terms of personal liberation as well as in terms of making women a part of the development process. To examine the social systems that affect women in meeting growth needs and special needs.

Unit – I

Demographic Composition of Women, Changing Perspectives of the Roles and Obligations of the Women through History – Regional Variation in Sex Ratio. Implications of the Declining Sex Ratio.

Learning Outcome: The students will be able to understand the demographic composition of women and the changing roles of women. Analyze the regional variation of sex ratio and its implication on the society.

Unit – II

Sexual Division of Labour - Invisibility of Women's Work; Self-employed Women -Types and Specific Problems.

Learning Outcome: The students will be able to apply the knowledge of sexual division of labour in dealing with their unique problems.

Unit – III

Violence against Women – Feticide, Infanticide, Child Marriage, Rape, Battering, Sati, Dowry Deaths, Sexual Harassment.

Learning Outcome: The students will be able to apply the knowledge of violence against women in tackling the issue.

Unit – IV

Status of Women in Indian Society before and after Independence; Gender Discrimination, Gender Equity, Gender Justice - Women Empowerment – Theoretical Perspectives.

Learning Outcome: The students will be able to gain insight on the status of women in Indian society before and after independence and apply the knowledge in dealing with the issues and problems. Apply the knowledge in understanding the issues pertaining to women empowerment.

Unit – V

Empowerment of Women – Constitutional Guarantees, Legal Provisions; Women Welfare Programmes – Self Help Groups – Women Protection Cells – Mahila Police Station – Reservations for Women.

Learning Outcome: The students will be able to understand the issues affecting women and the intervention strategies in dealing with them.

Reference Books:

- 1) Brook E. and Davis Ann (1985): Women, the family and Social Work, London, Tavistok Publications;
- 2) Everett J: Women and Social Change in India;
- 3) Government of India (1974): Towards Equality – A report of the committee of Status of Women in India, Delhi.
- 4) Harlambos M and Heard R.M. (1980): Sociology - Themes and Perspective, Oxford Publication.
- 5) Jeffrey W Dyer and Raymond T Coward (1992): Gender, Families and Elder Care, Sage Publications.
- 6) Uma Shankar Jha and Premalatha Pujari (1996): Indian Women To-day Vol to II, Kanishka Publications.

SW-22: GERONTOLOGICAL SOCIAL WORK

Course Objectives: The main objective of this paper is to acquire knowledge on the concepts of Geriatrics and gerontology, theoretical Perspective on Ageing, Problems of elderly, policies and services for the elderly in India.

Course Outcome: To enlighten the students on the concepts of geriatric and gerontology, Problems of elderly, national policy for older persons and services for the elderly.

Unit – I

Elderly – Definition of the Aged, Concepts of Geriatrics and Gerontology- The Demographic Profile of Elderly – Ageing trends of increasing Ageing Population in India.

Learning Outcome: Students will be understand the concepts of geriatrics and gerontology and trends of increasing ageing population in India.

Unit – II

Theoretical Perspectives on Ageing – Engagement Theory, Disengagement Theory, Activity Theory, Modernization Theory, Labeling Theory; Importance of Gerontological Social Work.

Learning Outcome: Acquire knowledge on theoretical perspectives on aging and Importance of Gerontological Social Work.

Unit – III

Problems of the Elderly – Social, Economic, Health Psychological, Familial; Neglect and Abuse of the Elderly; Status of the Aged in Traditional and Modern Society.

Learning Outcome: Develop knowledge on various problems of elderly in India.

Unit – IV

Aged Related Policies and Laws for Education, Employment, Retirement, Social Security and Pension; National Policy for Older Persons 1999.

Learning Outcome: Get more acquainted with national policy for older persons 1999.

Unit – V

Services for the Elderly – Constitutional and Legislative Provisions for the Welfare of the Elderly, Institutional and Non- Institutional services for the Elderly; Role of Governmental and Non-Governmental Organizations for the Welfare of the Aged.

Learning Outcome: Gain knowledge about service for the elderly and the role of Government and NGO's for the welfare of Aged.

Reference Books:

- 1) Sharama M.L. and Dak T.M. Ed.) (1987): Aging in India, New Delhi: Ajanta Publication, Delhi.
- 2) Desai K.G. (1982): Aging in India, Mumbai, TISS.
- 3) Gajindragadkar (1983), (Ed.): Disabled in India, Mumbai, Somaiya Publications.
- 4) Leus V (1987): Development and Handicapped New York: Bahi Blockwell Inc.
- 5) Marshal M (1983): Social Work with the Disabled London, Macmillan.
- 6) Shubha, S et al (2000): Senior Citizens Guide, New Delhi: Help Age.
- 7) Bhatia, H.S. (1983) Ageing and Society: A Sociological study of Retired Public Servants, the Aryas Book Centre Publishers, Udaipur.
- 8) Cowgill, Donald D. Halmes, Lowell (1972), Ageing and Modernization, Applenton – Century – Crafts, New York.
- 9) Nair, S.B. (1990): Social Security and the Weaker Sections. A Study of Old Women Agricultural Workers in Kerala, Penaisance Publishing House, Delhi.

SW-23: CORRECTIONAL SOCIAL WORK

Course Objective: The main objective of this paper is to understand the concept of Crime, nature, theories sociological classical, biological, sociological, concept of crimes and schools of criminology; concept of punishment and theories of punishment, juvenile delinquency; to understand the prison and prison problems of correctional services in India.

Course Outcome: To prepare the students to gain knowledge about the concept of crime theories of crime and classification of crimes theories of punishments probation and parole problems of correctional services.

Unit – I

Crime – Concept, Definition, Nature; Theories - Classical, Biological, Psychological, Sociological, Definition and distinction of criminology, Penology and victimology Social organization and Disorganization.

Learning Outcome: Students will be able to gain knowledge about the concept and importance of Correctional Social Work.

Unit – II

Punishment - Concept, Definition, Meaning Types; Theories – Limitations of Punishment.

Learning Outcome: Students will be gain knowledge about the theories of punishment and types of punishments.

Unit – III

Correction - Concept, Definition, Meaning, Philosophy, Historical back ground.

Learning Outcome: Students will be understand the Concept of correction, meaning and its philosophy.

Unit – IV

Correctional Institutions- Central Prison, Remand Homes, Borstal Schools, Juvenile Courts – Prison Reforms

Learning Outcome: Students will be able to learn about correctional institutions like central prison and prison reforms.

Unit – V

Probation and Parole, After Care Services – Role of Social Worker Correctional Social Work, Concept, Meaning, Importance – Correctional Social Work with Criminals, Delinquents, Beggars, Drug-Addicts and Alcoholics, and Sex Workers – Social Work and Correctional as – application of Methods of Social Work.

Learning Outcome: Students will be able to learn about probation, parole and after care services.

Reference Books:

- 1) Cavadino, Michael and Dingoos, James: The Penal System an introduction, Sage Publication, New Delhi.
- 2) Garland, David, (1990): Punishment and Modern Society. A Study in Social Theory, Clarendon Press, Oxford.
- 3) Krishna Iyer, V.R. (1998): Law and Social Change Allied Publishing Private Ltd.
- 4) Siddique. A: Criminology Problems and Perspectives – Eastern Book Company, Lucknow.
- 5) Grillin and Grillin: Criminology and Penology.
- 6) E.H. Sutherland: punishment and Social Structure Colombia University, New York.
- 7) Alexander J.P.: The Philosophy of Punishment.
- 8) Barlett, H.M: Analyzing Social Work Practice by fields.
- 9) Fink, A.E. The field of Social Work, Henry, Holt and company, Inc New York, 1949.
- 10) Government of India: Encyclopedia of Social Work in India Ministry of Welfare Vol – 1 New Delhi, 1987.
- 11) Moorthy, M.V. Social Work Philosophy, Methods and fields Karnataka University, Karnataka University Press, 1974.

SW-24: LABOUR LEGISLATION AND LABOUR WELFARE

Course Objective: The main objective of this course is to disseminate the knowledge on various Labour Legislations and Labour Welfare programmes in India.

Course Outcome: To enlighten the students about welfare legislations, Industrial Relations legislations, Wage and Social Security legislations and Labour Welfare programmes in India.

Unit – I

Welfare Legislations: Factories Act, 1948; Mines Act, 1952; Plantation Labour Act, 1951; A.P. Shops and Establishments Act., 1988.

Learning Outcome: The students will learn about Welfare Legislations i.e. Factories Act 1948, Mines Act, 1952 and Plantation Labour Act, 1951.

Unit – II

Industrial Relations Legislations: Industrial Disputes Act, 1947; Industrial Employment (Standing Orders) Act, 1946; Trade Unions Act, 1926.

Learning Outcome: The students able set knowledge on the Industrial Relations Legislation i.e. Trade Unions Act 1926, Industrial Disputes Act 1947.

Unit – III

Wage and Social Security Legislations: Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act, 1965; Payment of Gratuity Act, 1972; Workmen's Compensation Act, 1923; Employees State Insurance Act, 1948 and Provident Fund and Miscellaneous Provisions Act.1952.

Learning Outcome: The students able to develop the knowledge about Wage and Social Security Legislation i.e. Payment of Wages Act 1936, Minimum Wages Act 1948, ESI Act 1948 etc..

Unit – IV

Labour Welfare: Concept, Scope and Philosophy; Principles of Labour Welfare; Agencies of Labour Welfare; State, Management and Trade Unions; Labour Problems in India.

Learning Outcome: The students gain knowledge about concept, scope and principles of Labour Welfare.

Unit – V

Labour Welfare Programmes: Statutory and Non-statutory; Extra-mural and Intra-mural, Welfare Officer Role, Status and Functions; Role of Social Work in Industry.

Learning Outcome: The students able to acquire knowledge about labour welfare programmes and role of Social Work in Industry.

Reference Books:

- 1) Govt. of India (Ministry of Labour) (1969): Report of the Commission on Labour Welfare, New Delhi:
- 2) Govt. of India (1983): Report on Royal Commission on Labour in India, New Delhi.
- 3) Govt. of India (Ministry of Labour (2002) Report Second National Commission on Labour, New Delhi.
- 4) Malik P.L. (2019): Industrial Law, Eastern Book Company Lucknow.
- 5) Mishra S.N. (2010): An Introduction to Labour and Industrial Laws,
- 6) Moorthy M.V. (1982): Principles of Labour Welfare, New Delhi: Oxford University Press.
- 7) Pant. S.C.: Indian Labour Problems, Allahabad, Chaitanya Pub. House.
- 8) Sarma A.M (2010): Aspects of Labour Welfare and Social Security, New Delhi: Himalaya Publishing House, Mumbai.
- 9) Vaid K.N (2010): Labour Welfare in India, New Delhi, Sri Ram Centre for I.R., New Delhi.

SW-27 (A): INDUSTRIAL RELATIONS
(OPEN ELECTIVE COURSE)

Course Objectives: The main objective this course is to enlighten the students about Industrial Relations and labour management co-operation and industrial relations machinery in India.

Course Outcome: Create awareness among the students on Industrial Relations and management of Trade Unions in India.

Unit – I

Industrial Relations – Concept, Scope and evaluation of Industrial Relations, Marxian Approach, Gandhian Approach, Dunlop’s Approach and Human Relations Approach.

Learning Outcome: Students acquire knowledge about industrial relations approaches.

Unit – II

Industrial Relations Machinery – Conciliation, Mediation, Adjudication, Voluntary Arbitration; Code of Conduct, Code of Discipline – Industrial Conflicts and Causes; Legal frame work of industrial relations.

Learning Outcome: The students understand the concept and approaches to Industrial Relations, and Industrial Relation machinery.

Unit – III

Grievance handling procedure, Labour Management Co-operation – Workers Participation in Management: meaning, advantages and disadvantages.

Learning Outcome: Students more acquaint with Labour Management Cooperation; collective bargaining; management of trade Unions in India.

Unit – IV

Collective Bargaining; Management of Trade Unions in India, structure, functions and problems. India and International Labour organization (ILO).

Learning Outcome: Students understand the collective bargaining and management of trade Union.

Unit – V

Trade Union Movement and Development; Registration, Functions and Membership; Leadership, Union Elections; Role of Trade Unions in Industrial Relations and Social Responsibility.

Learning Outcome: Student get knowledge on trade union movement and development in India.

Reference Books:

- 1) Yoder, Dale. Personnel Management and Industrial Relations.
- 2) Tripathi. P.C. Personnel Management and Industrial Relations.
- 3) Bhagoliwal Economics of Labour and Social Welfare.
- 4) Giri, V.V. Labour Problems in Indian Industry.
- 5) Saxena, R.C. Industrial Relations and Labour Welfare
- 6) Memoria, S.N. Labour Problems in India.
- 7) Thirpati. Personnel Management and Industrial Relations.
- 8) Punekar, S.D. Trade Unionism in India.
- 9) Mayers, C. Industrial Relations in India.

SW-27 (B): COUNCELLING IN SOCIAL WORK PRACTICE
(OPEN ELECTIVE COURSE)

Course Objectives: This paper will enlighten the students on conceptual theoretical understanding on counselling approaches and types and skills of counselling for special groups and social stigma and social pathology.

Course Outcomes: Prepare the students on the concept and purpose of counselling, types and skills of counselling. Train up on counselling for families and different groups.

UNIT- I

Introduction to Counselling: Meaning, Definition, Purpose and Goals of Counselling- Perspectives of Counselling: Psychodynamic, Cognitive, Humanistic Behavioural and sociological- Counselling and Guidance.

Learning outcome: Students will be able to gain knowledge about the concept and meaning of the Counselling.

UNIT- II

Approaches to Counselling: The Directive Approach, Humanistic Approach, Roger's Self Theory to Development of Self-concept, Behaviouristic Approach and Electic Approach – Factors contribute to emergence of Counselling.

Learning Outcome: Students will be able to gain knowledge about the Approaches and Theory's of Counselling.

UNIT- III

Counselling Process and Skills: Nature and Characteristics of the Counselling Process – Steps in Counselling Process – Techniques of Counselling – Counsellors Skills – Counselling as a helping Relationship- Empathy as the key to Counselling Process.

Learning outcome: Students will be able to gain knowledge about the Characteristics and Techniques of Counselling.

UNIT- IV

Counselling for Special Groups: Children with Learning and Behavioural Problems – Mentally Retarded – Counselling for Correction and Better Adjustment – Pre & Post Marital and Family Counselling.

Learning outcome: Students will be able to gain knowledge about the Learning and Behavioural Problems.

UNIT- V

Social Stigma and Social Pathology: Counselling and Psychotherapy – Counselling for Stress, Burnout and Depression – Counselling for Sexual Health and HIV/AIDS – Counselling for Alcoholic and Drug Addicted.

Learning outcome: Students will be able to gain knowledge about the Counselling for Stress, Burnout and Drug Addicted.