



List of New Course(s) Introduced

Department : Social Work

Programme Name : UG- BSW and PG-MSW

Academic Year : 2021-22

List of New Course(s) Introduced

Sr. No.	Course Code	Name of the Course
01.	SWUATT1	Beginnings Of Social Work
02.	SWUALF1	Fieldwork Practicum Based On Beginnings of Social Work
03.	SWUATT2	Fundamental Of Social Work
04.	SWUALF2	Field Work Practicum Based On Fundamental of Social Work
05.	SWUATG1	Fundamental of Social Work
06.	SWUATA1	NGO Management
07.	SWUATL1	Counseling Skills For Social Work Practice
08.	SWUBTT3	Basic Concepts in Psychology
09.	SWUBLF3	Field Work Practicum based on Basic Concepts in Psychology
10.	SWUBTT4	Contemporary Social Concerns
11.	SWUBLF4	Field Work Practicum Based on Contemporary Social Concerns
12.	SWUBTG2	Contemporary Social Concerns
13.	SWUBTA2	Social Action and Social Movements
14.	SWUBTL2	Programme Media in Social Work
15.	SWPATT1	Human Growth And Personality
16.	SWPALF1	Field Work Practicum based on Human Growth and Personality Development
17.	SWPATT2	Social Work Profession: History, Philosophy and Fields
18.	SWPALF2	Field Work Practicum based on Social Work Profession: History, Philosophy and Fields
19.	SWPATT3	Working With Communities
20.	SWPALF3	Field Work Practicum based on Working With Communities
21.	SWPATT4	Working with Groups
22.	SWPALF4	Field Work Practicum based on Working with Groups
23.	SWPATO1	Livelihood And Development



24.	SWPATT5	Social Work and Disaster Management
25.	SWPALF5	Field Work Practicum based on Social Work and Disaster Management
26.	SWPBTT6	Working With Individuals & Families
27.	SWPBLF6	Field Work Practicum Based On Working With Individuals & Families
28.	SWPBTT7	Social Action and Social Movements
29.	SWPBLF7	Field Work Practicum based on Social Action and Social Movements
30.	SWPBTC1	Research Methodology and Ethics-I
31.	SWPBTD1	Counseling and Guidance: Theory and Practices
32.	SWPBLF1	Field Work Practicum based on Counseling and Guidance: Theory and Practices
33.	SWDATT1	Research Methodology & Publication Ethics
34.	SWDATT2	Contemporary Issues in Social Work Perspective
35.	SWDATD1	Rural and Urban Community Development
36.	SWDATD2	Social Work in Industry

अध्यक्ष
HEAD
समाज कार्य विभाग
Department of Social Work
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)
Bilaspur (Chhattisgarh)

Signature & Seal of HoD



Minutes of Meetings (MoM) of Board of Studies (BoS)

Academic Year : 2021-22

School : School of Studies of Social Sciences

Department : Social Work

Date and Time : November 2nd, 2021 - 12:00 PM

Venue : Through Virtual Mode- Google Meet

The scheduled meeting of member of Board of Studies (BoS) of Department of Social Work, School of Studies of Social Sciences, Guru Ghasidas Vishwavidyalaya, Bilaspur was held to design and discuss the BSW (I to II semesters) scheme and syllabi.

The following members were present in the meeting:

1. Prof. R R Patil (External Expert Member BoS, Dept. of Social Work, Jamia Milia Islamia)
2. Prof. Pratibha J Mishra (Member BoS, Dept. of Social Work.)
3. Dr.Sangya Tripathi (HOD, Assistant Prof., Dept. of Social Work.-cum Chairman, BOS)
4. Dr. Vikram Singh (Member BoS, Assistant Professor, Dept. of Social Work)

Following points were discussed during the meeting


- 1.To implement and approve Choice Based Credit System (CBCS) pattern at Postgraduate Level (BSW)

The following new courses were introduced in the BSW and MSW of year (I and II Semesters):

01. SWUATT1 Beginnings Of Social Work
02. SWUALF1 Fieldwork Practicum Based On Beginnings of Social Work
03. SWUATT2 Fundamental Of Social Work
04. SWUALF2 Field Work Practicum Based On Fundamental of Social Work
05. SWUATG1 Fundamental of Social Work
06. SWUATA1 NGO Management
07. SWUATL1 Counseling Skills For Social Work Practice
08. SWUBTT3 Basic Concepts in Psychology
09. SWUBLF3 Field Work Practicum based on Basic Concepts in Psychology
10. SWUBTT4 Contemporary Social Concerns
11. SWUBLF4 Field Work Practicum Based on Contemporary Social Concerns
12. SWUBTG2 Contemporary Social Concerns
13. SWUBTA2 Social Action and Social Movements
14. SWUBTL2 Programme Media in Social Work



15. SWPATT1 Human Growth And Personality
16. SWPALF1 Field Work Practicum based on Human Growth and Personality
Development
17. SWPATT2 Social Work Profession: History, Philosophy and Fields
18. SWPALF2 Field Work Practicum based on Social Work Profession: History, Philosophy and
Fields
19. SWPATT3 Working With Communities
20. SWPALF3 Field Work Practicum based on Working With Communities
21. SWPATT4 Working with Groups
22. SWPALF4 Field Work Practicum based on Working with Groups
23. SWPATO1 Livelihood And Development
24. SWPATT5 Social Work and Disaster Management
25. SWPALF5 Field Work Practicum based on Social Work and Disaster Management
26. SWPBTT6 Working With Individuals & Families
27. SWPBLF6 Field Work Practicum Based On Working With Individuals & Families
28. SWPBTT7 Social Action and Social Movements
29. SWPBLF7 Field Work Practicum based on Social Action and Social Movements
30. SWPBTC1 Research Methodology and Ethics-I
31. SWPBTD1 Counseling and Guidance: Theory and Practices
32. SWPBLF1 Field Work Practicum based on Counseling and Guidance: Theory and
Practices
33. SWDATT1 Research Methodology & Publication Ethics
34. SWDATT2 Contemporary Issues in Social Work Perspective
35. SWDATD1 Rural and Urban Community Development
36. SWDATD2 Social Work in Industry


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Guru Ghasidas Vishwavidyalaya
बिलासपुर(छ.ग.)
Bilaspur(Chhattisgarh)

Signature & Seal of HoD



Scheme and Syllabus

Department of Social Work
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

Course Credit and Course Name: Bachelor of Social Work (BSW)

Semester I

Semester	Course	Course Code	Course Name	Credits	L/T/P
I	C1	SWUATT1	Beginnings Of Social Work	3	T
	C1-Practical (Field Work Practicum)	SWUALF1	Fieldwork Practicum Based On Beginnings of Social Work	2	P
	C2	SWUATT2	Fundamental Of Social Work	3	T
	C2-Practical (Field Work Practicum)	SWUALF2	Field Work Practicum Based On Fundamental of Social Work	2	P
	GE1	SWUATG1	Fundamental of Social Work	5	T
	AEC1	SWUATA1	NGO Management	2	T
	SEC1	SWUATL1	Counseling Skills For Social Work Practice	2	T
				19	

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Bilaspur (Chhatisgarh)

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Semester II

Semester	Course	Course Code	Course Name	Credits	L/T/P
II	C3	SWUBTT3	Basic Concepts in Psychology	3	T
	C3-Practical (Field Work Practicum)	SWUBLF3	Field Work Practicum based on Basic Concepts in Psychology	2	P
	C4	SWUBTT4	Contemporary Social Concerns	3	T
	C4-Practical (Field Work Practicum)	SWUBLF4	Field Work Practicum Based on Contemporary Social Concerns	2	P
	GE2	SWUBTG2	Contemporary Social Concerns	5	T
	AEC2	SWUBTA2	Social Action and Social Movements	2	T
	SEC2	SWUBTL2	Programme Media in Social Work	2	T
				19	



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Department of Social Work
Masters of Social Work-MSW Examination scheme based on Credit Based Choice
System –CBCS (Two year/Four Semester)

Sem	Course Opted	Course Code	Name of the Course	Credit	L/T/P
I	Core-1	SWPATT1	Human Growth And Personality Development	3	T
	Core -1 Practical (Field Work Practicum)	SWPALF1	Field Work Practicum Based On Human Growth And Personality Development	2	P
	Core -2	SWPATT2	Social Work Profession: History, Philosophy And Fields	3	T
	Core -2 Practical (Field Work Practicum)	SWPALF2	Field Work Practicum Based On Social Work Profession: History, Philosophy And Fields	2	P
	Core-3	SWPATT3	Working With Communities	3	T
	Core -3 Practical (Field Work Practicum)	SWPALF3	Field Work Practicum Based On Working With Communities	2	P
	Core-4	SWPATT4	Working With Groups	3	T
	Core -4 Practical (Field Work Practicum)	SWPALF4	Field Work Practicum Based On Working With Groups	2	P
	Open Elective at University Level	SWPAT01	Livelihood And Development	5	T
			Total	25	
II	Core-5	SWPATT5	Social Work And Disaster Management	3	T
	Core -5 Practical (Field Work Practicum)	SWPALF5	Field Work Practicum Based On Social Work And Disaster Management	2	P
	Core-6	SWPBTT6	Working With Individuals & Families	3	T
	Core -6 Practical (Field Work Practicum)	SWPBLF6	Field Work Practicum Based On Working With Individuals & Families	2	P
	Core -7	SWPBTT7	Social Action And Social Movements	3	T
	Core -7 Practical (Field Work Practicum)	SWPBLF7	Field Work Practicum Based On Social Action And Social Movements	2	P
	Compulsory/ Mandatory Course -1	SWPBTC1	Research Methodology And Ethics-I	2	T
	DSE -1	SWPBTD1	Counselling And Guidance: Theory And Practices	3	T
			Total	22	

	DSE -1 Practical (Field Work Practicum)	SWPBLF1	Field Work Practicum Based On Counselling And Guidance: Theory And Practices	2	P
			Total	22	



Course: Bachelor of Social Work (BSW)

BSW - Semester - I

Core - 1

Course Code: SWUATT1

Credit:-3

Title of Paper: Beginnings Of Social Work

Objectives:

1. Introducing students to History and Evolution of Social Work.
2. Apprising students on social work as a profession.

Course Content:

Unit I: Origin of Social Work

- Victorian Origin of Social Work
- Industrial Revolution and the World Wars, their impact on the society

Unit II: Development of Social Work Practice

- Evolution of Social Work in England and USA: English Poor Laws and Charity
- Organization Society, Settlement House Movement
- Beginning of Social Work Education and Contribution of Octavia Hill and Others

Unit III: Social Service Tradition and Reforms in India

- Social Service Tradition in India: Concept of Charity in Ancient and Medieval India, Dana-dharma, Zakat, etc.
- 19th Century Reformers and Reform Movements in India: Nature and Critique.

Unit IV: Development of Social Work in India

- Gandhian Social Service Tradition
- Voluntarism and History of Social Work Profession in India

Unit V: Emerging Trends in Social Work

- Contemporary debates and sites of practice: settings and interventions
- Impact of globalization on social work education and practice

Department of Social Work

School of Social Sciences

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

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Subject: Social Work

Course: Bachelor of Social Work (BSW)

BSW - Semester - I

Core - 1

Practical (Field Work Practicum)

Course Code: SWUALF1

Credit:-2

Title of Paper: Fieldwork Practicum Based On Beginnings Of Social Work



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Subject: Social Work

Course: Bachelor of Social Work (BSW)

BSW - Semester - I

Core - 2

Course Code: SWUATT2

Credit:-3

Title of Paper: Fundamental Of Social Work

Objectives

1. Understand the basic concepts of social work.
2. Gain an understanding about contemporary ideologies of social work
3. Orient students about the recent trends and theoretical perspectives to social work practice

Course content:

Unit-I: Basic Concepts of Social Work

- Concept, definition, goals, scope and functions of professional social work
- Social service, social welfare, social reform, social development, social justice and socialSecurity

Unit-II: Values and Principles Social Work in Profession

- Assumptions, values, principles of social work
- Social work as a profession: Debates on professionalization

Unit III: Theoretical Perspectives to Social Work Practice

- Systems and ecological perspectives
- Role theory and communication theory

-
- Radical and Marxist approaches and emancipatory social work
 - Integrated approach to social work practice and generalist social work practice

Unit IV: Contemporary Perspectives for Social Work

- Postmodernism: Relevance and significance of postmodern theory to social work
- Feminist perspectives: Critical theoretical perspective and implications for social workpractices
- Multiculturalism: Critical debate within social work

Unit V: Social Work Engagements

- Social work with marginalized
 - Empowerment and advocacy
 - Role of professional social worker
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Subject: Social Work
Course: Bachelor of Social Work (BSW)
BSW - Semester - I
Core - 2
Practical (Field Work Practicum)
Course Code: SWUALF2
Credit:-2
Title of Paper: Field Work Practicum Based On Fundamental Of Social Work

Subject: Social Work
Course: Bachelor of Social Work (BSW)
BSW - Semester - I
Generic Elective (GE) - 1
Course Code: SWUATG1
Credit:-5
Title of Paper: Fundamental Of Social Work

Objectives

1. Understand the basic concepts of social work.
2. Gain an understanding about contemporary ideologies of social work
3. Orient students about the recent trends and theoretical perspectives to social workpractice

Course content:

Unit-I: Basic Concepts of Social Work

- Concept, definition, goals, scope and functions of professional social work
- Social service, social welfare, social reform, social development, social justice and socialSecurity

Unit-II: Values and Principles Social Work in Profession

- Assumptions, values, principles of social work
- Social work as a profession: Debates on professionalization

Unit III: Theoretical Perspectives to Social Work Practice

- Systems and ecological perspectives
- Role theory and communication theory
- Radical and Marxist approaches and emancipatory social work
- Integrated approach to social work practice and generalist social work practice

Unit IV: Contemporary Perspectives for Social Work

- Postmodernism: Relevance and significance of postmodern theory to social work



- Feminist perspectives: Critical theoretical perspective and implications for social work
- Practices Multiculturalism: Critical debate within social work

Unit V: Social Work Engagements

- Social work with marginalized
- Empowerment and advocacy
- Role of professional social worker

BSW - Semester - I

ABILITY ENHANCEMENT COURSE (AEC) - 1

Course Code: SWUATA1

Credit:-2

Title of Paper: NGO Management

COURSE OBJECTIVES:

1. Develop an understanding of non-governmental organizations
2. Acquire skills and competence in managing NGOs Course Content
3. To provide managerial training and skills to NGO workers.
4. To impart the latest and most relevant skills set to a student for a career in this field.

COURSE CONTENT:

Unit-I	<ul style="list-style-type: none"> • Basic concepts: NGOs, Voluntary Action, Voluntary Organization, Civil Society • Organisations Historical development of NGOs in India • Conceptual Framework and Historical Development
Unit-II	<ul style="list-style-type: none"> • Initiating an NGO • Formation of By-Laws • Registration of NGO
Unit-III	<ul style="list-style-type: none"> • Managing NGO. • Record Keeping, Documentation, Budgeting, Accounting and Auditing • Staffing Capacity Building, Training and Development Organizational Behaviour
Unit-IV	<ul style="list-style-type: none"> • Resource Mobilization and Management

	<ul style="list-style-type: none"> • Mobilizing Human and Material Resources • Fund Raising and Grant-In-Aid
Unit-V	<ul style="list-style-type: none"> • Project Planning and Execution , Formulation of Project Proposals • Project Implementation, Project Appraisal -Social, Technical and Financial • Project Monitoring and Evaluation and Documentation



BSW - Semester - I

SKILL ENHANCEMENT COURSE (SEC) - 1

Course Code: SWUATL1

Credit:-2

Title of Paper: Counselling Skills For Social Work Practice

Objective:

1. Understanding conceptual and theoretical underpinnings of counselling
2. Understand the ethical principles associated with good practice.
3. Gain knowledge on the use of skills and techniques related to counselling

UNIT- I	<p>Meaning of Counseling</p> <ul style="list-style-type: none"> • Counseling –Meaning ,Definition, goals and Objectives; counseling process, stage of counseling • Counseling situations :Developmental, preventive, facilitative, crisis; general factors and their influences on counseling
UNIT-II	<p>Process and Principle</p> <ul style="list-style-type: none"> • Processes of counseling • Basic Principles of Counseling
UNIT-III	<p>Individual and Group Counseling</p> <ul style="list-style-type: none"> • Individual counseling: Client as a person(Client system as a unit), voluntary and non-voluntary, expectation, Behavior, communication- verbal and non verbal; couple and family counseling • Counseling for group: process, advantages and disadvantages; crisis counseling with bereavement affecting communities.
UNIT-IV	<p>Approaches and Techniques</p> <ul style="list-style-type: none"> • Approaches to counseling: person centered, rational emotive, transactional analysis, behavioral approaches, gestalt, existential

	<p>approaches, Egan's three stage model, eclectic model</p> <ul style="list-style-type: none"> • Techniques of counseling: initiating contact, intact, rapport-establishing, structure, interaction. attending behavior , observation, responding, rating and its interpretation
UNIT-V	<p>Application of Counseling</p> <ul style="list-style-type: none"> • Counseling in Social Work Practice; Social Worker as a Counselor <p>Application of Counseling in various setting</p>



Course: Bachelor of Social Work (BSW)

BSW - Semester - II

CORE - 3

Course Code: SWUBTT3

Credit:-3

Title of Paper: Basic Concepts In Psychology

Title of Paper: Basic

Concepts in Psychology

Objectives

1. Understanding the basic concepts of social psychology
2. Gain an understanding about human growth and development.
3. Orient students about the psychological theories related to learning and personality.

Course Content:

Unit-1:

Basic Psychology for social work

- Various Psychological processes: Motivation, Emotion, Learning and Intelligence

Unit II: Growth and Development

- Meaning and Principle of Growth and Development
- Difference between Growth and Development
- Development Task

Unit III: Life Span Stages

- Prenatal Period
- Post Natal Period, Eric Erikson theory's, Stages of Development
- Child Rearing Practices

Unit IV: Personality Development

- Concept of Personality
- Determination of Personality: Role of Heredity and Environment in Personality Development Practice

Unit V: Theories of Personality

- Freud: Psychological Theories
- B.F. Skinner: A Behaviouristic Learning theoretical approach to personality
- Carl Rogers: Humanistic Theory



Department of Social Work

School of Social Sciences

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Subject: Social Work

Course: Bachelor of Social Work (BSW)

BSW - Semester - II

CORE - 3

Practical (Field Work Practicum)

Course Code: SWUBLF3

Credit:-2

TITLE OF PAPER: Field Work Practicum Based On Basic Concepts In Psychology

BSW - Semester - II

CORE - 4

Course Code: SWUBTT4

Credit:-2

TITLE OF PAPER: Contemporary Social Concerns

Learning Objectives:

- Understand contemporary social concerns.
- Appreciate the role of social work in dealing with contemporary concerns.
- Develop an understanding in dealing with social concerns.

Contents:

Unit I: Understanding Social Problems

- Social Problems: Concept and Nature
- Types of Social Problems
- Social Work response to social problems

Unit II: Gender and Related concerns

- Understanding Gender
- Gender discrimination
- Gender based violence

Unit III: Vulnerable Groups

- Street and Working Children
- SC, ST, OBC and Minorities
- Differently Abled.

Unit IV: Health Issues and Concerns

- Reproductive and Child Health



- HIV/ AIDS
 - Stress and Mental Health
- Unit V: Environment Disasters and Society**
- Climate Change Global Warming
 - Disasters

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School of Social Sciences
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Subject: Social Work
Course: Bachelor of Social Work (BSW)
BSW - Semester - II
CORE - 4
Course Code: SWUBLF4
Credit:-2
TITLE OF PAPER: Field Work Practicum Based On Contemporary Social Concerns



Course: Bachelor of Social Work (BSW)

BSW - Semester - II

Generic Elective - 2

Course Code: SWUBTG2

Credit:-5

TITLE OF PAPER: Contemporary Social Concerns

Learning Objectives:

- Understand contemporary social concerns.
- Appreciate the role of social work in dealing with contemporary concerns.
- Develop an understanding in dealing with social concerns.

Contents:

Unit I: Understanding Social Problems

- Social Problems: Concept and Nature
- Types of Social Problems
- Social Work response to social problems

Unit II: Gender and Related concerns

- Understanding Gender
- Gender discrimination
- Gender based violence

Unit III: Vulnerable Groups

- Street and Working Children
- SC, ST, OBC and Minorities
- Differently Abled.

Unit IV: Health Issues and Concerns

- Reproductive and Child Health
- HIV/ AIDS
- Stress and Mental Health

Unit V: Environment Disasters and Society

- Climate Change
- Global Warming
- Disasters



BSW - Semester - II
ABILITY ENHANCEMENT COURSE (AEC) - 2

Course Code: SWUBTA2

Credit:-2

Title of Paper: Social Action And Social Movements

Objectives:

1. Familiarize s with conceptual issues in defining social action and social movements.
2. Provide an over view of evolution of social action as method in social work.
3. Acquaint students with various theoretical perspectives on social movement.

Course Content:

Unit I: Understanding Social Action

- Social action: Concept, meaning, scope and strategies
- Models of social action
- Social action and social change

Unit II: Social Work and Social Action

- History of Radical Social Work Practice
- Settlement House Movement and Anti-oppressive Social work practice
- Critical Social work and Structural Social Work practice

Unit III: Perspectives of Social Action

- Concept of conscientisation and critical awareness
- Paulo Friere and Saul Alinsky's contribution to Social Action

Unit IV: Social Movements and Social Change

- Social Movements: Concept, nature and Components
- Classification of Social Movements

-
- Old and New Social Movements, Characteristics of New Social Movements

Unit V: Social Movement in India

- Overview of Social Movements in India
- Peasant Movements, Labour movements, Women's movements, Dalit movements, Tribal movements, Environmental Movements



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Subject: Social Work

Course: Bachelor of Social Work (BSW)

BSW - Semester - II

SKILL ENHANCEMENT COURSE (SEC) - 2

Course Code: SWUBTL2

Credit:-2

Title of Paper: Programme Media In Social Work

Objectives

1. Understand the concept of programme media and its importance in social work practice.
2. Develop an understanding of various types of programme media and their effective use in social work realm.
3. Knowledge of Media and Information Literacy in the context of Social Work practice
4. Application of Programme Media in social work practice
5. To use of IEC and programme media in working with diverse population groups

UNIT- I	Meaning & Concept of Program Media <ul style="list-style-type: none"> • Program: Meaning and purpose, Concept and significance in social work • Role of social worker in program planning
UNIT- II	Modes of Program Media <ul style="list-style-type: none"> • Types of Program media: Group discussion, advertisement, flip chart, flash cards, art and craft • Interactive games and outdoor exposure • Application of program media in various settings

UNIT -III	Essentials of Program Media <ul style="list-style-type: none"> • People-centered approach to program media • People/target group participation in program • Basic principles
UNIT- IV	Program Media for Development Practice <ul style="list-style-type: none"> • Information Education and Communication - relevance, types, effective usage • IEC and Development Practice • Participatory communication: group discussion, focus group discussion
UNIT- V	Mass Communication <ul style="list-style-type: none"> • Traditional and modern means of mass communication • Propaganda and public opinion Role of mass communication in social change. • Media in social work practice; social worker as a Mediator.



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(A Central University established by the Central Universities Act, 2009, No.25 of 2009)
Subject: Social Work
Course: Master of Social Work (M. S. W.)

MSW-Semester-I

Core- I

Course Code: SWPATT1

Credit:-3

Title of Paper:-Human Growth And Personality Development

COURSE OBJECTIVES:

1. Develop a holistic understanding of the nature and bases of human growth and behaviour and factors affecting them.
2. Gain understanding of developmental tasks and the needs during various stages of life and changes during adulthood and later years of life cycle.
3. Apply knowledge of growth and behaviour in social work practice.
4. Understand own stage in the light of knowledge thus gained. Acquire knowledge and holistic understanding of the various schools of thought on human behaviour

COURSE CONTENT:

Unit -I	Life span perspective, interactional or systems approach to studying human development; Nature and principles of growth and human development; Determinants of human development: Heredity, Ecology and Environment; Social Institutions and Culture.
Unit-II	Stages of development - their needs, tasks, problems; perspectives on gender; and available institutions for providing services: prenatal, infancy, childhood, adolescence, adulthood, middle age, old age & death; Understanding the Indian concept of life span stages.
Unit-III	Theories of Human Development: Psychosexual Theory, Psychosocial Theory, Learning Theories, Theory of Cognitive Development, Motivation.

Unit-IV	Concepts, meaning of personality and personality traits, Theories of personality development: Behaviour and Learning theories, Humanistic theories. Meaning of normal and abnormal behaviour: Types, causes and manifestations of abnormal behaviour, Application to Social Work Practice.
Unit-V	Psycho-social bases of behaviour: social perception, values, attitudes; prejudices, stereotypes and discrimination: ; Gender, Social customs, traditions, values in parenting and child rearing practices; deprivation and development during stages of the life span.

REFERENCES



School of Social Sciences
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(A Central University established by the Central Universities Act, 2009, No.25 of 2009)
Subject: Social Work
Course: Master of Social Work (M. S. W.)

MSW-Semester-I
Core- 1
Practical (Field Work Practicum)
Course Code: SWPALF1
Credit:-2
Title of the Paper:-Field Work Practicum Based On Human Growth And Personality
Development

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Subject: Social Work
Course: Master of Social Work (M. S. W.)

MSW-Semester-I
Core- 2
Course Code: SWPATT2
Credit:-3
Title of Paper: -Social Work Profession: History, Philosophy And Fields

COURSE OBJECTIVES:

1. Understand the philosophy and evolution of concepts in the field of social welfare in national and international context.
2. Appreciate the development of various perspectives in social work.
3. Understand the growth of profession of Social Work with reference to values, knowledge, skills.
4. Appreciate the various approaches in professional social work and its expanding field.
5. Reflect upon own values vis-à-vis that of social work profession

COURSE CONTENT:

Unit-I	Basic Concepts : Social service, social services, social welfare, social welfare services, social work, human & social capital, social action, social reform, social security, social work intervention. Welfare vs. development orientation in social work. Philosophy and Values of social work. Evolution of Social Work in, U.K., U.S.A. and India; Traditional vs. professional social work; Ideological perspectives: charity, philanthropy, humanitarian, humanistic-rationalistic, radical, human rights and social inclusion;
Unit-II	Assumptions of social work; Social work Goals - ameliorative, remedial,



	rehabilitative, promotional, developmental and transformational. Characteristic features of professional social work; regulatory mechanisms in social work. Social Work Components: Principles, Values (intrinsic vs. instrumental), Process, Phases, Methods, Skills & techniques. Interplay of various systems in social work practice - client system, target system, change agent system, and action system.
Unit-III	Influence of Social thinkers and social scientists in the development of social work. Contribution of social sciences theory and research to social work and vice versa. Perspectives in social work practice: Integrated Social Work practice, Ecological perspective in social work, System theory and Radical theory, Feminist theory, Existential theory and Rational Emotive theory, Marxian theory, Gandhian theory, and Rights perspective. Approaches to Social Work: psycho-dynamic, problem-solving, inter-actionist, integrated.
Unit-IV	Social Work Settings – Institutional and Non-institutional. Fields of social work-I: Family and Child Welfare, Community Development, School Social Work.
Unit-V	Fields of social work-II: Labour Welfare, Medical and Psychiatric Social Work, Correctional Social Work. Roles of Social Worker – educator, guide, facilitator, enabler, planner, catalyst, mediator, advocate, confronter, change-agent, system-linkage roles. Applicability of the principles of social work in practice.

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Subject: Social Work
Course: Master of Social Work (M. S. W.)

MSW-Semester-I
Core- 2
Practical (Field Work Practicum)
Course Code: SWPALF2

Credit:-2
Title of the Paper:-Field Work Practicum Based On Social Work Profession: History, Philosophy And Fields



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MSW-Semester-I

Core- 3

Course Code: - SWPATT3

Credit:-3

Title of Paper: -Working With Communities

COURSE OBJECTIVES:

1. Acquire knowledge on community and community power dynamics.
2. Appreciate understanding of the concepts relevant to community organization as a method of intervention.
3. Develop skills in the use of various approaches, techniques and models of community organization.
4. Promote attitudes conducive to participatory practice in community development.

COURSE CONTENT:

Unit-I	Basic concepts: Community; rural, urban and tribal communities; community work; caste, class; local self-governance; community power dynamics; community development.
Unit-II	Community Organization: Concept, principles, techniques, scope and models. Indigenous approaches to community organization: Sarvodaya, Bhoodan. Recording in Community Organization.
Unit-III	Community Development Programmes and Panchayati Raj System. People's participation: Concept and types, Its relevance to the concept of empowerment and democratic decentralization.



Unit-IV	Grassroots governance & community work, Good practices of community work – Case illustrations, Social thrust of community engagements by NGOs – health, education, gender, micro-finance, environment, etc.
Unit-V	Community work and change, community work as inclusive and emancipatory practice, community work with people on the margins – Dalit's, minorities and tribal. Participation, empowerment and capacity building through community work.

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Subject: Social Work
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MSW-Semester-I

Core- 3

Practical (Field Work Practicum)

Course Code: SWPALF3

Credit:-2

Title of the Paper:-Field Work Practicum Based On Working With Communities



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Subject: Social Work
Course: Master of Social Work (M. S. W.)

MSW-Semester-I

Core- 4

Course Code: SWPATT4

Credit: 3

Title of Paper: Working With Groups

COURSE OBJECTIVES:

1. Acquire knowledge and understanding about individual, family and group dynamics, stage of individual and group development.
2. Develop skills of group formation, and understand concept of social group work.
3. Understanding group process, effective use of programme media and programme planning.
4. 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:

Unit-I	Group: Definition, types, characteristics, life as a process of adjustment within different types of groups-Growth enhancement, education, task oriented and therapeutic.
Unit-II	Social Group Work: Meaning and definition, characteristics, principles philosophy, scope and objectives, historical development and current methods.
Unit-III	Social group work process: intake, study, objectives and goal setting, assessment, stages of group development, termination. Programme planning, use of

	programme, programme media implementation & evaluation.
Unit-IV	Group Dynamics: Determinants, indicator and outcomes, leadership, support and conflict, decision making and problem solving, isolation, different models of growth.
Unit-V	Core skills in social group work: communication, listening analytical, thinking, self-control and leadership, technique of working with groups, recording & records in group, integrated approach workers' relationship



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Subject: Social Work
Course: Master of Social Work (M. S. W.)
MSW-Semester-I
Core- 4
Practical (Field Work Practicum)
Course Code: SWPALF4
Credit:-2
Title of the Paper:-Field Work Practicum Based On Working With Groups

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Subject: Social Work
Course: Master of Social Work (M. S. W.)
MSW-Semester-I
Open Elective at University Level
Course Code: SWPAT01
Credit:-5
Title of the Paper: Livelihoods And Development

COURSE OBJECTIVES:

1. Overview of the concept of livelihood and related issues
2. Understand policy initiatives and their implications for / impact on livelihoods of vulnerable populations.
3. Understand the role of professionals for sustainable livelihoods
4. Inculcate attitudes and skills appropriate to meet the challenges and to secure livelihoods to large poor populations.

COURSE CONTENT:

Unit-I	Concept and meaning of livelihood; Structural inequality and poverty - land ownership/entitlements and alienation, indebtedness; Issues of livelihood and food security; hunger and starvation; Issues of accessibility, availability and affordability of basic services; Conditions and opportunities to address livelihood concerns; Employment: problems and prospects;
Unit-II	Common property resources and implications for the poor and marginalized. Impact of globalization and climate change on sustainable livelihoods; Livelihoods and coping mechanisms; people's initiatives for sustainable livelihoods. Micro Finance and Micro Enterprises as lasting solution to livelihoods of the poor. Livelihood



	displacement and effective rehabilitation strategies, Livelihood and gender mainstreaming.
Unit-III	Livelihood analysis: portfolio, magnitude and sustainability, Sub-sector analysis and Livelihood promotion; Micro-planning - tools, approaches and types; stakeholder analysis; capacity building of stakeholders.
Unit-IV	National and regional strategies for sustainable livelihoods of diverse populations like the slum dwellers, urban and rural poor, tribal communities and project affected persons. Regulatory/promotional/market institutions and mechanisms; integration of diverse stakeholders for win-win partnerships. Poverty alleviation programmes and policies; Governance Issues: Institutional arrangements for an enabling and empowering environment for participation of women, poor and other marginalized groups in decision making, planning and implementation of governmental programmes and projects.
Unit-V	Social Work Intervention: replication of best practices, social audit, social costs of macro and micro level development planning, right-based approaches and advocacy for sustainable livelihoods; Self-help, community organizing and social action as strategies for meeting livelihoods & entitlements.



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Subject: Social Work
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MSW-SEMESTER: II

Core- 5

Course Code: SWPBTT5

Credit: 3

Title of Paper: Social Work And Disaster Management

COURSE OBJECTIVES:

1. Develop understanding of disaster & disaster management.
2. Acquire a critical perspective of the policy framework, institutional structures & programme for disaster management in India.
3. Understand the process & techniques of empowering communities in disaster preparedness & mitigation.
4. Learn the nature & scope of psychosocial care in disaster management.

COURSE CONTENT:

Unit – I	Disaster related concepts & definitions, Hazard, Risk, Vulnerability & Disaster; different forms of natural & manmade disasters. Impact of disasters, Physical, Economic, Political, Psychosocial, Ecological & Others, developmental aspects of disasters. Vulnerability factors enhancing vulnerability to natural & man-made disasters; regional vulnerability; Vulnerable groups & communities. Hazard, Risk & Vulnerability with special emphasis on participation tools & techniques.
Unit – II	Disaster Management cycles, its components, paradigmatic shift in disaster management, Integration of disaster management & development planning.



	Disaster management policy & programmes in India, National Disaster Management Framework. Administrative, Institutional structure for Disaster Management. Techno-legal Framework. Stakeholder participation in Disaster Management.
Unit – III	Information, Education & Communication in Disaster Management. Capacity building of communities with Special emphasis on vulnerable communities/groups. Community based disaster preparedness (CBOP) & management (CBDM) – Components; Preparation of CBDP plan, community based risk management & response plans; building disaster resilient communities. Community participation in managing & mitigating disasters.
Unit – IV	Coordinating search & rescue, relief mobilization & management; evacuation & camp management. Contingency planning & crisis management. Rapid health assessment & emergency health management. Restoration & rehabilitation interventions, livelihood security & social justice concerns in disaster recovery & reconstruction, compensation & related issues in disaster management.
Unit – V	Mental health consequences of disaster; grief reactions, Post-traumatic stress disorders. Principles & techniques of psychosocial care in post disaster situations. Specific psychosocial needs of vulnerable groups like Children, Women, Older persons & persons with disability. Post trauma care & Counselling including grief Counselling with survivors. Social care of orphans, disabled & those facing destitution.

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MSW- SEMESTER: II
Core - 5
Practical (Field Work Practicum)
Course Code: SWPBLF5
Credit: 2
Title of Paper: Field Work Practicum Based On Social Work And Disaster Management



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Subject: Social Work
Course: Master of Social Work (M. S. W.)

MSW- SEMESTER: II
Core - 6
Course Code: SWPBTT6
Credit: 3
Title of Paper: Working With Individuals & Families

COURSE OBJECTIVES:

1. Understand social casework as a method of social work and appreciate its relevance in social work practice.
2. Appreciate the values and principles of working with individuals and families.
3. Acquire knowledge of different models of treatment, enhancing problem solving skills and utilizing them selectively.
4. Develop skills in motivational interviewing, counseling, recording, therapeutic intervention.
5. Promote positive attitude towards growth enhancing and problem solving.

COURSE CONTENT:

Unit-I	A brief introduction of the individual and family. Social Casework: nature, definition and objectives, historical development, and its relation to other methods of social work; Contributions of Mary Richmond, Florence Hollis, H.H. Perlman in social casework. Components of social casework: person, problem, place & process.
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Unit-II	Voluntary & involuntary clients, hard-to-reach clients, target & tangential clients, agreement or contract. Principles of social casework with illustrations. Phases of social casework: Initial phase, appraisal or assessment phase, helping phase, termination & evaluation phase. Importance of follow-up in social casework. Application of social casework principles in social work.
Unit-III	Helping techniques: interviewing & collateral contacts, home-visits, supportive techniques, motivational interviewing, networking & referral, environmental modification. Client-Worker Relationship; Transference & counter-transference and their significance in casework practice. Recording in Social Casework-process and types; Use of casework records as tool of intervention.
Unit-IV	Models of Casework Practice: [a] Social diagnostic (Richmond), [b] Supportive and modificatory (Hamilton), [c] Problem solving (Perlman), [d] Crisis intervention (Rappaport), [e] Classified treatment method (Florence Hollies), [f] Competency-based approach (Elleen Grabrill)
Unit-V	Models of treatment: long-term & short-term, task-oriented, crisis intervention, family treatment. Counselling in social casework. Indian tradition of working with individuals: Family, purohit, kul guru, Gram Devta, illustrations from Ramayan, Mahabharat, life of Lord Buddha, and Gandhi; Role of dialogue. Influence of cultural factors on social casework practice.

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MSW-SEMESTER: II
Core - 6
Practical (Field Work Practicum)
Course Code: SWPBLF6
Credit: 2

Title of Paper: Field Work Practicum Based On Working With Individuals & Families



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Subject: Social Work
Course: Master of Social Work (M. S. W.)

MSW- SEMESTER: II
Core - 7
Course Code: SWPBTT7
Credit: 3

Title of Paper: Social Action And Social Movements

COURSE OBJECTIVES:

1. Imbibe values and commitment for the people on the margins.
2. Understand the concepts relevant for application of social work in responding to the critical society reality.
3. Appraise and develop skills in the use of various approaches and techniques relevant to social action and movements.

COURSE CONTENT:

Unit I	Social Action: concept, history, principles, tactics and strategies. Use of social action in social work practice. Models of social action: Legislative, sanction, direct-physical and conscientisation.
Unit II	Concept of Social Advocacy and Conscientisation. Paulo Frierian and Gandhian approach to social action.
Unit III	Types of movements, identity, Political assertion & autonomy movements. Movement, Participation & non participation, New Social Movements.
Unit IV	Movement Analysis-Ideology, Structure, leadership processed & outcomes. Telangana, Naxalbari, Chipko, Narmada Bachao Andolan & other Contemporary

	Movements.
Unit V	Concept of democratic decentralization and empowerment; Panchayati Raj System in India. Movements against Globalization.



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MSW- SEMESTER: II

Core - 7

Practical (Field Work Practicum)

Course Code: SWPBLF7

Credit: 2

Title of Paper: Field Work Practicum Based On Social Action And Social Movements

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Subject: Social Work

Course: Master of Social Work (M. S. W.)

MSW-SEMESTER: II

Compulsory/Mandatory Course - 1

Course Code: SWPBTC1

Credit: 2

Title of Paper: Research Methodology And Ethics-I

COURSE OBJECTIVES

1. Develop appreciation of the scientific method, its characteristics and significance in Social Work Research.
2. Develop skills in the selection and formulation of research problems.
3. Understand different research designs, their elements and variations.
4. Develop skills in the selection & use of different tools of data collection, processing and analysis, and the use of appropriate statistical methods and report writing.
5. Inculcate attitude of scientific enquiry and objectivity.

COURSE CONTENT:

Unit - I	Meaning and purpose of research. Scientific method: meaning, assumptions and steps; Ethics in Research. Research in social sciences and in social work - scope and limitations. Construct & Concept; variables and indicators; Hypothesis, attributes of a sound hypothesis. Types of research: qualitative and quantitative; pure, applied, action, evaluation. Social survey and case study.
Unit - II	Research design: need, importance and steps. Selection and delimitation of the problem, objectives, working definition. Sources and types of data. Methods and tools of data collection; participatory methods; Sampling.



	meaning and need; types of sampling — probability and non-probability.
Unit – III	Types of designs: qualitative and quantitative, descriptive, exploratory, experimental, cross sectional, ex-post facto. Research project: planning, scheduling, budgeting and recruitment & training of staff.
Unit – IV	Nature, importance and scope of statistics and statistical methods; Classification of data, coding and tabulation; diagrammatic and graphic representation of data. Descriptive statistics: Proportions, percentages and ratios; Measures of central tendency - mean, median and mode.
Unit - V	Measures of dispersion - range, mean deviation, standard deviation. Inferential statistics: Parametric and Non-parametric techniques; Measures of association: correlation - Spearman's Rho, the Pearman's 'r'. Tests of significance. Chi-square, t-test (independent and related), Mann-Whitney (U) and Wilcoxon signed rank test. Interpretation of data, report writing.



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Subject: Social Work
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MSW- SEMESTER: II
DSE - 1
Course Code: SWPBTD1
Credit: 3

Title of Paper: Counselling And Guidance: Theory And Practice

COURSE OBJECTIVES:

1. Understand the structure and curriculum of Social Work Education in India and its ideological framework.
2. Identify and develop skills in curriculum designing training social work personnel at different levels.
3. Enhance skills in use of participatory educational technology.
4. Develop an attitude to equip-self as a facilitator/ trainer.
5. To develop understanding of guidance and develop skills of guidance

COURSE CONTENT:

Unit-I	Counselling: Meaning, nature, scope, principles code of ethics, skills and techniques of Counselling in social work. Importance of supervision in counselling, models of Counselling- Egan model, Micro skill Model, various phases in the models.
Unit-II	Therapies in counselling: Reality therapy, psychoanalytic, client centered, humanistic-existential therapy, gestalt therapy, Behaviour modification, rational emotive therapy, transactional analysis, crisis intervention and cognitive therapy.
Unit-III	Counselling as a method in various situations in an individual life. (Adolescent,

	Alcoholism, Suicidal, Bereavement, HIV/AIDS, Family Counselling, marital counselling, Counselling in CGC, geriatric counselling, SARS, etc.). Study, review and analysis of cases and its presentation.
Unit-IV	Guidance: Concept, definition, nature and scope of guidance, basic assumptions and principles of guidance, Importance of understanding the individual, Barriers to understanding, Aids in understanding, Type of Guidance: Educational Guidance, Educational Guidance, Personal Guidance
Unit-V	Measurement and application of self-understanding, Achievement and aptitude tests, Personality and interest inventories, School records and reports, Occupational information: Collection, Classification and dissemination, Individual and Group guidance, Organization of guidance programme: Types and basic procedures.

गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 अ. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
कोनी, बिलासपुर - 495009 (छ.ग.)



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Department of Social Work

School of Social Sciences

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Subject: Social Work

Course: Master of Social Work (M. S. W.)

MSW-SEMESTER – II

DSE- 1

Practical (Field Work Practicum)

Course Code: SWPBLF1

Credit: 2

Title of the Paper: Field Work Practicum Based On Counselling And Guidance: Theory
And Practice



DEPARTMENT OF SOCIAL WORK

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

SYLLABUS FOR Pre-Ph.D. IN SOCIAL WORK

4 = Credit

PAPER I

RESEARCH METHODOLOGY & PUBLICATION ETHICS

UNIT I

Social Research: Meaning, Objectives, Characteristics and Qualities of Good Research. Research In Social Work: Definitions, functions, goals areas. Classification of Research in Social Work, Types of Research, major problems in Social Work Research. Types of Research: Pure & Applied, Longitudinal & Cross sectional and Qualitative & quantitative.

UNIT II

Research Design: Exploratory, descriptive, and experimental, steps involved in conducting research under each design, Formulation of Research Problem and hypothesis limitations of each research design. Social Survey: Concept, Scope, Advantages and Disadvantages of Social Survey, Social survey and social research Techniques of sampling. Sources Of Data: Primary And Secondary sources. Tools of Data Collection: observation, interview schedule, mailed Questionnaire.

UNIT III

Skills of Doing Research: Formulation of research problem, Review of literature, Data Analysis and interpretation, Preparation Bibliography, References and Footnotes. Statistics in Social Work Research: Measures of Dispersion, Correlation, Tests of significance, Correlation, Chi square test, t test and Analysis of variance, Application of Computers in Social Work Research.

UNIT IV

Philosophy and Ethics: Introduction to philosophy: definition, nature and scope, concept, branches. Ethics: definition, moral philosophy, nature of moral judgments and reactions Scientific Conduct: Ethics with respect to science and research, Intellectual honesty and research integrity, scientific misconducts: Falsification, Fabrication and Plagiarism (FFP),



redundant publications: duplicate and overlapping publications, salami slicing, Selective reporting and misrepresentation of data.

UNIT V

Publication Ethics: Publication ethics: definition, introduction and importance, Best practices / standards setting initiatives and guidelines: COPE, WAME, etc; Conflicts of interest, Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types. Violation of publication ethics, authorship and contributorship, Identification of publication misconduct, complaints and appeals, Predatory publishers and journals

UNIT VI

Open Access Publishing: Open access publications and initiatives, SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies, Software tool to identify predatory publications developed by Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer, Journal Suggested, etc.

Publication Misconduct: Group Discussions: Subject specific ethical issues, FFP, authorship, Conflicts of interest, complain and appeals: examples and fraud from India and abroad, Software tools: Use of plagiarism software like Turnitin, Urkund and other open source software tools.



PAPER II **4 = Credit**
CONTEMPORARY ISSUES IN SOCIAL WORK PERSPECTIVE

UNIT I

Social Work Professional Ethics, Values in Social Work, Social Realities and Responsibilities Of Professional Social Work.
Current Social Issues: Human rights, Unemployment, Gender issues, Social Justice, Marginalization Terrorism, Environmental Pollution and protection.

UNIT II

Methods of Social Work: Social Case Work, Social Group Work, Community Organization, Social Action, Social Welfare Administration and Social Work Research.

UNIT III

Fields of Social Work: Application of social work in different settings: Industrial settings, Correctional settings, Medical and Psychiatric settings, Rural and urban development settings, Family and Child welfare, Youth welfare, Women welfare and Welfare of the Persons with Disabilities.

UNIT IV

Models of Social Work: Problem solving/Remedial, Crisis intervention, Therapeutic model, Development model, Task Centered model, cognitive behavior model.

UNIT V

Emerging Trends in Social Work: Social planning and Social development: Concept, Importance, Traditional Social Work, Voluntary Social Work, Gandhian Values, Marxian values And Radical Social Work.



(A)

PAPER III-Any one (elective)

4 =

Credit

RURAL AND URBAN COMMUNITY DEVELOPMENT

UNIT I

Rural Development- Concept, problem and issues Rural Community - concept and need of rural community development - Approaches of Rural Development. Spatial planning approach - Multipurpose approach, Integrated development approach, Area development approach - Multi level district planning, Target sector approach- Illiteracy Poverty - Unemployment, Underemployment, Seasonal employment, Untouchability, Communal conflicts - Political issues- infrastructural issues- Impact of globalization

UNIT II

Rural Community Development Administration: Organizational set up and administration from national to block level, Panchayat Raj Institutions- role of PRIs in rural administration, Central rural development ministry and community development agencies and district level rural development agencies and district planning authorities- functions of block development officer and extension officer.

UNIT III

Concept and Problems of Urban Community: Definition, Classification, characteristics. Urbanization and Industrialization in India Migration to towns and cities, Demographic and occupational characteristics of urban India. Slums: Definition, characteristics and theories of Slums, Indian Slums and slum improvement. Urban Social Problems-Deviance and Social Disorganization, Pressure Groups, Corruption, prostitution, beggary, sanitation, healthy Congestion, pollution, land use and land cover change.



UNIT IV

Urban local self government in India, Origin, Significance, organizational structure and functions. Problems of municipal administration in India. Process of organizing the communities. People Participation Methods, New trends in popular participation in Development, Relevance of social work practice.

UNIT V

Rural and urban Community development Programmes: Rural Community Development

Programmes: A very brief idea on MGNREGA, SWACH BHARATH ABHIYAN, KISSAN SAMMAN NIDHI, Pradhan Mantri Awas Yojana - In depth study on the Centre and State current rural and urban Development Programmes. DBT: advantage and disadvantages.



(B)

4 =
Credit

SOCIAL WORK IN INDUSTRY

UNIT I

Industry: Definition, concept Labour Concept, Characteristics of Indian Labour Problems of Labour in Organised and Unorganized sector Application of Social Work Methods to solve these problems.

UNIT II

Labour Welfare: Concept, Scope, Theories and principles of Labour welfare Need And role of labour welfare officer Social work roles of labour welfare officers.

UNIT III

Industrial Relations: Definitions need and importance Tripartite and Bipartite Bodies in Industrial Relations Causes of industrial disputes Machineries for the settlement of disputes role of trade unions in Industrial relations Emerging trends in Industrial Relations.

UNIT IV

Human Resource Management Practices In India: Human Resources Planning, Recruitment, Selection, Training and Development, Placement, Promotion and Transfer Wage and Salary Administration Motivation Performance appraisal.

UNIT V

Human Resource Development: Definition, Philosophy and Need HRD and Organizational Development, Leadership, Team Building and Total quality Management Role of HRD Managers.