

# **MASTER OF ARTS SOCIAL WORK**

***SYLLABUS & REGULATIONS***

***WITH EFFECT FROM 2025-26***

**M.A. Social Work**

**P.G. Degree Programme (CBCS) Regulations-2016**

**Amended as per NEP-2020**

**CHOICE BASED CREDIT SYSTEM (CBCS)**



**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**

**SRI VENKATESWARA UNIVERSITY**

Accredited by “NAAC” with A<sup>+</sup> Grade

Tirupati, Andhra Pradesh - 517502

**M.A Social Work Course Structure and Syllabus as per NEP 2020 (Choice Based Credit System)**

	<b>Course Code</b>	<b>Title of the Course</b>	<b>No. of Credits</b>	<b>Internal Assessment</b>	<b>Semester End Exams</b>	<b>Total Marks</b>
<b>Semester - 1</b>	MSW 101	Sociological Analysis	4	30	70	100
	MSW 102	Social Science for Social Works	4	30	70	100
	MSW 103	Psychology of Social Works	4	30	70	100
	MSW 104	Social Case Work	4	30	70	100
	MSW 105	Human Resource Development	4	30	70	100
	MSW 106	Computer Applications	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
<b>Semester - 2</b>	MSW 201	Social Group Work	4	30	70	100
	MSW 202	Community Organisation and Social Action	4	30	70	100
	MSW 203	Social Work Research and Statistics	4	30	70	100
	MSW 204	Social Welfare Administration and Legislations	4	30	70	100
	MSW 205	Open Elective (For other departments) International Relations	4	30	70	100
	MSW 206	English Communication and Soft Skills	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
<b>Semester - 3</b>	MSW 301	Social Work Intervention With Families	4	30	70	100
	MSW 302	Social Work in the Field of Health	4	30	70	100
	MSW 303	Social Policy and Planning	4	30	70	100
	MSW 304	Corporate Social Responsibility and Social Entrepreneurship and Social Work	4	30	70	100
	MSW 305	Social Work and Disaster Management	4	30	70	100
	MSW 306	Generic Elective – I : Social Work with Weaker Sections	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
<b>Semester - 4</b>	MSW 401	Social Work Intervention With Children	4	30	70	100
	MSW 402	Rural, Urban, Tribal Development and Empowerment	4	30	70	100
	MSW 403	Social Work in the Field of Mental Health	4	30	70	100
	MSW 404	Fundamentals of Health Education	4	30	70	100
	MSW 405	Generic Elective - II	4	30	70	100
	MSW 406	Social Work Project and Viva-Voce	4	-	100	100

Sub Total	24	150	450	600
Grand Total	96	690	1710	2400

**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**  
**SRI VENKATESWARA UNIVERSITY : : TIRUPATI**

**M.A. Social Work**  
**(Revised Scheme of Instruction and Examination, Syllabus etc., under**  
**CBCS Regulations -2016 is Amended as per NEP-2020)**  
**(With effect from the batch admitted in the academic year 2025-26)**

**FIRST SEMESTER**

**MSW 101: Sociological Analysis**

**BLOCK I: Concept and Definition of Social Work, Historical Development of Social Work**

**Unit I :Social Work:** Concept, Definition, Objectives, Principles and Philosophy.

**Unit II: Key Concepts of Social Work:** Social Service, Social welfare, Social Security, Social Defense, Social Justice, Social Legislation, Social Development, and Social Reform.

**Unit III:** Historical development of Social Work in United Kingdom, United States of America - Emergence of Functions and Scope of Social Work in India.

**BLOCK II: Social Work as a Profession, Methods**

**Unit IV: Social Work as a Profession:** Traits, Values, Ethics, Objectives, Goals, Nature, Scope, Philosophy, Principles and Functions.

**Unit V: Social Work Education:** as a Profession, Professional Values – Training; Skills, Tools and Techniques - Professional Social Work and Voluntary Social Work.

**Unit VI :Methods of Social Work:** Social Case work – Social Group Work – Community Organization – Social Work Research – Social Welfare Administration – Social Action.

**BLOCK III: Reform Movement in India and Theories and Approaches of Social Work**

**Unit VII :Social Reform movements in India-** Concepts, Definitions, Importance - Impacts and Role of Theosophical society, Bakthi movements, Dalit movements, Naxalbari movements and D.K. Movement.

Major Contribution of Social Reformers: Buddha, Gurunanak, Iyyankali, Jothiba Phule, Swami Vivekananda, Raja Ram Mohan Roy, Gandhi, Dr. B.R.Ambedkar and E.V. Ramaswamy.

**Unit VIII :Theories & Approaches:** Role Theory, Problem Solving Theory, Gestalt Theory, Systems Theory, Ecological Theory, Communication Theory and Existential Approach.

Unit IX: Radical and Marxist perspectives of Social Work, Feminist Approach; Relevance and Scope of eclectic/integrated approach to social work practice

**BLOCK IV: Models and Trends of Social Work Profession in India**

**Unit X: Models of Social Work:** Relief model, Welfare model, Clinical model, Systems model, Radical model, Remedial model, Preventive model and Developmental model

**Unit XI: Social Work Profession:** Trends in Social Work Profession in India - Development of Social Work Education in India. Integrated perspectives of International Social Work – Global Perspective, Human Rights Perspective, Ecological Perspective, and Social Development Perspective.

**Unit XII :Field Work Training:** Importance of Field Work and Supervision for Trained Social Workers - Problems faced by the Social Work Trainees in field work agencies - Need for Social Science knowledge for Professional Social Workers.

**Unit XIII : Fields of Social Work:** Family and Child Welfare, Women Welfare, Youth Welfare, School Social Work - Community Development (Rural, Urban & Tribal), Dalit Welfare, - Medical and Psychiatric Social Work, Correctional Social Work Geriatric Social Work, Persons with Disabilities, Industrial Social Work and Human Resource Management.

**Unit XIV : Professional Associations in Social Work:** Needs and Importance - National and International Professional Organizations: NASW, IASW, IFSW, ASSWI, ISPSW, NAPSWI, And PSWA - Problems faced by social work professionals in India.

## **MSW 102: Social Science for Social Works**

### **BLOCK I: Introduction of Social Thought and Sociological Theory**

UNIT I: Introduction of Social Thought and Sociological Theory- Central Problems of Sociological Theory

UNIT II: Levels of Theorization in Sociology - Empirical Generalization - Middle Range Theories - Grand Theories - Theoretical Perspectives.

### **BLOCK II: Origin and Development of Functionalism**

UNIT III: Origin and Development Functionalism.

UNIT IV: Analytical Functionalism: Talcott Parsons: Structure of Social Action

UNIT V: Social System - Functional Pre-requisites - Pattern Variables.

UNIT VI: Empirical Functionalism: Robert K. Merton: Theory of Social Structure

UNIT VII: Manifest and Latent Functions. Reference Group - Relative Deprivation

### **BLOCK III: Conflict and Dialectical Conflict Theory**

UNIT VIII: Conflict Theory: Marxism and Conflict Tradition - Simmel's Conflict Theory

UNIT IX: Dialectical Conflict Theory of Dahrendorf - Conflict Functionalism: Social Functions of Conflict - Louis A. Coser.

UNIT X: Habermas -Theory of Communicative Action-Public sphere - Life world L.Althusser - Structural Marxism -Epistemological break- Structural Causality - Structure of dominance

### **BLOCK IV: Symbolic Interactionism, Phenomenology and Ethnomethodology**

UNIT XI: Symbolic Interactionism: Historical Background - C.H. Cooley - George H. Mead - Herbert Blumer.

UNIT XII: Phenomenology and Ethnomethodology - A. Schutz, Peter Berger, Gluckmann and H. Garfinkel. Exchange Theory - Peter.M.Blau - Process of Exchange- Values, Norms - Social.

UNIT XIII: Exchange-Power - Study of Small Groups. George Homans: Elements of Behavior - The External System - Internal System.

UNIT XIV: Theory of Structuration M. Facoult's Postmodernism- Derrida, Post-structurlism and Post - Post Marxist Theories.

### **MSW 103: Psychology of Social Works**

#### **BLOCK I:**

#### **PSYCHOLOGY: DEFINITION, CONCEPTS, RECENT TRENDS, EVOLUTION OF HUMAN LIFE**

**UNIT - 1: Psychology:** Definition, Nature and Scope - Concept of Human Behavior - Normality and Abnormality - Application in Various Fields - Introduction to Schools of Psychology: Structuralism, Functionalism, and Gestalt

**UNIT - 2: Recent Trends:** 1. Biological, 2. Psychodynamics, 3. Cognitive, 4. Behavioral, 5. Humanistic

**UNIT - 3: Evolution of Human Life:** Conception - Stages of Prenatal Development (a) Period of Ovum (b) Period of Embryo (c) Period of Fetus - Birth and its Types - Pre and Post Natal Care.

#### **BLOCK II:**

#### **HUMAN GROWTH AND DEVELOPMENT: CONCEPT AND STAGES, LEARNING**

**UNIT - 4: Human Growth and Development:** Concept, Meaning, Nature and Importance - Developmental Task, Hazardous, Physical, Social, Emotional, and Cognitive Development - Physical and Psychological Aspects of Various Stages - Stages of Development: Pregnancy and Child Birth - Infancy - Babyhood - Childhood - Puberty - Adolescent - Adulthood - Middle Age - Old Age.

**UNIT - 5: Learning:** Concept, Nature, Definition - Types of Learning: Cognitive, Sensory, Motion and Verbal Learning - Theories: (a) Trial and Error, (b) Classical Conditioning, (c) Operant Conditioning, (d) Insightful - Transfer of Learning - Aproches of Pavlov and Skinner - Remembering and Forgetting.

#### **BLOCK III:**

#### **MOTIVATION, ADJUSTMENT AND PERCEPTION**

**UNIT - 6: Motivation:** Concept, Meaning, Definition, - Motives for Survival - Human Needs and Motivation - Types and Characteristics of Motives - Interaction of Motivation - Social

Motives - Theories of Motivation: (a) Instinct, (b) Drive Reduction, (c) Arousal, (d) Incentive, (e) Cognitive, (f) Maslow's Hierarchy - Conscious and Unconscious Motivation.

**UNIT - 7: Adjustment:** Concepts of Adjustment and Maladjustment - Stress; Frustration; Conflict - Nature and Types - Coping Mechanisms: Nature and Types - Mental Health and Community Mental Health.

**UNIT - 8: Perception:** Concept, Definition, Characteristics and Nature, Types - Perceptual Processes - Errors in Perception - Perception Space, Depth Perception, Motion Perception, Auditory, and Visual Attention – Perception Illusion - Subliminal Perception and Extra Sensory Perception – Factors Influencing Perception.

#### **BLOCK IV:**

#### **ATTITUDE, INTELLIGENCE AND STRESS**

**UNIT - 9: Attitude:** Concept and Nature of Attitudes, Stereotypes, and Prejudices - Components of Attitude and their Consistency - Formation of Attitudes - Process of Attitude Change in Individuals and Groups – Collective / Crowded Behavior, Adjustment.

**UNIT - 10: Intelligence:** Definition - Theories of Intelligence: (a) Unitary, (b) Multi-faction, (c) Two Factor, (d) Group Factor, (e) Hierarchical - Types of Intelligence - Measurement of Intelligence - Classification of I.Q – Mentally Retarded.

**UNIT - 11: Stress:** Meaning, Causes and Effects - Conflict: Meaning, Types, Coping Drives, Factors Influencing Stress - Stress Reduction Strategies - Defense Mechanism - A Brief Idea on Major Psychiatric Illness – Mental Illness / Health: Concept and Definition, Types - Significance of Mental Health - Mental Retardation.

**UNIT - 12: Personality:** Definition, Structure, Nature, Characteristics and Theories of Personality - Trait and Type of Theories - A Brief Overview of Psychodynamic and Humanistic Theories - Important Concepts of the Contributions of Freud, Jung, Adler, Maslow, and Ericson – Factors Influencing Personality Development - Influence of Heredity and Environment - Emotions - Development of Emotions - Individual and Group Emotions - Socialization Process.

**UNIT - 13: Social Psychology and its Applications:** Collective Behavior - Nature and Reasons for Collective Behavior - Manifestations of Collective Behavior.

**UNIT - 14: Application of Psychology for Social Workers** - Role of Social Workers in Promoting Mental Health - Importance and Demands for Psychiatric Social Workers.

## **MSW 104: Social Case Work**

### **BLOCK I: SOCIAL CASE WORK: DEFINITION AND CONCEPT, NATURE AND SCOPE**

#### **Unit I**

To understand case work as method of Social Work and to understand values and principles of working with individuals and families. To develop the ability to critically analyse problems of individuals and families and factors affecting them. To enhance the understanding of the basic concepts, tools, and techniques in working with individuals and families in problem solving and in developmental work. Develop appropriate skills and attitudes to work with individuals and families.

**Develop the ability to reflect on „self as person and grow as a professional social worker**

**Social Case Work:** Concepts, Definition, meaning, Objectives, Purpose, Importance, Nature and Scope - Historical development –components of social case work: person, problem, place, and process - values and principles of case work practice.

#### **Unit II**

Socio-cultural factors affecting the case work practice in India - Skills of Social Case Worker - Impact of Social, Cultural factors on individual and families - relationship with other methods of social work - skills in social case work practice

### **BLOCK II: CASE WORK PROCESS AND EVALUATION TOOLS AND TECHNIQUES OF SOCIAL CASE WORK**

#### **Unit III**

**Case work process:** Intake: meaning, steps, referral- types, and stages. Study: Meaning, tools used/procedure followed in the study process: interviewing: types, purpose, skills, techniques, and principles of interviewing; home visits & reaching out, collateral contacts & relationship. Assessment: Social Diagnosis: meaning, types, and models. Treatment/Intervention: meaning, objectives, goals and goals setting & treatment planning, principles, models, types, and techniques (supportive/environmental manipulation, reflective/ practical help or material help & direct treatment/ counseling).

#### Unit IV

**Evaluation:** meaning, purpose/objectives, types, methods/techniques/ instruments, difference between appraisal, monitoring, and evaluation; Termination: meaning, reaction to termination, decision to terminate, and planning for termination. Follow-up- meaning, purpose, and types.

#### Unit V

**Tools of techniques of social case work:** interview, observation, home visits and collateral contacts – social case work intervention: direct and indirect multi-dimensional intervention

### **BLOCK III: CASE WORKER – CLIENT RELATIONSHIP AND CASE WORK AND COMMUNICATION**

#### Unit VI

**Case Worker-Client Relationship:** meaning, purpose, needs, significance, and elements, components - characteristics of professional relationship: empathy, transference and counter transference, resistance, sustaining the relationship, non-possessive warmth, genuineness and self-disclosure - principles of client-worker relationship; obstacles in client worker relationship.

#### Unit VII

Case Work and Communication: meaning, purpose, importance, principles, elements in communication process - types, importance of listening, observing and feedback, communication barriers and ways to overcome them - importance of interpersonal communication in case work.

### **BLOCK IV: APPROACHES AND THEORIES TO PRACTICE, RECORDING AND APPLICATION OF SOCIAL CASEWORK**

#### Unit VIII

**Approaches and theories to Practice:** psychosocial approach, functional approach, diagnostic approach, problem solving model, crisis intervention; behavior modification, functional and development of an eclectic model for practice. Family therapy and counseling in the Indian context: similarities and differences.

#### Unit IX

**Recording in Case Work:** meaning, sources and types - process record person oriented and problem oriented records and its components -summative record, etc - principles of recording – needs and importance of recording - uses and maintenance of record.

#### Unit X

Application of Social Case Work in different settings and Clientele groups: medical and psychiatric settings- mentally retarded shelter homes – mental rehabilitation center - de-addiction and detoxification centers - mental health and community based rehabilitation - role of social workers in hospital settings

#### **Unit XI**

**Social case work with Family and child welfare settings:** family, child guidance clinic, schools, geriatric care of aged and the terminally ill – foster home

#### **Unit XII**

**Case work practice in community settings:** self-help groups, schools, industries and correctional institutions

#### **Unit XIII**

Role of case worker in various settings: enabler, facilitator, guide, resource mobilize - use of professional self - conflict and dilemmas in working with individuals and family - Problems and limitations of social case worker in different settings.

#### **Unit XIV**

**Practice and Research in Social Case Work** - Use of Single case evaluation and Ethnography as Research methods in Social Case Work.

## **MSW 105: Human Resource Development**

### **BLOCK I: HUMAN RESOURCE DEVELOPMENT: DEFINITION - ORIGIN, APPROACHES TO HUMAN RESOURCE DEVELOPMENT AND CHALLENGES OF HUMAN RESOURCE DEVELOPMENT**

#### **UNIT I**

**Human Resource Development:** Definition - Origin and Development of HRD.

#### **UNIT II**

**Approaches to HRD:** Human Capital Approach - Social Psychological Approach - The Poverty Alleviation approach - The World Development Context

#### **UNIT III**

**Challenges of Human Resource Development:** Employee Obsolescence - Socio technical Changes

### **BLOCK II: DEVELOPMENT AND AFFIRMATIVE ACTION, CAREER PLANNING, CAREER EDUCATION AND CAREER DEVELOPMENT**

#### **UNIT IV**

**Development and Affirmative Action** and Employee turnover

#### **UNIT V**

**Career Planning:** Definition - Career Planning and Employee Needs - Personnel Departments and Career Planning

#### **UNIT VI**

**Career Education,** Information on career planning and career counseling

#### **UNIT VII**

**Career Development:** Definition - Individual Career development - Personnel supported career development

### **BLOCK III: HUMAN RESOURCE PLANNING, ESTIMATES OF INTERNAL SUPPLY AND ESTIMATES OF EXTERNAL SUPPLY IMPLEMENTATION OF HUMAN RESOURCES PLANS AND RECRUITMENT OF HUMAN RESOURCES**

#### **UNIT VIII**

**Human Resource Planning:** The demand for Human Resources - The Supply of Human Resources.

UNIT IX

Estimates of Internal supply and Estimates of External supply Implementation of Human Resources Plans

**BLOCK IV: HUMAN RESOURCE PLANS AND CHANNELS OF RECRUITMENT**

UNIT XI

**Human Resource Plans** - Affirmation Action Plans - Recruiter habits - Environmental Conditions - Job Requirements

UNIT XII

**Channels of Recruitment:** Walk-ins and Write-ins - Employee referrals - Advertising.

UNIT XIII

**State Employment Security agencies** - Private Placement Agencies - Professional Search firms - Educational Institutions - Professional Associations, Government funded training programs - Temporary help agencies - Departing employees - Open house

UNIT XIV

**Quality of Work Life:** Definition - QWL through employee involvement.

## **MSW 106: - Computer Applications**

### **BLOCK I :**

**Introduction to computers:** Definition, Characteristics and limitations of computers - Elements of Computers - Hardware - CPU - Primary and Secondary memory - Input and Output devices.

**Operating System:** Meaning, Definition, Functions and Types of Operating Systems - Booting process - Windows operating system - Desktop, Start menu, Control panel, Windows accessories.

### **BLOCK II: Basics of Word Processing**

Word Processing: Meaning and features of Word processing – Advantages and applications of word processing - Parts of MS Word application window – Toolbars – Creating, Saving and closing a document – Opening and editing a document - Moving and copying text – Text and paragraph formatting, applying Bullets and Numbering – Find and Replace. Date and Time, Headers, Footers and Page Breaks – Auto Correct – Spelling and Grammar checking – Graphics– Mail merge - Working with Tables.

### **BLOCK III:**

#### **Basics of Spread Sheet / Worksheet**

Workbook, cell, cell pointer, cell address etc., - Parts of MS Excel window – Saving, Opening and Closing workbook – Insertion and deletion of worksheet –Formatting – Auto Fill –Formulas and its advantages - different types of functions available in Excel – Templates –Charts – Graphs.

### **BLOCK IV: Power Point**

Basics of Presentation Software - MS PowerPoint: Features, advantages and application of MS Power point – Internet – Features of Internet – Types – WWW – E-Mail – Advantages and Disadvantages.

**Reading list:**

1. Fundamentals of IT for Business by RemaThareja, 2015 Oxford University Press
2. Fundamentals of Computers, by V.Rajaraman, PHI, Fifth Edition, April 2010
3. Dennis P. Curtin, Information Technology, McGraw Hill International
4. AtulKahate, Fundamentals of Computers, Tata McGraw Hill
5. Fundamentals of Computers: V. Srinivas, Kalyani Publications
6. E-Commerce: CSV Murthy, Himayalaya Publishing House
7. Raymond Green Law: Fundamentals of the Internet, Tata McGraw Hill
8. EfraimTurban :Electronic Commerce, Pearson Education
9. E-Commerce,E-Business :C.S.Rayudu ,Himalaya Publishing House
10. Morley, Understanding Computers, Cengage

**M.A.-Social Work**  
**SECOND SEMESTER**

**MSW 201: Social Group Work**

**BLOCK I: SOCIAL GROUP WORK: CONCEPT AND DEFINITION, PHASES OF GROUP INFORMATION**

**Unit 1: Social group:** concept, definition, meaning, objectives, purpose, characteristics, nature and scope - types of groups-social group and social group work group - functions of a group.

**Unit 2: Phases of group formation:** forming, storming, norming, performing, adjourning, mourning/grieving - basic human needs met by groups at different stages of group development - group goals.

**BLOCK II: GROUP PROCESS AND INTRODUCTION TO SOCIAL GROUP WORK**

**Unit 3: Group process:** bond, acceptance, isolation and rejection - sub-group formation - newcomers in the group, expectation, withdrawal, behavior contagion, conflict and control - classification of group process: basic, structural, locomotive, and molar - Group dynamics: meaning, definition, functions, and basic assumptions of group dynamics.

**Unit 4: Social group work:** concepts, definition, assumptions, purpose, goals, principles, and values of group work - historical development of group work - group work as a method of social work – group work relation to other methods of social work.

**BLOCK III GROUP WORK PROCESS, ASSESSMENT, INTERVENTION, SUPERVISION**

**Unit 5: Group work process:** Intake and study - selection of members, composing group, orienting the members, preparing the environment, goal setting, motivation, use of home visits, and collateral contacts.

**Unit 6: Assessment:** preparing for group work, first meetings – interviewing - ground rules for group work meetings - group roles and responsibilities – group meetings,

**Unit 7: Intervention/treatment:** problem identification - making them work – dealing with difficulties within the group - group presentations - group work evaluation meaning and its place in group work - Evaluation: steps in group work evaluation - criteria for good group work - checklist for group work evaluation- Termination - reaction to termination - Follow up.

**Unit 8: Group work supervision:** concepts, need, tasks, types, purpose, and functions, techniques - conditions for good supervision.

#### **BLOCK IV: LEADERSHIP IN GROUP, MODELS AND APPROACHES AND GROUP WORK RECORDING**

**Unit 9: Leadership in group:** concepts, definition, characteristics, functions, qualities of leader - types and theories of leadership - training for leadership - sociometry and sociogram - Group work for team building: meaning, purpose, situational leadership in team building

**Unit 10: Models and approaches:** social goal model, remedial and reciprocal model - group therapy -group psychotherapy - therapeutic - social treatment - development group - task-oriented group, etc.

**Unit 11: Group work recording:** meaning, purpose, types - principles of group work recording - scope, problems, and limitations of group work practice in Indian settings - role of group worker in various settings.

**Unit 12: Programme planning:** meaning and definition of programme – principles and process of programme planning - place of agency in programme planning.

**Unit 13: Programme laboratory- values and techniques:** games, singing, dancing, dramatics, street play, puppetry, group discussions, parties, excursion, psychodrama, socio-drama, role play, brain storming, camping- planning and conducting camps - stages of group development - use of programme for group development: orientation stage, working stage, termination stage, programme planning, implementation, and evaluation

**Unit 14: Group work settings and practice:** application of group work method in different settings; community settings - medical and psychiatric settings: hospitals, de-addiction, physical and visual and mentally challenged - family and child welfare settings - the aged homes, schools, correctional institutions, and industries - skills of a group worker.

## **MSW 202: Community Organisation and Social Action**

### **BLOCK I: COMMUNITY, COMMUNITY DYNAMICS AND COMMUNITY LEADERSHIP: CONCEPT AND DEFINITION**

**UNIT 1: Community:** concept, definition, meaning, types, and characteristics - community power - structure - minority groups.

**UNIT 2: Community dynamics:** integrative and disintegrative processes in the community.

**UNIT 3: Leadership:** definitions, characteristics, types and qualities - leadership in different types of communities - theories of leadership - symbols, rituals, apathy, prejudice and individual predisposition - community power structure and political organizations in the community - factions and sub-groups - minority groups.

### **BLOCK II: COMMUNITY ORGANISATION, COMMUNITY PARTICIPATION AND MODELS OF COMMUNITY ORGANISATION**

**UNIT 4: Community Organization:** concept, definition, objectives, philosophy, approaches, principles and skills – community organization as method of social work - community welfare councils and community chests - models of community organization

**UNIT 5: Community Participation:** concept, imperatives, types, constraints, methods and techniques; components of community work and community relation.

**UNIT 6: Methods of community organization:** Planning, education, communication, community participation, collective decision making, involvement of groups and organizations, resource mobilization, community action, legislative and non-legislative promotion, coordination - community organization as an approach to community development.

### **BLOCK III: PHASES OF COMMUNITY ORGANISATION, INTERVENTION AND APPLICATION OF COMMUNITY SETTINGS**

**UNIT 7: Phases of community organization:** study, assessment, discussion, organization, action, evaluation, modification, continuation and community study

**UNIT 8: Intervention strategies in community settings:** awareness building, organizing, activating, people's participation, negotiating, lobbying, and resource mobilization, resolving group conflicts, programme planning and service delivery, developing human resource, and monitoring and evaluation.

#### **BLOCK IV: SOCIAL ACTION: DEFINITION, CONCEPT AND STRATEGIES**

**UNIT 9: Application of community organization in different settings:** rural, urban, tribal - target groups: children, youth, women, aged, Dalits - community organization in emergencies: fire, flood, drought, famine, earthquake, and war - community organization at local, state, and national level.

**UNIT 10: Roles of the Community Organizer:** Models of Community Organization as practiced - Local department, Social Planning, Social Action and Community Liason - Methods and skills in Community Organization - Use of Social Work methods in Community Organization.

**UNIT 11: Social Action:** Concept, meaning, definition, objectives, characteristics, principles, methods and techniques - social action as a method of social work - social action and social reform – scope of social action in India - enforcement of social legislation through social action. Approaches: rights based approach - advocacy based approach

**UNIT 12: Strategies:** preparation of carefully worded statement of policies - preparation of carefully analysis of pending legislations - individual consultation with key legislators on the implication of pending measures - persuasion of influential organization to support or oppose pending legislation - creation of ad hoc citizens committee composed of people of great influence or prestige.

**UNIT 13: Radical Social Work:** meaning, techniques - role of Paulo Freire and Saul Alinsky, Marx, Gandhi, Jayaprakash Narayan, and Vinoba Bhave - community organization as a Para-political process and role of social worker in community organization and social action.

**UNIT 14: Application of Community Organization in different fields:** Health, Correctional, Educational, Rural and Urban, Industrial, Community Welfare Councils and Community Chest - Strategies of community organization: Advocacy, Campaigning, Lobbying and Networking.

### **MSW 203: Social Work Research and Statistics**

**Objective:** To orient students to the different stages of research. To give insight into the various research methods. To identify and apply appropriate research tools. To acquire the skill of reporting the research.

#### **BLOCK I: Introduction to Research Methodology**

Lesson 1 Basic concepts - meaning and characteristics of scientific research.

Lesson 2 Factors affecting, steps or stages in research and research process

Lesson 3 Types of research - experimental and non experimental, laboratory experiments and field experiments and quasi experiment

Lesson 4 Quantitative and Qualitative Research, Ex-post Facto research, Survey research and types of experiments.

#### **BLOCK II: Identification of Problem**

Lesson 5 Problem: Types of problems, identifying a research Problem

Lesson 6 Variables: Independent, dependent and intervening variable

Lesson 7 Experimental group and control group.

Lesson 8: Hypotheses: The nature and types of hypotheses, stating a hypotheses, stating a hypotheses, criteria of hypotheses and functions of hypothesis.

#### **BLOCK III: Sampling & Data Collection**

Lesson 9 Concept of Population, sample and sampling

Lesson 10 Types of sampling - Random, Stratified, Purposive, Incidental and multi stage sampling.

Lesson 11 Issues related to selection of sample size

Lesson 12 Data collection & presentation: Primary data observation method/ Personal interview, survey method, questionnaire) secondary data.

#### **BLOCK IV:: Ethical Consideration and Report Writing**

Lesson 13 Ethics in human research: APA guidelines.

Lesson 14 Scientific fraud and monitoring ethical practice. Presenting research results:

Lesson 15 Report Writing: Meaning of Interpretation - Techniques of Interpretation - Precaution in interpretation - significance of report writing - different steps in writing report

Lesson 16 Layout of the research report - types of reports - mechanics of writing a research report - precautions for writing research reports

**Outcomes**

To understand and comprehend the basics in research in research methodology and applying them in research/project work.

To select an appropriate research design.

To take up and implement a research project/ study.

The course will also enable them to collect the data, edit it properly and analyse it accordingly. Thus, it will facilitate students prosperity in higher education.

### **MSW 204: Social Welfare Administration and Legislations**

#### **BLOCK I: SOCIAL WELFARE ADMINISTRATION: MEANING AND DEFINITION; PURPOSE, SOCIAL WELFARE PROGRAMME AND AGENCY**

**Unit 1: Social Welfare Administration:** Meaning and Definition of Social Welfare Administration and Social Work Administration; Purpose, Historical Development; Principles, Functions, and Areas (Policy Making, Planning, Personnel, Supervision, Office Administration, Budgeting, Finance, Fund Raising, Accounting, Auditing, Purchase and Stock Keeping, Record Maintenance, Co-ordination.

Unit 2: Public Relation, Monitoring and Evaluation, and Research, Annual Report); Social Welfare Administration at National, State, and Local Levels; CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare, and Handicapped Welfare.

**Unit 3: Social Welfare Programme and Agencies:** Evaluation of Social Welfare in India; Voluntary Social Work, Social Agencies: Meaning, Definition, Type and Models of NGO's; Roles of NGO's in National Development; Governmental Schemes on Social Welfare.

#### **BLOCK II: AGENCY REGISTRATION, SOCIAL POLICY AND PROGRAMMES**

**Unit 4: Agency Registration:** Methods, Advantages, Preparation of Byelaws, Memorandum of Association, Rules, Regulation, and Registration Procedures.

**Unit 5: Registration of Societies and Trusts:** Governing Board, Committees. Executives; Qualities, Functions, and Role. Unit 6: Social Policy: Definition, Need, Evolution and Constitutional Base; Sources and Instrument of Social Policy.

**Unit 7: Social Policies** Regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs), and De-notified Communities.

Unit 8: Social Policies and Programmes for Women, Children, Aged, and Handicapped; Development and Implementation of Programmes for Weaker Sections.

**BLOCK III: SOCIAL LEGISLATION: DEFINITION AND CONCEPT**

**Unit 9: Social Legislation:** Definition, Its Roles as an Instrument of Social Change.

Unit 10: Constitutional Basis for Social Legislation: Fundamental Rights and Directive Principles of State Policy.

**BLOCK IV: LAWS RELATED TO MARRIAGE, DIVORCES**

**Unit 11: Laws Related to Marriage:** Hindu, Muslim, Christian, and Personal Laws Relating to Marriage.

Unit 12: Laws Relating to Divorce, Minority, and Guardianship; Adoption, Succession, and Inheritance.

Unit 13: Legislation Relating to Social Problems such as Prostitution, Juvenile Delinquency, Women Harassment.

Unit 14: Legislation Relating to Child Labour, Untouchability, Physical, and Mental Disabilities.

## **MSW 205: International Relations**

### **Program Specific Outcomes**

The course makes students get engaged in an international practicum - study abroad or international internship that enhances global citizenship and cultural competence, Enhances students Understanding of the relationship between personal ethics, individual decisions and public outcomes at the national and international levels

#### **I. History**

- a) Nature Scope, and growth of International Relations
- b) Idealistic and realistic approaches in international relations

#### **II. Cold War**

- a) United States / Soviet Union Rivalry with Reference to Europe / Asia / Latin America.
- b) Nonalignment and International Relations-

#### **III. Changing Trends in International Relations**

- a) Globalization
- b) Foreign Policy

#### **IV. Concepts**

- a) National Power, Capacity; Understanding Geopolitics, Balance of Power
- b) Security / Collective Security – State System and Non-State Actors; Society of States and System of States.

### **Selected Readings**

1. Ahuja, Kanta, Huup Coppens and Herman van der Wusten (eds.) *Regime Transformation and World Realignment*, New Delhi, SAGE, 1993.
2. Bajpai, Kanti and ShukulHariss (eds.) *Interpreting World Politics*, New Delhi, SAGE, 1995.
3. Bruce L. Sanders and DurabanAlanc, *Contemporary International Politics Introductory Readings*, New York, John Wiley, 1971.
4. Bull, Hedley and Adam Watsom, *The Expansion of the Internal Society*, Oxford, Clarendon Press, 1984.
5. Buzan, Barry, *People, States and Fear*, Sussex Wheat Sheaf Books, 1983.
6. Calvocoressi, *World Politics*, New Work, Longman, 1982.
7. Carr, EH. *The Twenty Years Crises 1919-1939*, London, Macmillan, 1981.
8. Giddens, Anthony, *The Third Way*, Cambridge, Polity Press, 1998.
9. Halliday, Fred, *Making of the Second Cold War*, London, Verso, 1989.
10. Halliday, Fred, *Rethinking International Relations*, London, Macmillan, 1994.
11. Harshe, Rajen, *Twentieth Century Imperialism*, New Delhi, SAGE, 1997.

### **MSW 206: – English Communication and Soft Skills**

**Course objective:** To train students to enhance their skills in written as well as oral Communication. This course will help students in understanding the principles & techniques of communication.

**Outcome:** after completion of the course, students will be able to knowledge on written and oral communication, role of communication in Social work, models of communication, presentations etc.,

#### **Unit - 1 Importance of Communication**

Listening Skills. Non verbal communication skills. Working in teams. Roles in teams.

Decisions in teams.

#### **Unit - 2 Writing with purpose**

Directness and indirectness in good and neutral news messages, bad news and persuading messages. Writing, 'resume' and job search process. Selecting right medium for messages.

#### **Unit - 3 Basics of report writing**

Types of reports and their formats. Proposals. Essentials of grammar, Mechanics and usage.

#### **Unit - 4 Public speaking**

Using visual aids. Preparing for interviews. Traits of great orators.

#### **Suggested Books:**

1. K. Bhardwaj, Professional Communication, IK Int. Pub. House, New Delhi.
2. G Sreedevi Chowdary, English Communication and Soft Skills, Spectrum Hyderabad.
3. HC Gupta, SG Telang, Business Communication, Wisdom, Delhi
4. Penrose, Business Communication for Managers, Cengage , New Delhi
5. McGrath, Basic Managerial Skills for All 5<sup>th</sup> Edition, Prentice Hall of India.
6. Urmila Rai & S.M. Rai, Business Communication, Himalaya Publishers
7. Meenalshi Raman – Business Communication Oxford University Press
8. Lesikar I Flatley, Basic Business Communication, Tata McGrw Hill.
9. Bovee and Thill: Business Communication Today, MacGraw-Hill, Second Edition
10. Guffey M. E.: Business Communication Process & Product, Thompson, South – Western