



MATS UNIVERSITY
NAAC Accredited
Recognised By UGC, New Delhi
Member Of AIU, New Delhi



Syllabus

Program Code- 1402 SW

Course Code- 02

MSW

(Master of Social Work)

4 Semesters (2 Years Regular Prograame)

CBCS Pattern

Effective from Session 2025-26

DEPARTMENT OF SOCIAL WORK
(MATS SCHOOL OF ARTS & HUMUNITIES)

MATS UNIVERSITY

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Course Matrix

MSW I SEMSSTER						
Subject Code	Subject	Elective	Internal Marks	Sem Exam Marks	Total Marks	Credits
MSW-101	Nature and Development of Social Work	Core Course	30	70	100	4
MSW -102	Human Behavior and Personality	Core Course	30	70	100	4
MSW -103	Social Work With Individuals	Core Course	30	70	100	4
MSW-104	Social Work with Groups	Core Course	30	70	100	4
MSW-105	FIELD PRACTICUM- I	Core Field Work	100	4
MSW-106	Agency Visit	Core Assignment	100	4
Total					600	24

MSW II SEMSSTER						
Subject Code	Subject	Elective	Internal Marks	Sem. Exam Marks	Total Marks	Credits
MSW -201	Social Justice & Human Rights	Core Course	30	70	100	4
MSW -202	Counselling & Social Work Practice	Core Course	30	70	100	4
MSW -203	Social Work with Communities	Core Course	30	70	100	4
MSW -204	Social Action & Social Movements	Core Course	30	70	100	4
MSW -205	FIELD PRACTICUM-II	Core Field Work	30	70	100	4
MSW -206	Village Camp	Core Assignment	100	4
Total					600	24

MSW III SEMSSTER						
Subject Code	Subject	Elective	Internal Marks	Sem Exam Marks	Total Marks	Credits
MSW - 301	Social Work Administration	Core Course	30	70	100	4
MSW - 302	Social Work Research	Core Course	30	70	100	4
MSW - 303	Social Work and Tribal Development	Generic Elective I (Any one)	30	70	100	4
	Fundamentals of Medical Social Work					
MSW - 304	Social Work and Disaster Management	DS/ID Elective	30	70	100	4
MSW - 305	FIELD PRACTICUM- III	Core Field Work/ Assignment	100	4
MSW - 306	Blok Placement Field Work	Internship (45 days)	50	100	150	6
Total		26			650	26

MSW IV SEMSSTER						
Subject Code	Subject	Elective	Internal Marks	Sem Exam Marks	Total Marks	Credits
MSW - 401	Social Policy, Planning and Development	Core Course	30	70	100	4
MSW - 402	Social Work with Family Youth & Aged	Core Course	30	70	100	4
MSW - 403	Rural & Urban Community Development	Generic Elective I (Any one)	30	70	100	4
	Medical and Psychiatric Social Work					
MSW - 404	N.G.O. Management & Corporate Social Responsibility	DS/ID Elective	30	70	100	4
MSW - 405	FIELD PRACTICUM-IV IV	Core field Work Assignment	100	4
MSW - 406	Dissertation	Dissertation	50	100	150	6
Total		26			650	26

Total Theory credit	64	Total Field Work credit	36	Total Course Credit	100
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Specialization's		III sem. Subjects	IV sem. Subjects
1.	Community Development (C.D.)	Social Work and Tribal Development	Rural & Urban Community Development
2.	Medical and Psychiatric Social Work (MPSW)	Fundamental of Medical Social Work	Medical and Psychiatric Social Work:

Detailed Syllabi:

MSW I Semester

MSW – 101

Nature and Development of Social Work

Course Objectives:

- Familiarizing with basic concepts of Economics relevant to Social Work
- Knowledge about concepts related to professional social work.
- Familiarize students with historical evolution of professional social work in India and global context.
- Knowledge about core values and philosophy of professional social work.

Course Content:

Module-1: Nature of Social Work: Definition, Scope, Principles, Nature, Goals and Process, **Module-2: Historical Development Of Social Work:** Development of Professional Social Work across the world- U.K., U.S.A., and India.

Module-3: Social Reform And Professional Social Work: Contribution of Social Reformers in 19th and 20th Century in the development of Professional Social Work in India.

Values, Competencies and Code of Ethics for the Social Work Practitioners .

Module-4: Social Work as a Profession in India: and Social Work Practice in various settings: Family, Child and Youth welfare, Industry, Older Persons, Persons with Disabilities, Environment, Women and Welfare, Healthcare and Disaster Management.

Related Books

1. Agnew, E. N. (2004). From charity to social work: Mary E. Richmond and the creation of an American profession (Vol. 13). Urbana and Chicago: University of Illinois Press.
2. Pathak, S. H. (1981): Social Welfare: An Evolutionary and Development Perspective, New Delhi: MacMillan Publications
3. Payne, M. (2015). Modern social work theory. New York, NY: Oxford University Press.
4. Skidmore, R. A., & Thackeray, M. G. (1982). Introduction to social work. Englewood Cliffs, NJ: Prentice Hall.
5. Trevithick P (2005). Social Work Skills: A Practice Handbook. Maidenhead: Open University Press
6. K.K. Jacob (1994): Social Work Education in India.

MSW – 102

Human Behavior and Personality

Course Objectives:

- Learning about the major concepts and theoretical perspectives in psychology.
- Understanding the nature and development of human behavior in socio-culture concept.
- Enabling Students to understand the different theories.
- Imparting concepts related to social psychology.

Course Content:

Module1: Concept of Human Behavior: Concept, Meaning, definition, motivation, clinical, educational, industrial, experimental, developmental, Application of psychology for social workers.

Normal and Abnormal Behaviour Determinants and Life span perspective of Human Development, Development Tasks and Hazards during Pre Natal Period, Infancy, Babyhood, Childhood, Puberty, Adolescence and Adulthood.

Module2: Human Behaviour and Theories of Personality: Psycho Analytic Theory of Personality, Behavioral theories and Humanistic theories.

Module3: Communication and Theory of Collective Behaviour: Social Perception, Attitude formation, Change and Measurement, Communication and Theories of Collective Behavior.

Module4: Concept of Factor of Adjustment: Concept and factors of adjustment, Stress: concept, types of stress- frustration, conflict and pressure. Coping mechanism: task oriented and defense oriented mechanisms. Indigenous approaches: Yoga and meditation.

Related Books

1. R.A Baron and D. Byrne (1998): Social Psychology.

2. C.S. Hall and others (1998): Theories of Personality.
3. Hurlock E.R. (1979): Introduction to Psychology.
4. Loid Dodge Farnald (2007): Psychology: Six Perspectives.
5. David G. Myers (2006) : Psychology.
6. Rajendra K. Sharma and Rachana Sharma: (2007): Social Psychology.
7. Lena, Rolinson (1995): Psychology for Social Workers.
8. Jeffrey S. Nevid (2007): Psychology: Concept and Applications.

MSW – 103
Social Work with Individuals

Course Objectives:

- Introduction of historical background, nature, principles and components of Social Case Work.
- Understanding of process involved in the application of these methods in diverse settings.
- Development of skills and attitudes to work with individuals.
- Enhancement of competencies to critically analyze the problems related to Individuals

Course Content:

Module1: Social Case Work & Basic Concept of Social Case Work: Definition, Characteristics, Functions, Objective, Historical development of social case work as a method of social work. Social Roles, Social Functioning, Need Assessment, Adaptation, Social environment, Person-in-Environment Fit, Principles and Components.

Module2: Approaches to Social Case Work Practice: Diagnostic and Functional Approach, Problem Solving, Task Centered and Radical Approach.

Module3: Process and Techniques of Social Case Work: Phases of Case Work Intervention, Techniques of Case Work Intervention, Principles of Interviewing and Case Work Recording.

Module4: Practice of Social Case Work: Client Groups and various settings Children, Correctional, Health, Women, Persons with Disabilities, Older Persons, Oppressed Groups, Religious Minorities and other socially and Economically Disadvantaged Person.

Related Books

1. Richmond, Mary (1970) Social Diagnosis, New York : Free Press
2. R.K. Upadhyay (2003): Social Case Work: Therapeutic Approach.
3. H.Y. Siddique (2008): Group Work: Theories and Practices.
4. P. Misra (2009): Social Group Work: Principles and Practice.

5. Rameshwari Devi, Ravi Prakash (2004) Social Work Methods, Practices and Perspectives (Models of Casework Practice), Vol. II, Ch.3, Jaipur : Mangal Deep Publication.
6. Hamilton, Gordon (2013) The Theory and Practice of Social Case Work, Rawat Publication, New Delhi

MSW – 104

Social Work with Groups

Course Objective:

- Develop skills of group formation, and understand concept of social group work.
- Understanding group process, effective use of programme media and programme planning.
- Acquire knowledge and understanding about group dynamics, different models of growth, enhancing problem solving skills.
- Develop appreciation and skills of working with groups as an effective method of social work intervention.

Course Content:

Module1: Introduction of Social Group & Classification of Groups and Making of Social Groups: Meaning, Definition, Characteristics, Functions and Group Structure. History and Development of Social Group Work.

- Issues of Identity, Diversity and Marginalization, Principal of Social group work.

Module2: Process of Social Group Work: Principles, Determinants, Indicators and Outcomes, Decision making and Problem Solving Process, Theories of Leadership, Roles and Responsibilities of Group Leaders.

Module3: Group Development: Stages of Group Work, Techniques and Skills in Group Work, Group Climate, Communication in Groups, Use of Programme Media and Group Work Recording, Monitoring and Evaluation.

Module4: Practice of Social Group Work: Client Groups and various settings- Children, Correctional, Health, Women, Persons with Disabilities, Older Persons, Oppressed Groups, Religious Minorities.

Related Books

1. Treeken, Harleigh, B. 1990: Social group work-Principles and practice.
2. Balgopal, P.R.and Vassil, T.V. (1983) Groups in Social Work: An Ecological Perspective. New York: Macmillan.
3. Brown, Allan (1994). Group Work. Hampshire: Ashgate.
4. Charles D. Gravin, Lorraine M. Gutierrez, Maeda J Galinsky (2004) Handbook of Social Work with Groups, Rawat Publications.
5. David Cappuzzi, Douglas R. Gross (2010) Introduction to Group Work, Fourth Edition: Mark D. Stauffer, Rawat Publications.
6. H.Y.Siddiqui(2008) Group Work: Theories and Practices: Rawat, Publications

MSW – 105

Field Practicum- I

In first semesters a generalist model is followed which emphasizes the core or common denominator of values, knowledge and intervention skills that underpins all social work practice.

Objectives:

- To develop a holistic view of social work with special emphasis on agency's role in human services
- To understand the agency as an organization; its structure, functions, activities and sources of funding.
- To understand and make a commitment to basic humanistic values and principles of social work practice in a secular democratic society.
- To develop an understanding of the application of the methods of social work practice in the field.
- To develop practice skills appropriate to each phase of the problem solving process and apply them in direct service.
- To develop an understanding of the problem and opportunities in working with diverse population.
- To develop the self-awareness necessary to assess one's own values, attitudes, feelings, strengths, limitations and interests and performance.
- To develop the readiness to seek and accept help from Field Work Supervisors and others, and from professional and scientific literature for self-improvement.

Components:

- Orientation Programme
- Concurrent field work

Module-1 Introduction & Fieldwork Division

Module-2 Guidelines, Introduction & Field Work Objectives

Module-3 Activity Individual Case Work Report

Module-4 Summary Report & Self Assessment

Orientation Programme:

In the beginning of the course students come from a variety of educational streams of disciplines, therefore the first week after the admission is devoted to orientation. The Orientation Programme is aimed at providing appropriate direction to professional learning of social work. Special lectures of senior faculty members, lectures of persons from various governmental and non-governmental agencies and institutional visits are organized to prepare students for social work study and practice. Institutional visits provide students an exposure and orientation to ongoing services by different organizations and individuals in response to societal needs. Students also get acquainted with the structure, functioning and staffing pattern and activities of the organizations.

Concurrent Field Work:

The broad aim of concurrent field work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, with keeping in mind the agency's philosophy, policy and goals and use of guided supervision. During the concurrent field work, students are expected to understand the situation of the individual client and social systems in order to equip himself/herself for social case work intervention.

Tasks:

- Establish contact and develop rapport with the agency personnel and/or community people.
- Continuous self-assessment of field work experiences.
- Case study preparation and presentation in case work form
- This case study will be of five number.

Learning Outcomes: Conceptual understanding of case work application and preparation of case studies, understanding of human behavior. Each student should get exposed to the practice of Social Case Work with the guidance of the supervisors and submit the record of each session.

MSW – 106

Agency Visit

The aim of Agency Visit is to provide an exposure for the students to other Schools of Social Work and well-known organizations (common and specialization based) involved in the practice of social work in other states of India. The Place and the days shall be decided by the Head of the department in consultation with the field work directorate. The students are expected to observe the activities and pattern of functioning of those organizations in different socio-cultural settings. A detailed report of the study tour has to be submitted to the department immediately after the study tour. It will divide in four module

General Objectives:

- To understand the agency as a system –governance, philosophy, objectives, structures and management of services/ programmes
- To enable to acquire knowledge and practice skills related to social work methods at the individual, group and community level in different fields
- To develop documentation skills
- To develop skills in identifying and utilizing community resources, both at Government and private levels
- To develop the ability to work as a team

Module-1 Introduction & Fieldwork Division

Module-2 Guidelines, Instruction & Field Work Objectives

Module-3 Activity Institutional Agency Visit

Module-4 Summary Report & Self Assessment

Note: The field work agency and/or community of the students will remain the same for first and second consecutive semesters of a year.

MSW- II Semester

MSW – 201

Human Rights & Social Justice

Course Objectives:

- Understand Concept of Human Rights and Theories
- Know about instruments of Human Rights
- Know the Concept of Social Justice
- Familiarize with instruments of Social Justices

Course Content -

Module1: Introduction of Social Justice & Constitutional System : Social Development, Dimensions, Manifestations and Social Justice as a Core value of Social Work Profession. Constitutional Base and Indian Legal System, Legal and Public Advocacy, Role of Civil Society as a Pressure group, statutory bodies.

Module2: Methods and Criminal Justice System : Juvenile Justice (Care and Protection of Children) Act, 2000, Immoral Traffic prevention Act 1986, Probation of Offenders Act, 1958, Beggary Prevention Act, Narcotic Drugs and Psychotropic Substance Act 1985, Prison Act, and Criminal Justice System.

Module3: Human Rights and Protection System: Meaning, Definition, Concept and Historical Context of Human Rights, Human Rights Declarations, Treaties and Conventions, Human Rights and Protection Systems, Human Rights in the Indian Context.

Module4: Human Rights and Social Work: Code of Ethics of Social work and Protection of Human Rights, Human Rights perspective in Social Work Practice, Ethnic sensitive practice, Feminist Practice, Social Work with Diverse Groups.

Related Books

- Symonides : Human Rights: Concept and Standards.

- Gupta, U.N.:The Human Rights: Convector and Indian Law.
- RTI Act 2005
- Kapoor, S.K., Human Rights under International Law and Indian Law (Allahabad: Central Law Agency, 1999).
- Kothari, Smitu and Harsh Sethi, Rethinking Human Rights (1991)

MSW – 202

Counselling & Social Work Practice

Course Objectives:

- development self-awareness as well as skills to handle clients
- To develop a basic understanding of theory and skills in counselling
- To learn the different approaches and to develop an eclectic approach to counselling
- To integrate counselling skills in Social work practice.

Course Content -

Module1: Concept of Counselling- meaning, definition, goals and objectives; counselling process; stages of counselling; counselling situations: developmental, preventive, facilitative, crisis; general factors and their influences on counselling processes; basic principles of counselling;

Module2: Individual Counselling: client as a person (client system as a unit), voluntary and non voluntary, expectations, behavior, communication- verbal and non-verbal; couple and family counselling: process, advantages;

Module3: Counselling for groups: process, advantages and disadvantages; crisis counselling with bereavement effecting communities; Approaches to counselling : person centered, rational emotive, transactional analysis, behavioral approaches, Gestalt, Existential approach, Egan's three stage models, Eclectic model.

Module4: Techniques of Counselling: initiating contact, intake, rapport, establishing structure, interaction, attending behavior, observation, responding, rating and its interpretation; Counselling in social work practice; social worker a counsellor.

Related Books

- Lawrence, Shulman (2006), The skills of helping- Individuals, Families, Groups, and Communities (5th Ed.), USA: Thompson Brooks/Cole.

- 2. Corey, G. (2000). Theory and Practice of Group Counselling (5th Edition). Australia: Brooks/Cole.
- 6Humphrey, G. M., & Zimpfer, D. G. (2008). Counselling for Grief and Bereavement (Second ed.). London: Sage Publications Ltd.
- Kottler, J.A. & Shepard, D.S. (2008). Introduction to Counselling: Voices from the Field. Australia: Thomson Brooks/Cole.
- 8. Lewis, J.A., Dana, R.Q. & Blevins, G.A. (2015). Substance abuse counselling (5th Edition). Australia: Cengage Learning.
- 9. Macdonald, A. J. (2011). Solution Focused Therapy: Theory, Research & Practice. London: Sage Publications Ltd.
- Seligman, L., & Reichenberg, L. W. (2011). Theories of Counselling and Psychotherapy: Systems, Strategies and Skills. New Delhi: PHI Learning Private Limited.
- Sriram, S. (Ed.). (2016). Counselling in India: Reflections on the Process. Springer.

MSW – 203

Social Work with Communities

Course Objectives:

- Understand the concept and perspectives of community in social work practice;
- Develop a critical understanding of power relation and power structure in community;
- Develop understanding of community organization as a method of social work;
- Develop key skills and capacities in student about Community level social work intervention.
- Articulate functions and roles of community organizers.

Course Content:

Module1: Community and Social Work & Organisation as a Method of Social Work – Concept, Definition, Scope and Historical Perspective in India, UK, and USA, The Role of Community-Based Organizations, Human Capital & Social Capital. Steps in Community Organization, Methods, Principles, Skills, Assumptions, Record Maintenance, Involving NGOs in Community Organization. Rural, Urban, Tribal and Virtual Communities and various Vulnerable Groups/ sections viz. Women, Child, Aged, Dalits etc; Caste and Class and Their Characteristics.

Module2: Approaches to the study of Society: Functionalist, Conflict/Dialectical, Structuralism and Post Modernism. Community Development, Phases of Community Organisation.

Module3: Approaches in Community Organization Practice – Models, Strategies, The role of Community Based Organizations, Leadership Development and Leaders, Building Partnerships and coalitions. Civil society, Youth, Dalit, Children, Urban And Tribal Area.

Module-4: Methods Community Organisationan Role and Skill in Community

Organisation: Community Profile, PRA, PLA, ABCD, Right Based and Need Based Approaches Community Organizer, skill In community Organisationan, ethical Awareness in Community Organisation.

Related Books

- Grade KD: Working With Communities at Grass roots Level (Radha Publications-New Delhi 2001)
- Green Gray Paul and Anna Haines: Asset Building and Community Development (Sage Publications, NewDelhi-2001)
- Asha Ramagonda Patil: Community Organization and Development (PHI Learning Private Limited, New Dlhi 110001, India -2013)
- Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow, 2012)
- Yatindra Singh Sisodia (Editor): Functioning of Panchayti Raj System (Rawat Publishers, Jaipur -2005)

MSW – 204

Social Action & Social Movements

Course Objectives:

- To appreciate the significance of social action as a method in social work for securing social justice for the disenfranchised and marginalized.
- To develop competencies in using social action and social movement concepts for understanding and responding to the critical social reality
- To gain an overview of social action and social movements organized worldwide.
- To develop skills in the use of various strategies and techniques relevant to social action and movements.

Course Content-

Module1: Introduction of Social Action and Social Movements/Models of social Action : Concept, History, Social Action as a Method of Social Work. Conscientisation model of Paulo Freire, Role of ideology, Saul Alinsky as a radical community organizer, Liberation Theology.

Module2: Social Movements: Origin, Nature, Types of Movements, Theories of Movement and New Social Movements

Module3: Social Movements, Social Action and Social Change: Movement Analysis: Ideology, Structure, Leadership, Process and Outcomes, Analysis of ideology and approach of (Gandhi, Martin Luther King Jr. and Frantz Fanon)

Module4: Sociological Concepts: Social Structure, Social Institutions and Social Groups, Socialization, Social Control and Social Change.

Related Books

- Siddique, H.Y. (Ed.) (1984): Social Work and Social Action
- Moorthy, M.V. : Social Action.

- Kothari, M, Development and Social Action, Rawat Publishing, Jaipur, 2005.
- Christopher A.J & Thomas William (2006), Community Organization and Social Action. Mumbai: Himalaya Publication
- Chopra, G. (2015). Child rights in India: Challenges and social action. India: Springer
- Journals- Seminar, Social Action, Economic and Political Weekly
- van Wormer, K. S. (2012). Confronting Oppression, Restoring Justice: From Policy Analysis to Social Action. CSWE Press
- Ferguson, I., & Woodward, R. (2009). Radical social work in practice: Making a difference. Polity Press

MSW – 205

Field Practicum II

Objectives:

- To develop a holistic view of social work with special emphasis on agencies role in human services
- To understand the agency as an organization; its structure, functions, activities and sources of funding.
- To understand and make a commitment to basic humanistic values and principles of social work practice in a secular democratic society.
- To develop an understanding of the application of the methods of social work practice in the field.
- To develop practice skills appropriate to each phase of the problem solving process and apply them in direct service.
- To develop an understanding of the problem and opportunities in working with diverse population.
- To develop the self-awareness necessary to assess one's own values, attitudes, feelings, strengths, limitations and interests and performance.
- To develop the readiness to seek and accept help from Field Work Supervisors and others, and from professional and scientific literature for self-improvement.

Components:

- Orientation Programme
- Concurrent field work as Study Tour

Module-1 Introduction & Field work Division

Module-2 Objectives of Group work Report

Module-3 Activity-Group Work Report

Module -4 Summary Report & Self Assessment

Concurrent Field Work:

The broad aim of concurrent field work is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision. During the concurrent field work, students are expected to fulfill certain requirements.

MSW – 206

Rural Camp

Study tours make a report & submit. Rural one week rural/urban camp will be organized in collaboration with NGOs/VOs for the students of semester-1 to provide exposure to the students about the socio-economic, political and cultural situations and problems of rural/urban life. The rural camp will be organized under the guidance of the faculty members. Attendance in rural camp is compulsory.

Objectives:

- To develop an understanding of the rural social structures and cultural processes of groups and communities experiencing problems.
- To build up the capacity to analyze relevant policies, plans and the quality of implementation in with regard to problems faced by the group in the community.
- To acquire skills to organize activities in the community to promote community participation in solving their problems.
- Through experience in group living, appreciate its value in terms of self-development, interpersonal relationships, sense of organization, management and mutual responsibility.
- To acquire skills in planning, organizing, implementing and evaluating the camp.

Content:

1. Orientation Programme
2. Concurrent field work

Module-1 Introduction & Field Work Division

Module-2 Objectives of Community Organisation Report

Module-3 Activity-Community Organisation Report

Module -4 Summary Report & Self Assessment

Tasks:

- Learning to conduct PRA in the community for assessment of socio-economic and cultural conditions of the community.
- Assist the agency and/or the community in planning and implementing the community development strategies.
- Make use of advocacy for the betterment of the individuals and groups in the community.
- Mobilize resources, raise funds and develop network with other institutions/organizations working in the neighboring area.

Learning Outcome: Developing the ability to fulfill the objectives and perform assigned task in order to imbibe core competencies required for an efficient specialized social work practitioner.

MSW III Semester

MSW – 301

Social Work Administration

Course Objectives:

- Understand administration as method of Social Work
- Acquire knowledge about the basic principles and processes of administration
- Acquire competence in the administration of social welfare and development services.
- Develop attitudes and skills for innovations and experimentation in social welfare administration.

Course Content:

Module1: Social Welfare Administration: Meaning, Definition, History, Principles, Nature and Type of Organizations. Distinction between Social Welfare Administration, Public Administration and Social Security administrations.

Module2: Structure of Social Welfare Administration: Service Providers, Administrative structures (Government and Non - Government), Organization and Management of Institutional Welfare Services.

Module3: Components of Administration: Planning, Coordination, Staff Recruitment, Training and Development, Recording and Documentation, Budgeting, Monitoring and Evaluation, Networking and Maintaining Public Relations.

Module4: Strategies and Mechanisms of Administration: Role of Social Workers in Decision Making Process, Communication, Role Description and Functioning, Sustainability of Programmes.

Related Books

- Sharma, G.B.: Social Administration in India.

- Verma, R.B.S. (2014): Introduction to Social Administration.
- Sachdeva, D.R. (1998): Social Welfare Administration in India.
- Skidmore (1983): Social Work Administration
- Goel, S.L. and Jain, R.K. (1988): Social Welfare Administration (Vol. I and II)
- Chaudhary, D. Paul (1992); Social Welfare Administration
- Dubey, S.N. (1973): Administration of Social Welfare Programmes in India.
- Kohli, A.S. (2013): Administration of Social Welfare.
- Pathak, S. (2013): Social Work and Social Welfare.

MSW – 302

Social Work Research

Course Objectives:

- To understand meaning, scope and importance of social work research
- To understand about the application of methods in the study of social phenomenon
- To impart knowledge in the learners about methods, techniques and scientific process of social work research
- To acquire the skills for preparation of research proposals, data analysis and report Writing

Course Content:

Module1: Concept of Research: Social Research: Meaning, Objectives and Scope, Scientific Method: Concept & Characteristics, Distinction between Social Research & Social Work Research, Types of Research: Quantitative, Qualitative, Action, Evaluation, Steps in Social Work Research, Research Design: Meaning & Types, Hypotheses: Meaning & Types,

Module2: Sources of Data Collection: Primary & Secondary, Methods of Data Collection: Observation & Interview, Tools of Data Collection: Interview Schedule, Questionnaire, Attitudinal Scales (Bogardus, Likert & Sociometric Scale), Sampling: Meaning & Types

Module3: Data Management: Tabulation & Data Analysis, Writing Research Report: Important Considerations, Presentation & Styles of Referencing, Citing & Paraphrasing, Writing Bibliography & use of Footnotes, Application of Computers in Social Work Research (MSWord, MS-Excel, MS-PowerPoint)

Module4: Basic Statistics: Concept, Purpose and Scope of Statistics in Social Work Research, Measures of Central Tendency: Mean, Median, Mode, Measures of Dispersion: Range, Standard Deviation, Mean Deviation, Quartile Deviation, Correlation: Karl Pearson & Spearman's Coefficient.

Related Books

- Frederick L. : Coolidge (2000): Statistics: Gentle Introduction.
- Richard M. Grinnel and others: (2005): Social Work Research and Evaluation: Quantitative and Qualitative Approaches.
- Perry R. Hinton (2004): Statistics Explained: A Guide for Social Science Students.
- D.K. Laldas (2000): Practice of Social Research.
- D.K. Laldas (2013): Approaches to Social Science Research Methods.
- Partha N. Mukharjee (2000): Methodology in Social Research: Dilemma and Perspectives.
- A.Rubin and K.Babbie (1993): Research Methods for Social Work

SW- 303

Social Work & Tribal Development

Course Objectives:

- Understand the concepts to examine social phenomenon among tribes in India.
- Develop skills to analyze tribal society and change among them.
- Acquire knowledge about the contribution of Governmental and Non-governmental Organizations for tribal development.
- Understand the system for economic order & conflict among tribes.
- Understand the development, social analysis and its impact on tribes.

Course Content:

Module1: Definition of Tribe, Scheduled Tribe and Primitive tribe, Characteristics of Tribal Society - Economic, Social, Political and Cultural, Problems of Tribal Life, Distribution of tribal population in India, Classification of tribal regions.

Module2: Development Programme : Government Programs since Independence and their impact on Tribal Societies, Programs of NGO's and their impact on Tribal Societies. Tribal upliftment measures, Protective, Mobilization, Tribal Developments.

Module3: Tribal Problems : Land Alienation, Indebtedness, Shifting Cultivation, Forest policy and Forest laws, Poverty, Employment, Education, Health, Alcoholism, Communication, Migration.

Module4: Constitutional Provisions: Indian Constitution- V&VI Schedule, Protective legislations, Development planning concept and strategies; Micro –Planning, Regional, Planning and Growth Centre Approach, New strategy for Tribal development; Tribal sub-plan. Agrarian Movements, Ethno-Political movements, Separatist Movements, Religious movements, Tribal Revolts in India.

Related Books

- Arvind Kumar. Tribal Development and Planning Anmol, New Delhi. 2004
- B.K. Roy Burman. Tribes in Perspective Rawat, New Delhi. 1994
- Chaturbhuj Sahu. Tribes of North East India Sarup & Sons, New Delhi. 2002

- DeshBandhu and Garg, R.K.(eds) Social Forestry and Tribal Development Natraj, Dehradun 1999
- Jitendra Prasad. Tribal Movements in India Kilaso Books, New Delhi. 2005
- K.L. Sharma Reconceptualising Caste, Class and Tribe. Rawat, New Delhi. 2001.
- MS Gore The Concept of Social Movement Sage, NewDelhi 2001
- Ram Singh Meena Tribal Development Programmes: A Critical Appraisal. Ritu Publication, Jaipur, 2006
- SuvendraJenamani. Poverty and Underdevelopment in Tribal Areas: A Geographical Analysis. Concept, New Delhi. 2005
- Ahuja, A.K. Welfare & Tribal Development, Administration Rawat: New Delhi 2009gh

MSW - 303

Fundamentals of Medical Social Work

Course Objectives:

- Begin to understand and use basic medical terminology and hospital sociology.
- Gain knowledge of resources and services particularly in the rural area, to be utilized by consumers and medical social workers
- Understand ethical dilemmas related to health care.

Course Content:

Module1: Concept of Health and Disease: Dimensions, determinants and indicators of health, nature and history of disease, concept of control and prevention, dynamics of disease transmission, common communicable diseases and non communicable diseases.

Module2: Hospital Sociology: Social structure and functions of hospital, functions of physician, staffs in the hospital, doctor-patient relationship, patient's rights and duties, common problems in hospital and possible solutions, community participation in hospital management.

Module3: Health Care Delivery System In India: levels of health care, health care delivery system in India, voluntary health agencies, national health programs and policies, public –private partnership,

Module4: Social Work Practice in Health Care Setting: the changing face of health care social work, functions of medical social worker, standards, values, and ethics in clinical health. Considerations & methods for health care social workers, documentation & record-keeping in the health care setting

Related Books

- Dhooper, S.S. 1997. Social Work in Health Care in the 21st Century. Thousand Oaks, CA: Sage
- Dziegielewski, S. F. 2004. The Changing Face of Health Care Social Work:
- Professional Practice in Managed Behavioral Health Care. New York: Springer.

- Hasan, K.A. 1967. The Cultural Frontiers of Health in Village India. Bombay: Manaktalas.
- Kishore, J. 2007. National Health Program: National Policies and Legislations Related to Health (revised edition). New Delhi: Century Publications.
- 2005. A Text Book of Health for Health Workers (revised edition). New Delhi: Century Publications.
- Lynch, V. (ed.) 2000. HIV/AIDS at Year 2000: A Sourcebook for Social Workers. Boston: Allyn & Bacon
- Park, K. 2006. Park's Text Book of Preventive and Social Medicine (18th ed.) Jabalpur: Banarasidas Bhanot Publishers.
- Rothman, J. & J.S. Sager 1998. Case Management: Integrating Individual and Community Practice (2nd ed.). Boston: Allyn & Bacon

MSW – 304

Social Work and Disaster Management

Course Objectives:

- Develop understanding of disaster & disaster management.
- Acquire a critical perspective of the policy framework, institutional structures & programme for disaster management in India.
- Understand the process & techniques of empowering communities in disaster preparedness & mitigation.

Course Content:

Module 1: Disaster related concept and types of Disasters: Hazard, Risk, Vulnerability and Disaster, different forms of natural & manmade disasters. Impact of Disaster and Disaster Management Initiatives, Pre and Post Disaster Interventions. Natural Disasters: Famine, Drought, Flood, Cyclone, Tsunami, Earthquake, Man-made Disasters: Riots, Blasts, Industrial, Militancy.

Module 2: Disaster Management: Profile, Forms and Reduction of Vulnerability, Disaster Mitigation: Concept and Principles, Disaster Management: Concept and Principles, Pre-disaster- Prevention and Preparedness.

Module 3: Impact of Disaster: Physical, Economic, Social, Psycho-socio Aspects, Environmental Impacts, During Disaster- Rescue and Relief, Post-disaster- Rehabilitation and Reconstruction, Victims of Disaster- Children, Elderly, and Women

Module 4: Disaster Process and Intervention : Displacement- Causes, Effects and Impact, Major Issues and Dynamics in the Administration of Rescue, Relief, Reconstruction and Rehabilitation, Components of Rescue, Relief, Reconstruction; Rehabilitation, Disaster Policy in India; Disaster Management Authority- NDMA, SDMA, DDMA; Disaster Management Act, 2005

Related Books

- Anil Sinha (2001), Disaster Management-Lessons Drawn and Strategies for Future. New Delhi, Jain Publications.
- Gupta, M.C, L.C. Gupta, B. K. Tamini and Vinod K. Sharma (2000), Manual on Natural Disaster Management in India, New Delhi, National Institute of Disaster Management.
- Narayan, Sachindra (ed.) (2000), Anthropology of Disaster Management, New Delhi, Gyan Publishing House.
- Nidhi G Dhawan (2014), Disaster Management and Preparedness, New Delhi, Jain Publications.
- Parasuraman, S. and Unnikrishnan, P.V. (2000), India Disasters Report: Towards Policy Initiative, New Delhi, Oxford University Press.
- Satendra, K.J. Anandha Kumar and V.K. Naik (2013), India's Disaster Report, New Delhi, National Institute of Disaster Management.
- Singh, R.B. (ed.) (2000), Disaster Management, New Delhi, Rawat Publications.
- Tata Institute of Social Sciences (2002). Special Volume on Disaster Management, Indian Journal of Social Work, Vol.63, Issue 2, April.

MSW – 305

Field Practicum III

Contents:

Module-1 Introduction & Field work Division

Module-2 Objectives of Community Organisation Report

Module-3 Activity-Based Medical and Psychiatric Social work, Community Development.

Module -4 Summary Report & Self Assessment

Concurrent Field Work (based on Specializations)

Concurrent Field Work:

The broad aim of concurrent field work in the 3rd semesters to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision. During the concurrent field work, students are expected to fulfill requirements according to specialized skills acquired through class room learning of their specializations i.e. Medical and Psychiatric Social work, Community Development.

Objectives of specialized concurrent field work are based on specializations respectively. Students are expected to learn the application of social work methods, principles, approaches, skills, tools and techniques with respect to their specializations.

MSW – 306

Block Placement Field Work

It will be in different sector on block level agency by students:

- Medical Social Work and Psychiatric Social Work:
- Theories of Aging and Vulnerability:
- Persons with Disabilities:
- Gender and Development:
- Labour Welfare & Human Resource Management (HRM):
- Personnel Management and Industrial Relation:

Semester VI

MSW – 401

Social Policy, Planning and Development

Course Objectives:

- To orient the students regarding different dimensions of social policy and social planning.
- To develop a critical understanding among the learners about the various relevant Issues in the realm of social policy, planning.
- To develop amongst the learners an understanding of the scope and modes of social work intervention in policy formulation and the planning process at different levels.

Course Content:

M Social Policy: Concept, Goals, Scope, Context and Models of Social Policy and applicability in Indian context. Historical Development: Evolution and Historical perspective of various Policies, Implementation of Social Policies especially for Marginalized and Vulnerable sections of the society.

M Policy Formulation and Social Planning : Determinants and Steps, Approaches to Social Policy formulation, Impact of changing political scenario in a country. Concept, objectives, scope, models, interrelationship between social and economic planning, social planning in India. Five Year Plans: Changes in Social Planning with Five Years Plans in India, Social Planning and Social Change, Factors leading to development of planning in India. Roles and functions of Niti Aayog.

M Social Development: Positive and Negative Dimensions of Social Development; Concept, Models and Theories, Historical and Social Context of Development in India,

M Sustainable Development: Concept, Strategies, Critical issues, Salient Features of Social Development. Approaches to Social Development; Similarities and Differences. Strategic Development Goals, Human Development Index and Indicators for Policies and Programmes.

Related Books

- Hudson, J & Lowe, S. (2007): Understand the Policy Process, Rawat Publications, New Delhi
- Drake, R.F. (2001) The Principles of Social Policy, Palgrave, New York
- Ahmad Shamshad and Nafees Ansari (2005): Planning commission : Fifty Five Years of Planned Development and Social Sector, Indian Journal of Public Administration, Vol LL 03, July-Sept 2005
- Jacob K. K (1989): Social Policy in India, ASSWI, Himanshu Publications, Udaipur.
- Kabra Kamal Nayan (2004) :Development Planning In India: Exploring an Alternative Approach Indian Institute of Public Administration, New Delhi
- Mathur, K. (1996): Development Policy and Administration, Sage Publications ,New Delhi
- Bakshi, P.M. (1999): The Constitution of India, Universal law Publishing Co. Pvt. Ltd, Delhi
- Smith, G. (1980): Social Need: Policy, Practice and Research, Routledge, London
- Dubois, B. & Miley, K.K. (2002): Social Work: An Empowering Profession, Allyn and Bacon, London

MSW – 402

Social Work with Family, Youth & Aged

Course Objectives:

- Develop an understanding of Family, youth and aged.
- Sanitization about issues related to youth and aged.
- Develop concern and Interest in working with Family, youth and aged.
- Enhancement of skills for identification of needs and intervention for welfare and development of youth and aged.
- To understand and acquire the skills for working with families.

Course Content:

M Social Work with Families: Functions, Developmental Stages and Family patterns, Family Dynamics and Theoretical Models of Family Functioning and Social Work Interventions.

M Child Development: Concept, Philosophy and Historical context. Policies & Programmes for Children: Constitutional Provisions, National Policy on Children, International perspective and UN convention an rights of children,

M Development Programmes for youth in India: National Youth Policy, Services and Programmes for youth development and empowerment in India, N.C.C, N.S.S., Nehru Yuva Kendra, Employment, Guidance and Counselling services for youth etc.

M Welfare of the aged: Definition of old age, changing status of the aged in Indian society; problems of the aged in relation to family, social relations, employment, retirement, monetary, health and use of free time. Diseases associated with old age; policy issues related to the aged. Programmes and Legislative Measures related to Female Feticide, Adoption, Foster Care, Guardianship and Child Marriage and Social Work Interventions.

Related Books

- J. Jiffs Anthony (1979): Young People and Youth Services
- R.R. Baten: Human Factors in Youth Work.
- R.R. Greene (2000): Social Work with Aged and Their Families.
- Hary R. Moody (2006): Aging: Concept and Controversies.
- Robin and others (1985): The Development of Welfare Services for Elderly People.
- Andrew Well (2006): Healthy Aging: Ali belong Guide to your wellbeing.
- Dubey, Leela & Palkiwala, J. (Eds.), (1990). Structure and Strategies: Women, Work and Family, Sage Publication, New Delhi.

MSW 403 (Specialization I)

Rural & Urban Community Development

Course Objectives:

- To enable the students to gain an understanding of concepts related to rural and urban development.
- To help students understand the government programs and policy
- To provide an overview of community development strategies in the rural and urban contexts

Course Content:

Rural Community: Meaning, Characteristics. Rural Problems and their implications: Poverty, Illiteracy, Unemployment, problems related to Agriculture, Community Health and Infrastructure.

Panchayati Raj : Functions of Panchayati Raj System - Salient Features of 73rd amendment and its role in rural development.

Urban Community Development: Concept; Objectives; Historical Background; Approaches; Principles, Process and Methods of Urban Community Development.

Urban Administration: Urban Development Policies and Programmes in India; 74th Constitutional Amendment; powers and functions in 12th schedule. Social Work Practice and relevant Social Work Methods for Rural & Urban Development.

Related Books

- Bhatia B.S, (2003). Rural Development Management, New Delhi: Deep & Deep Publication
- Jain S.C. (1998). Rural Development Institute and Strategies, New Delhi: Rawat Publications
- Kumar Ashok.(1991). Planning and Development in Rural India, New Delhi: Anmol Publications
- Bhattacharya, B. (2006). Urban Development in India: Since Pre-Historic Time. New Delhi, India: Concept Publishing Company.
- Gangrade, K.D. (2001). Working With Communities at Grass Roots Level. New Delhi, India: Radha Publications.
- Nagpaul, H. (1996). Social work in urban India. Jaipur, India: Rawat Publications.
- Patil, A.R. (2013). Community Organization and Development. New Delhi, India: PHI Learning Private Limited.
- Green, G.P & Haines, A. (2001). Asset Building and Community Development. New Delhi, India: Sage Publications.
- Ramachandran, R. (1991). Urbanization and Urban System in India. New Delhi, India: Oxford University Press.
- Sandhu, R.S. (2003). Urbanization in India: Sociological Contributions. New Delhi, India: Sage Publications.
- Singh, K. (2009). Rural Development: Principles, Policies and Management. New Delhi, India: Sage Publications.
- Sandhu, R.S.(ed.) 2003 Urbanisation in India: Sociological Contribution. New Delhi: Sage Publications.
- Sharma, K. 2001 Rediscovering Dharavi. New Delhi: Penguin

MSW – 403 (Specialization II)

Medical and Psychiatric Social Work

Course Objectives:

- Improving the students' skill and knowledge in the practice of social work in the psychiatric setting.
- Developing a strategy to inculcate professionalism among the students of social work.
- Trace the historical development of medical social work in India and abroad.

COURSE CONTENT:

Medical and Psychiatric Social Work: Meaning and importance; historical development of psychiatric social work. Functions and roles of psychiatric social worker; problems and prospects of psychiatric social work in India.

Mental Health: Concepts normality, abnormality, mental health and mental/psychiatric disorders, Aetiology of psychiatric disorders: biological, psychosocial, cultural. Predisposing, precipitating, protective and perpetuating factors. Determinants of mental health.

Assessment in Psychiatry: Psychiatric Interviewing Techniques of Psychiatric Interviewing and Social Diagnosis. Symptomatology: Appearance and behaviour, Thinking, Speech, Perception, Mood and Affect, Cognition, Judgment and Insight; Current classification in psychiatry:

Application of Social work methods and principles in psychiatric setting: Mental Hospitals, Child Guidance Clinic, Family Psychiatry and Family Counselling Centres, De-Addiction Centres, Geriatric Centres, Epilepsy Clinics, School Mental Health Programme. Evolution, Roles, Functions / Responsibilities of Medical Social Workers and Psychiatric Social Workers.

Related Books

- Doyal, Lesley and I. Pennell. (1989). The Political Economy of Health, London: Pluto.
- Monica Das Gupta et al (eds.). (1996). Health, Poverty and Development in India, Delhi: Oxford University Press.
- Park, J.E. (2006). Textbook of Social and Preventive Medicine, 17th edition. Jabalpur: Banarsidas Bhanot.
- World Health Report. (2001). World Health Organization, Geneva.
- Verma, R. (1991). Psychiatric Social Work in India. New Delhi: Sage
- WHO. (2010). Community Based Rehabilitation : CBR guidelines. Geneva: WHO Press
- Culley, S., Bond, T. (2004). Integrative Counselling Skills in Action, Sage Counselling In Action Series, New Delhi: Sage Publications.
- Egan, E. (2002). The Skilled Helper. 7th edition. Brooks/Cole
- Fleischmann, D.R. and Schoifield (2010). Perception of user involvement: a user led study. International Journal of Social Psychiatry, (56) (4), 389-400

MSW 404

N.G.O. Management & Corporate Social Responsibility

Course Objectives:

- To Introduced students about the Non – Government Organization and its structure
- To understand the Management of Projects individually and organizationally
- Students should be inform about the working areas of Non – Government organizations

Course Content:

Module 1: Non-Government Organization—An Introduction Concept of NGO Historical views of NGO Functions and types of NGO, NGO and laws Registration Procedure and Laws Income tax Act Income tax Exemption for NGO.

Module 2: Area of NGO and societal development Education & Human Rights Health Women and child welfare.

Module 3: Corporate Social Responsibility: Concept & Definition Scope & Challenges CSR Global Views.

Module 4: Social Responsibilities Practices Role of Government and NGO in CSR. Triple Bottom Line Approach of CSR: Economic, Social, Environmental Stake holders and Social Preferences: Customer, Employees, Communities, Investors

Related Books

- Eade, D. (2005): Development, NGOs and Civil Society Rawat Publications.
- Sooryamoorthy, R. & Gangarade, K.D. (1989): NGOs in India Rawat Publications

- Clark, John, 1991 Voluntary Organisations: Their Contribution to Development. London, Earth Scan.
- Dorothea, Hilhorbt, 2003 The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
- Drucker, Peter, 1993 Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
- Ginberg, Leon, H., 2001 Social Work Evaluation: Principles and Methods. Singapore: Allyn and Bacon.
- Julie Fisher, 2003 Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
- Kandasamy, M., 1998 Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
- Kumar, A., 2003 Social Change through NGOs. New Delhi: Anmol Publishers.
- Lawant, B. T., 1999 NGOs in Development. Jaipur: Rawat Publications.
- Corporate Social Responsibility, Concept & Cases: The Indian Experience. C.V.Baxi Ajit Prasad Excel Books

MSW – 405

Field Practicum- IV

Module-1 Introduction & Field Work Division

Module-2 Objectives of Community Organisation Report

Module-3 Activity-Based Medical and Psychiatric Social Work, Community Development.

Module -4 Summary Report & Self Assessment

Concurrent Field Work (based on specializations)

The broad aim of concurrent field work in the 4th semester is to provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. These will be in keeping with the placement agency's philosophy, policy and goals and use of guided supervision. During the concurrent field work, students are expected to fulfill requirements according to specialized skills acquired through class room learning of their specializations i.e. Medical and Psychiatric Social work and Community Development.

Objectives of specialized concurrent field work are based on specializations respectively. Students are expected to learn the application of social work methods, principles, approaches, skills, tools and techniques with respect to their specializations.

Learning Outcome:

Developing the ability to fulfil the objectives and perform assigned task in order to imbibe core competencies required for an efficient specialized social work practitioner.

Note: The field work agency and/or community of the students will remain the same for third and fourth consecutive semesters of a year.

MSW – 406

Dissertation

(Specialization Related Topic)

These are prescribed format of dissertation to student based of Specialization that will help in research attitude of students:

Medical Social Work and Psychiatric Social Work:

- Theories of Aging and Vulnerability:
- Persons with Disabilities:
- Gender and Development
- Labour Welfare & Human Resource Management (HRM):
- Personnel Management and Industrial Relation