

S-21 June 2010 AC after Circulars Academic Yr. 15 June 10-11

- 24 -

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY**

CIRCULAR NO. ACAD / NP / M.S.W. / Syllabus &amp; Regulations / 21 / 2010

It is hereby notified for the information of all concerned that, on the recommendations of Academic Council at its meeting held on 21-06-2010 has accepted the Syllabus of "Master of Social Work" [M.S.W.], under the Faculty of Social Sciences and the Hon'ble Vice-Chancellor has accepted the "Admissions & Examinations Regulations" for "Master of Social Work" [M.S.W.], under the Faculty of Social Sciences on behalf of the **Management Council under Section-14(8) of the Maharashtra Universities Act, 1994** as appended herewith.

This syllabus is also available on the University Website [www.bamu.net](http://www.bamu.net)


This will be effective from the Academic Year 2010-2011 and onwards.

All concerned are requested to note the contents of this Circular for their information and necessary action.

University Campus,  
Aurangabad-431 004.  
REF. NO: ACAD/ NP/ MSW/SYLLABUS &  
REG./2010/17465-89

Date:- 27-07-2010.

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**DIRECTOR,**  
*Board of College and  
University Development.*

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**Copy forwarded with compliments to:-**

- 1] The Principals, affiliated concerned Colleges,  
Dr. Babasaheb Ambedkar Marathwada University.

**Copy to :-**

- 1] The Controller of Examinations,
- 2] The Superintendent, [ M.A. Unit ], Examination Branch,
- 3] The Record Keeper,  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

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MSW Corrected Syllabus 2010-2011 for MSW I & 2011 -2012 for MSW II msw syllabus modification

- 1 -

**Dr. Babasaheb Ambedkar Marathwada University**



**Syllabus of**  
**Master of Social Work**  
**[M.S.W.]**

*( With effect from Academic Year 2010-2011 for M.S.W.-Ist Year  
and from academic year 2011-2012 for M.S.W. IInd Year )*

MSW Corrected Syllabus 2010-2011 for MSW I &amp; 2011 -2012 for MSW II msw syllabus modification

- 2 -

**Dr. Babasaheb Ambedkar Marathwada University**  
**Master of Social Work Course**

**Index**

| Sr. No | Contents  | Page Number |
|--------|---|-------------|
| 1      | Admission Rules   | 3-7         |
| 2      | Examination Rules   | 7-11        |
| 3      | Conduct of Social Work Education  | 11-13       |
| 4      | Conduct & Assessment of Theory  | 14-16       |
| 5      | Conduct & Assessment of Social Work Practicum                               | 16-22       |
| 6      | Conduct & Assessment of Orientation Visits                                  | 23-24       |
| 7      | Conduct & Assessment of Concurrent Field Work                               | 24-28       |
| 8      | Social Work Practicum Seminar, Issue Based Seminar, Rural Camp & Study tour | 28-29       |
| 9      | Record of Social Work Practicum   | 29-29       |
| 10     | Conduct & Assessment of Research Dissertation                               | 30-33       |
| 11     | Block Placement   | 33-33       |
| 12     | Appendices  | 34-45       |
| 13     | Theory course contents  | 46-106      |

**Dr. Babasaheb Ambedkar Marathwada University's**

**Master of Social Work Course**

Master of Social Work is a post graduate degree course being conducted by Dr. Babasaheb Ambedkar Marathwada University. This course is recognized by Deptt. of Social Welfare, Maharashtra State as a professional course.

The curriculum of Master of Social Work course consists of four semesters spreading over two academic years.

**Admission Rules – Eligibility**

**0.442** A candidate shall be considered eligible for admission to first year of Master of Social Work course if she / he has satisfied the following conditions:-

She/ he must have passed the Bachelor's Degree Examination in any faculty of this University or any other University recognized as equivalent thereto with at least 40% marks.

OR

She/ he must have passed P.G. Degree Examination of this or any other recognized University.

The degree of Master of Social Work shall be conferred on a candidate who has pursued a regular course of study of Master of Social Work consisting of two years i.e. four Semesters, has satisfactory conduct and who has passed all the examinations prescribed for Master of Social Work Course.

**R .1793:** While studying Master of Social Work course no student shall be permitted to register for other courses of this or any other University.

No relaxation of rules will be granted to any candidate on account of his being employed or on that of any personal responsibilities.

**R.1794 Selection Procedure for admission to M.S.W. course**

- Selection of students for admission to M.S.W. course shall be made by computation of merit by way of equally considering performance at the qualifying examination & that in the entrance test. The candidate aspiring to seek admission to M.S.W. course must register by submitting prescribed application form attached to the prospectus of the respective college.
- No candidate shall be considered for admission unless she / he has appeared for the whole entrance test.

The entrance test shall consist of

1. Written test:- 40 marks
2. Personal interview: 10 marks

- Written test shall consist of 60% objective, multiple choice questions & 40% descriptive questions. Descriptive questions shall essentially consist a question of 5marks aimed to test the linguistic ability of the candidate to comprehend and express in English as well as in Marathi. Medium of written test shall be Marathi or English however the question paper of written test shall be in English.
- The personal interview shall be conducted by a panel consisting of social work teachers or by joint panel of professionally trained social worker and social work teacher.
- The personal interview shall aim at assessing the suitability of the candidate for social work education at masters level in terms of her or his social orientation, understanding of social issues, personality, communication ability, mind set, financial viability etc.

- As per the admission criteria prescribed for Professional Courses by the Academic Council at its meeting Dt. 5.6.2009, admissions to 70% of the sanctioned seats shall be reserved for candidate who have passed the qualifying examination from Dr. Babasaheb Ambedkar Marathwada University Aurangabad.

Out of remaining 30% seats, 28% seats shall be reserved for qualifying candidates from other Universities in Maharashtra state & 2% seats shall be reserved for candidates from Indian Universities out of Maharashtra state.

- Master of Social Work being a natural extension for B.S.W. course, the B.S.W. candidates shall be given first preference within the frame prescribed by the academic council as above.
- Additional marks for finalizing the Merit List shall be given to the candidate as shown below provided the candidate has produced documentary proof to that effect.:

|  |          |
|--|----------|
| a) Passed P.G. Degree Examination  | 05 Marks |
| b) Participation in N.S.S. activities  | 05 Marks |
| c) Participation in University / State / National level Sport event  | 02 Marks |
| d) Participation in University / State / National level Extra Curricular Cultural activities / Music exam Etc. | 02 Marks |

**R. 1795:-Administrative Procedure for Admissions:**

There shall be an admission committee consisting of one faculty member as the in charge of the admission committee one faculty member, one non teaching employee concerned with admissions to assist the in charge of admission in smooth planning preparation & conduct of admission process as per rule.

Principal of the college shall be overall controlling authority of admission process & shall finalize the admissions.

The admission I/C in consultation with the principal shall work out the plan for admission process & shall report the progress, problems & finally the list of selected candidates to the principal.

The admission committee shall be assisted by a scrutiny committee, tool designing & exam conducting committee, performance assessment committee, compilation committee etc.

The committees shall essentially consist of faculty members.

A professionally trained social worker may be invited on the committee as a member nonteaching staff.

- i. The scrutiny committee faculty members shall first interact with the candidate aspiring to register for M.S.W. course, give her / him necessary information, check the entries in the registration forms, check the enclosed supporting documents against the entries in registration form & forward the form for registration with their remarks to the concerned office staff.
- ii. The admission committee with the help of tool designing & exam conducting committee shall make all necessary preparations to conduct the Entrance Test.
- iii. The Admission Committee shall prominently & promptly arrange to display all relevant information of procedures & instructions on college notice board.
- iv. All faculty members & the professionally trained social workers if invited as members of Performance Assessment Committee shall assess the performance of the candidates in the entrance test. The Performance Assessment Committee shall be the responsible for assessment.
- v. The admission committee jointly with the of compilation committee, after having assessed the performance of the candidates in entrance test shall prepare.

- a) Comprehensive common merit list of all candidates who have appeared for entrance test.
  - b) Caste / Gender wise / University/ natural extension & caste wise gender, disability wise / independent merit lists of all candidates.
  - c) A category wise merit list of over & above quota candidates.
  - d) A list of selected candidates for first merit list, second merit list & subsequently the spot admission list.
- vi. The admission committee shall display the lists mentioned above at V: a, b, c & d on the notice board with all necessary instructions.
  - vii. The admission committee shall vigilantly & promptly monitor the process of selection & admission.
  - viii. In case there are vacancies of sanctioned seats even after the spot admission process is completed the principal of the college shall decide the admissions against the vacant seats within the period of 10 days after spot admission.
  - xi. The academic activities shall commence not later than 10 days after spot admissions and there shall be no admissions after commencement of academic activities.

**R. 1796 Registration for examination, heads & Standard of passing and scheme of examination**

**R. 1796 (A) Standards of Passing**

**1. The following shall be the heads of passing**

- 1) Theory Examination (External & Internal assessment )
- 2) Social Work Practicum ( Continuous Internal assessment )
- 3) Research Dissertation (Continuous Process for internal assessment and external assessment within a week after theory exam)
- 4) Viva Voce on Research Project (External assessment)
- 5) Viva Voce on Social Work Practicum (External assessment )

2. To pass the theory courses the candidate must obtain 40% marks in each subject.
3. To pass in the courses of Social Work Practicum, Research Dissertation , Research Dissertation Viva & Viva on Social Work Practicum the candidate must obtain 50% marks in each head.
4. On aggregate the student must obtain 50% marks. In case a student fails due to not having obtained 50% aggregate mark, such student may register for examination as a repeater student in the subject/ subjects of his or her choice in order to reach the aggregate marks.
5. The candidate to be eligible to register for third semester, must have passed the first semester exam. Similarly, to be eligible to register for fourth semester the candidate must have passed the second semester exam.
6. The candidate shall not be allowed to register for subsequent semester unless she / he has registered & appeared for previous semester examination .
7. To be eligible to register for M.S.W. examination the candidate must have attended all prescribed academic discourses regularly.
8. To be eligible to appear for M.S.W. examination , the candidate must have fulfilled minimum 75% attendance in all academic discourses & must have paid / arranged for the prescribed fees.
9. The candidate shall be allowed to join the next semester subject to passing in social work practicum except as under rule

10. A candidate failing in social work practicum at any semester of M.S.W. course Ist year or at MSW IInd year but passing in theory examination shall be exempted from theory examination.

**R. 1796 ( B): Scheme of Examination**

| A | Sem          | No of Theory Papers each being for 1 1/2 hours duration   | Credits       | External    | Internal   | Total       |
|---|--------------|---|---------------|-------------|------------|-------------|
|   | I            | 06  |               | 240         | 60         | 300         |
|   | II           | 07  |               | 280         | 70         | 350         |
|   | III          | 07  |               | 280         | 70         | 350         |
|   | IV           | 06  |               | 240         | 60         | 300         |
|   | <b>Total</b> | <b>26</b>   | <b>60.16</b>  | <b>1040</b> | <b>260</b> | <b>1300</b> |
| B |              | Social Work Practicum   |               |             |            | Total       |
|   | I            | 8 Orientation visits & 20 concurrent field work visits, OV viva & CFW viva                      | 17.72         | Nil         | 120        | 120         |
|   | II           | 30 concurrent field work visits, Field Work Seminar, CFW viva, Communication Skill & Rural Camp | 19.28         | Nil         | 155        | 155         |
|   | III          | 8 Orientation visits & 20 concurrent field work visits, OV viva & CFW Viva                      | 17.72         | Nil         | 145        | 145         |
|   | IV           | 30 concurrent field work visits, CFW Viva, Issue Based Seminar, Communication Skill, Study Tour | 19.4          | Nil         | 130        | 130         |
|   | <b>Total</b> |   | <b>74.12</b>  | <b>Nil</b>  | <b>550</b> | <b>550</b>  |
| C | IV Sem       | Research Dissertation   | 13.68         | 50          | 100        | 150         |
| D | IV Sem       | Viva on dissertation End of IVth Semester   | 1             | 50          | Nil        | 050         |
| E | IV Sem       | Viva on social work Practicum   | 1             | 50          | Nil        | 050         |
| F | IV Sem       | Block placement   | 19.2          | -           | -          | -           |
|   |              | <b>Grand Total</b>  | <b>169.16</b> | <b>1190</b> | <b>910</b> | <b>2100</b> |

$$A + B + C + D + E + F = \text{Total Marks}$$

$$1300 + 550 + 150 + 100 + 50 + = 2100$$

**R. 1796 ( C): Result & Award of divisions & grades.**

A candidate who secures 50% or more but less than 60% of the aggregate marks prescribed for the Master of Social Work course shall be awarded second division.

- a. A candidate who secures 60% or more of the aggregate marks prescribed for the course of Master of Social Work shall be awarded first division.
- b. The division & Grades shall be decided on the aggregate of total marks obtained in all components prescribed for the course for all four semesters.

**R. 1796 (C1) Award of grades:**

| Marks Points                      | Grade   | Grade |
|-----------------------------------|---------|-------|
| 1. 75percent marks & above (75%+) | O       | 05    |
| 2. 65% marks & above(65%-74%)     | A       | 04    |
| 3. 55% marks & above(55%-64%)     | B       | 03    |
| 4. 50% marks & above(50%-54%)     | C       | 02    |
| 5. 45% marks & above(45%-49%)     | D       | 01    |
| 6. Below 45%marks (Below 45%)     | E(fail) | 00    |

The description for each of the grades will as follows:

| Grade                              | Proposed Norms  |
|------------------------------------|---|
| 1. 'O' Outstanding (75% % above) : | Excellent analysis of the topic, accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, neat and systematic organization of content, elegant and lucid style. |
| 2. 'A' Very Good (65%&74%) :       | Excellent-analysis of the topic, accurate knowledge of the primary material, acquaintance with seminal publication, logical development of ideas, neat and systematic organization of content, elegant and lucid style.                         |

|                               |   |   |
|-------------------------------|---|---|
| 3. 'B' Good (55% & 64%)       | : | Good analysis and treatment of the topic, basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression. |
| 4. 'C' Average (50%-54%)      | : | Some important points covered, basic knowledge of primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression.                |
| 5. 'D' Satisfactory (45%-49%) | : | Some points covered, basic knowledge of primary material, some organization, acceptable language or expression.   |
| 6. 'E' Fail (Below 45%)       | : | None of the above   |

**R. 1797:      Conducting Social Work Education**

For effective academic administration of social work education following committees consisting of social work teachers & concerned nonteaching employee may be constituted.

1. Admission, examination & internal quality committee.
2. Social work Practicum coordination committee
3. Social work Research Committee
4. Study tour committee
5. Rural Camp Committee
6. NSS, extension services & other co curricular activities committee
7. Library committee
8. Alumni Association & career guidance committee
9. Social Justice & Empowerment Committee for SC,ST,VJNT & OBC students & Maitree Sangh for SC students(As per the directions of Director Social Welfare Pune)
10. Vishakha Committee for prevention & handling of matters of sexual harassment of women at work places.

### 11. Committees for field action projects.

#### R.1797 A

Social work education relies heavily upon development of personality of the students through learning in the form of guided library readings, classroom discourse by the faculty members, designed presentations, supervised field work, structured counseling by teachers & focused group discussions ; it is mandatory for the students to be full time present for all the social work discourses that the college of social work education organizes for them.

In order to avail the full benefit of the social work education the students must put in at least 75% attendance combining that in the class room lecturers, orientation visits, concurrent field work, individual & group conferences, seminars, communication skill exercise, research dissertation, rural camp, study tour & in co curricular activities.

The students shall not remain absent for any of the above cited activities without prior permission of the Principal of the college. In order to avail off on account of one's own illness or due to some other emergency situation, the student shall in advance shall apply to the Principal in writing with supporting documents, clearly stating the period of & reason for being absent. The student may be allowed to avail such off provided she / he other wise has been very regular & punctual for all academic discourses & if the ground put fourth by the student is genuine. In no case the student shall be allowed to avail off from academic activities that are being conducted by the college, for more than 10% of the academic activities.

The students who do not fulfill 75% combined attendance as cited above shall be declared as not having completed the term. Such students shall not be allowed to appear for the examinations. The internal examination result of the student who have not completed the term, shall be withheld by the concerned college.

In order to make the student aware of her / his status of attendance the colleges shall arrange to maintain the record of attendance in formats at Appendices Att. 1,2,3,4,5,6,7 & shall display the combined attendance compilation per month in the format at App. Att. 8 & 9.

| Appendix No | Component   | To be maintained by   |
|-------------|---|---|
| Att. 1      | Class room subject teaching   | Concerned teachers  |
| Att. 2      | Orientation visit lecturers, preparatory class room sessions & orientation visits | Concerned teachers (supervisors )   |
| Att. 3      | Concurrent field work   | Teacher supervisors   |
| Att.4       | Individual and group conferences , research dissertation ,                        | Students with approval signature of concerned teachers  |
| Att.5       | Study tour , rural camp   | Concerned teachers  |
| Att.6       | Field work seminar / issue based seminar / communication skill exercise           | Concerned teachers  |
| Att.7       | Co curricular activities including extension, NSS etc.                            | Concerned teacher   |
| Att.8       | Compilation of attendance   | Concerned office staff  |
| Att.9       | Attendance notice   | Concerned office staff with verification by the Internal Quality cell committee by the signature of the Principal |

**R.1797 B :** Every student for maintaining an adequate performance shall put in at least 90% attendance in social work practicum. The teachers in charge of supervision of performance in relevant component of social work practicum shall issue necessary instruction to the defaulting students from time to time. In situations involving serious lapses on part of the students the supervising teacher shall report the matter to the Principal through Field Work Coordinator.

### **R. 1798: Conduct & Assessment of Social Work Theory**

- For each theory subject minimum 3 clock hours per week classroom teaching shall be arranged. Each theory subject shall be assessed for 50 marks out of which 10 marks assessment shall be internal.

#### **Internal assessment of Theory subjects**

- Out of 10 internal marks for each theory subject, 2 mark per subject shall be given for attendance of that subject. These marks shall be assigned by the Principal on the basis of attendance record maintained by the subject teacher. Student shall be given these marks if she or he has attended minimum 75% classroom lectures of that particular subject.
- Assessment for the remaining 8 marks shall be done the subject teacher on the basis of performance of that of the student in the class test. The subject teacher shall conduct the internal class test at least 30 days prior to external theory examination. The time for each theory test shall not be more than 30 minutes. The schedule of the class tests shall be declared by the teacher one week in advance. No second opportunity shall be given to the students who fail to appear for the internal class test, except for the absence due to assignments given / due to grounds approved by the Principal. The subject teacher shall display the marks of the class test on notice board under intimation to the Principal within the period of one week after conducting the test.

Following shall be the scheme of teaching for M.S.W. Course.  
**R-1798A: Structure of Theory Course of Social Work Curriculum**  
**M.S.W. First Year, First Semester**

| Course No. | Course Title  |
|------------|---|
| I          | History and Philosophy of Social Work & Contemporary Ideologies for Social Work |
| II         | Women's Studies & Labour Studies  |
| III        | Working with Individuals & Groups-I   |
| IV         | Human Growth & Development  |
| V          | Social Sciences & Social Work   |
| VI         | Fields of Social Work – (Social Work with Families, Children & Aged)            |

**M.S.W. First Year, Second Semester**

| Course No. | Course Title   |
|------------|--|
| VIII       | Working with Individuals & Groups II   |
| IX         | Work with community –I (Community Organization )   |
| X          | Management of development & Welfare services (Concept, History, Nature & Functions )     |
| XI         | Social Work Research – I   |
| XII        | Social Problems Interventions (Social Work in community settings: Urban, Rural, Tribal ) |
| XIII       | Population & Environment   |
| XIV        | Human Rights & Constitution of India   |

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**M.S.W. Second Year, IIIrd Semester**

| Course No. | Course Title  |
|------------|---|
| XVI        | Work with community (Social Action & Social Development)            |
| XVII       | Management of development & Welfare services-II (With HRM Approach) |
| XVIII      | Social Work Research-II   |
| XIX        | Integrated Social Work Practice                                     |
| XX         | Personal & Professional growth                                      |
| XXI        | Social Work Practice for Health                                     |
| XXII       | Counseling theory & Practice  |

**M.S.W. Second Year, IVth Semester**

| Course No. | Course Title   |
|------------|--|
| XXIV       | Social Work Personnel Training & Development                 |
| XXV        | Social Legislation & Correctional Social Work                |
| XXVI       | Social Development & Social Movements in India               |
| XXVII      | Social Policy & Planning                                     |
| XXVII      | Social Work Practice for Mental Health                       |
| XXVIII     | Social Work Practice with Differently challenged individuals |

**R. 1798(B) Conduct and Assessment of Social Work Practicum**

**R.1798(B1)** There shall be a social work practicum from amongst the social work teachers. She / he may be assisted by one or two teachers. social work practicum coordinator shall look after the tasks of smooth conduct of social work practicum activity including communications, prepare time schedule of various social work practicum components, coordination, arranging for timely assessment, compilation, intervention in order to sort out problems confronted by the students in the field work setting, to facilitate the field work activities by way of

coordination, recording, organizing meetings. etc. The social work practicum coordinator shall perform the activities with prior approval of the Principal.

- Social Work Practicum shall be a subject of internal assessment. The prescribed components of Social Work Practicum shall be conducted in prescribed sequence over the span of academic year. Consequently Social Work Practicum shall be a subject of continuous evaluation. The social work practicum coordinator shall prepare & plan the time schedule of whole field work programme of the semester. The plan shall be informed to all concerned in the beginning of the semester.
- For the purpose of decentralization of internal marks of Social Work Practicum each student shall be assigned to different teachers for different components of Social Work Practicum to be conducted over the period of two years of course (Four semesters). As far as possible while making allotment care shall be taken to avoid repetition of teachers for same & or major components of social work practicum throughout the course.
- Similarly grouping of the students also should be changed while placing them for Concurrent Field Work over four semesters.
- Students shall be placed in appropriate agency / field for concurrent field work & she/ he shall have to put in 15 hours of field work per week including Individual conference, Group conference & Report writing etc. Minimum 5 hours exposure of concurrent field work on each field work day shall be arranged for.
- The students should be given an exposure of various types of agencies & field areas. An updated independent lists of such agencies for first & second for orientation visits as well as for concurrent field work shall be

prepared by the field work coordinator. In the beginning of the academic year this list should be revised on the basis of reflection by the students and faculty members. There after the finalized list should be circulated to all concerned.

- For passing in social work practicum a candidate must obtain minimum 50% of prescribed marks.
- Students failing in Social Work Practicum, to pass in this component shall be considered eligible to be given the benefit of maximum five grace marks internally.
- The students to pass in social work practicum must perform for all components of social work practicum. In case a student does not happen to perform in one or two minor and one time components like orientation visit viva, internal viva of concurrent field work, communication skills, Field Work seminar due to inevitable and bonafide grounds approved by the Principal; such student after payment of 50% of Social Work Practicum fees, admission fees & exam fees shall be given an opportunity to perform for the social work practicum component for which he/ she was absent in the preceding semester.

In such case the social work practicum reassessment for that particular semester shall be made in the next semester by considering the previous performance of that student in social work practicum of that particular preceding semester. However this special consideration shall be applicable only up to next semester of the semester in which the students has failed in social work practicum due to nonperformance in above stated minor & onetime practicum components.

- This facility shall not be applicable if the student has failed to perform in major & longtime components such as concurrent fieldwork, orientation visits, study tour & rural camp.

- **R.1798 C: Guidelines for criteria for assessment of social work practicum.**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality ) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15hrs. per week at various organizations or community settings.

**Field work Evaluation Criteria: (Applicable for the all four semesters)**

**1) Analytical Ability**

- a) To understand evolution of agency, philosophy, policy and administration programme.
- b) To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings.)
- c) To understand the dynamic of the agency – roles, decision making process, conflict solving procedures.
- d) To begin to situate agency in context of larger social system.
- e) To understand Profile of client system and causative factors affecting its needs and problems.
- f) To understand social work intervention utilized by agency in response to needs of client system.
- g) To assess one's own tasks in relation to problem situation.

**2) Problem Solving Skills:**

- a) To assess the problem situation and outlines the plan of action.
- b) To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c) To develop and utilize working relationships with agency, client system and other related system.
- d) To utilize different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e) To utilize problem solving strategies selectively with individuals groups and communities.
- f) To understand the importance work in different administrative procedures- filing – maintaining registers, fund raising staff meetings.
- g) To develop basic skills of management of services, planning organization, implementing, coordinating, communicating and evaluation.
- h) To participate in liaison work other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i) To understand the significance of and participates in teamwork one's discipline as well as in the interdisciplinary team.
- j) To learn to priorities tasks and organize workload.
- k) To understand the importance of recording as a tool for learning and administration.
- l) Learn to record facts selectively and logical – assessment of problem situation, students feelings, reflections and intervention modalities.

**3) Personal development:**

- a) Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- b) Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control awareness of bias and cultural blocks).
- c) Developing positive identification with the profession, conviction of the necessity of social work intervention.

**4) Use of field instruction:**

- a) Understanding the significance of field instruction as a tool for professional training.
- b) Accepts the roles of faculty advisor, field instructor and field contact and utilizes their expertise in one's own training.
- c) Indicates a gradual movement from a dependence on the instructor to performing one's role and tasks more independently.
- d) Utilizes individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- e) Actively participates in the group conference and appreciates the participation of others.
- f) Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.
- g) Develops ability for self-evaluation on going and periodic.

**R.1799 The structure of merit weightage of various components of social work practicum shall be as follows:-**

**Ist Semester**

| <b>Activity</b>            | <b>Max. Marks</b> |
|----------------------------|-------------------|
| • Orientation visits       | 30                |
| • Orientation visit Viva   | 10                |
| • Concurrent field work -I | 60                |
| • Internal viva (CFW)      | 20                |
| <b>Total</b>               | <b>120</b>        |

**IInd Semester**

| <b>Activity</b>                 | <b>Max Marks</b> |
|---------------------------------|------------------|
| • Concurrent field work- II     | 60               |
| • Field work seminar            | 20               |
| • Internal viva on CFW          | 20               |
| • Communication Skills Exercise | 25               |
| • Rural Camp                    | 30               |
| <b>Total</b>                    | <b>155</b>       |

**IIIrd Semester**

| <b>Activity</b>                            | <b>Max. Marks</b> |
|--|-------------------|
| • Orientation Visits                       | 30                |
| • Orientation Visit Viva                   | 10                |
| • Field Work & Practice Based Research - I | 60                |
| • Internal Viva on Concurrent Field Work   | 20                |
| • Communication Skills Exercise            | 25                |
| <b>Total</b>                               | <b>145</b>        |

**IVth Semester**

| <b>Activity</b>                             | <b>Max Marks</b> |
|---|------------------|
| • Field work & Practice Based Research -II  | 60               |
| • Internal Viva                             | 20               |
| • Issue Based Seminar                       | 20               |
| • Communication Skills Exercise             | 25               |
| • Study Tour                                | 30               |
| <b>Total</b>                                | <b>155</b>       |
| <b>Grand Total of Social Work Practicum</b> | <b>575</b>       |

### R. 1799(A): Conduct & Assessment of Orientation Visits

With an objective to orient the students about structure & functions of various local social work organizations, orientation visits to selected welfare, development & service organizations under the supervision of faculty member / members shall be conducted in the beginning of Ist and IIIrd semester. The organization conducting Master of Social Work course shall arrange minimum **eight orientation visits** in the beginning of Ist and IIIrd semester each.

In case there are no adequate number of social work organizations locally available, the college may decide to organize the orientation visits to organizations in other nearby areas. Under specific circumstances the college may organize orientation sessions where in heads / representatives of reputed long standing Social Work Organizations should be invited of to share information of their organizations / campaigns/ projects with the students. Such orientation sessions may be arranged to support the programme of orienting students to the field of social work but it should not be a replacement to orientation visits.

The programme of orientation visits shall be preceded by general class Orientation about Orientation Visit component & shall be followed by session of reflections. These sessions shall be conducted by the field work coordinator with the help of other teachers if necessary. Thereafter the students shall submit the report of the visit in prescribed format that will be displayed on college notice board.

The teachers visiting the agency along with the students shall only assess the performance of the students. The assessment shall be visit wise & shall be handed over to the Field Work coordinator within a week after the schedule of visit.

**The criteria for assessment of orientation visits shall be as follows:**

|  |                 |
|--|-----------------|
| 1) Attendance & General discipline in course of visit              | 10 Marks        |
| 2) Report Writing<br>(Timely submission, contents compliance etc.) | 20 Marks        |
| <b>Total</b>   | <b>30 Marks</b> |

The performance of all eight visits shall be compiled together & average marks scored by each student out of 30 shall be considered.

- Students shall be informed about their performance in orientation visits in the form of grades & range of marks too, for further improvement in social work practicum.

**The proportion of range of marks & range of grades shall be as follows:**

|                    |   |                |   |
|--------------------|---|----------------|---|
| 25 and above Marks | A | 16-18 Marks    | D |
| 22-24 Marks        | B | 13-15 Marks    | E |
| 19-21 Marks        | C | Below 13 Marks | F |

- Orientation Visits programme shall be followed by **internal orientation visit viva of 10 marks**. This Viva will be conducted by all faculty members as per allotment of students.

**R. 1799 (B): Conduct and Assessment of Concurrent Field Work:**

**B3A Conducting Concurrent Field Work**

- Social Work Practicum shall consist of the component of **concurrent field work for Ist & IInd semester** and that of **field work practice & practice based research at the level of IIIrd & IVth semester**. This component shall be conducted **on two full days per week**. For this purpose, the student shall be placed in actual settings either in Agency or in Field, where social work is practiced.

- **Concurrent Field Work shall be a supervised & internally assessed activity.**
- Before commencement of Social Work Practicum the **field work coordinator shall conduct general concurrent field work orientation** for the students. This shall be followed by **specific concurrent field work & activity orientation** to be given by concerned **Field Work Supervisor Teacher** through Group Conference of the students assigned to her / him for supervision.
- The students shall be given an opportunity to perform concurrent field work & field practice based research in **different types of field work settings & under the supervision of different teachers. Grouping of the students also should be changed while placing them for concurrent field work over four semesters.**
- The number of such visits during each year **shall be 50, consisting of 20 visits for Ist & IIIrd semester and 30 visits for IInd and IVth Semester.** The number of visits may be changed in case the practical unforeseen circumstances demand so. The time schedule of this component shall follow the schedule of orientation visits & shall spread evenly over the academic term leaving adequate scope for examination and assessment of field work practicum. The time schedule of the **Scheduled Concurrent Field Work visits** shall be prepared & informed to all concerned along with the notice of Concurrent Field Work placement.

Students shall have to put in 15 clock hours of field work per week including individual conference, group conference, report writing etc. However student shall work practically in the field for not less than 5 clock hours per field work day.

Timely & frequent instruction should be issued to the defaulting students initially by the concerned faculty member in charge of supervision, then by the field work coordinator & then by the Principal.

In case a student remains absent for scheduled visits of concurrent field work & for field work practice based research, she / he shall

have to perform two **Compensatory Visits** for the loss of each scheduled visit by sparing extra time apart from other academic activities and with due consent of the agency / where she / he is placed & essentially after informing the field work supervisor in advance. Work done by the students with the Concurrent Field Work organization in addition to that on scheduled visits shall be recorded & considered as **Extra Visits**.

- An assignment of **self evaluation** shall be given to the students **prior to the internal concurrent field work viva voce**. For this purpose a prescribed self evaluation sheet shall be provided to the students sufficiently in advance. The students shall submit the duly filled in self evaluation sheet to her / his field work supervisor who with her / his remarks shall forward it to the teacher conducting internal field work viva of that student. A model proforma of self evaluation sheet is enclosed with this syllabus.
- In order to give an opportunity to the student to express her / his difficulties, to counsel the student to deal effectively with the forthcoming challenges, to help the student to gain an insight in to his own personal & professional as well as in social problems & social work processes, **Individual Conference Group Conference** shall be arranged by the supervising faculty member. The time schedule of **Individual Conference & Group Conference** shall be displayed on the notice board by **Supervisor Faculty Member**.  
Minimum one individual conference of 30 minutes for each student shall be arranged per week.
- The supervising faculty members shall also arrange a group conferences to encourage learning through sharing and interactions in respect of experiences during concurrent field work. There shall be at least one group conference every month. Participation in group conferences shall be compulsory.
- Proper record of attendance & performance in Individual Conference & Group Conference shall be maintained by the students & teachers. A model proforma for this purpose has been enclosed.

### Assessment of Concurrent Field Work

- The performance of students for the component of concurrent field work shall be assessed twice i.e. at the mid term & at the term end. The assessment shall be displayed by the fieldwork supervisor on notice board & handed over to the fieldwork coordinator within 4 days after midterm & term end assessment schedule.
- In order to make the student aware of his / her performance for making necessary improvements, The student shall be informed about her / his concurrent field work performance assessment in the form of grades. The criteria of assessment shall be informed to the students in advance.
- The criteria of assessment shall consist of performance in the agency, report writing, timely report submission and performance in individual and group conferences. Concurrent Field Work visits attended by the student shall be the base to decide the range of marks in which the students is to be assessed. The range of marks in which the students is to be assessed shall increase correspondingly to the increase in number of visits attended by the student.
- After the completion of the schedule of concurrent field work, viva voce of concurrent field work shall be conducted. This viva shall be conducted by the teachers other than the supervising teacher on the basis of self evaluation sheet contents and remarks of the supervising teacher.
- After compilation of field work assessment if it is found that a student has not performed adequately to pass in social work practicum or has not performed for either of the components, she / he shall be given the last opportunity to compensate for the loss by performing the unattended activity (except orientation visit ). Such student shall be instructed about the field work assignment through notice board.

- For the assessment of concurrent field work the heads of field work agency may be taken into consideration. They may be requested to forward their remarks about the performance of students placed in the agency.

#### **R.1799 C : Supervision of concurrent field work**

Concurrent field work shall be a supervised activity where in the concerned social work teacher shall personally supervised the student to help him to develop knowledge, attitude and skills relevant for social work intervention in the field. The social work teacher shall personally visit all agencies of concurrent field work where in his / her students are placed. Through supervision the teacher shall facilitate the relevant learning as well as analytical ability, problem solving skills professional development and use of field instruction. Through supervision the teacher shall facility and supervision the meaningful and full time participation of the students in the relevant field. In case of serious problem obstructing learning of the students through field work the teacher after adequate shall report the problems in writing to the field work coordinator with her or his remark and suggestions. The field work coordinator shall intervene to mitigate the problems and report to the Principal if the problems are too serious to require intervention by the Principal.

#### **R. 1799 D Social Work Practicum Seminar / Issue based seminar**

There shall be a component of social work practicum where in a student shall be required to prepare a seminar paper based on social work practicum experiences during first and third semester respectively for MSW fourth semester students this activity shall be based on issues experienced and handled during social work practicum. The assessment of Social Work Practicum/ Issue Based Seminar shall be based on it's contents and presentation.

#### **R.1799 E Communication Skills Exercises**

In order to perform for this component of social work practicum the students shall select a theme with social work approach and compose a script to communicate selected messages aimed at desired changed in mind sets of targeted section of the community. The student shall present the exercises before classmates and teachers. The script / outline draft shall be submitted to the concerned teacher. The assessment of Communication Skills Exercises shall be based on it's contents and presentation.

**R. 1799 F Conduct & Assessment of Rural Camp and Study tour**

Rural camp or extension work of not less than five days at M.S.W. First year and study tour or extension work of not less than five days at M.S.W. IIInd year shall be arranged at the end of first & third semester respectively. Both activities are compulsory. Performance and Report shall be the base of assessment of these activities.

If a student fails to attend these activities on genuine ground with due permission of the Principal, she / he shall be given the assignments in the form of field based research, extension activity, term paper etc. under the supervision of the rural camp / study tour in charge teacher.

**R.1799 G : Record of Social Work Practicum supervision & of evaluation**

Social work practicum being an essentially supervised, field based, major component of social work education it shall be mandatory to maintained record of planning ,conduct (attendance, supervisor inputs, individual & group conferences etc.) and evaluation of social work practicum. The proforma for the purpose of maintaining record of conduct and assessment of social work practicum are given at appendices SWP 1 to 5.

**The Social Work Practicum supervisor teachers shall maintain proper record of Social Work Practicum supervision in the form of a diary.** This record shall be one of the supporting document for the assessment of student's performance. The proforma for this purpose is given at appendix SWP-6

Colleges of social work shall preserve social work practicum records for the period of five years. Selected social work practicum records shall be preserved as a source of indigenes literature.

**R.1800 Conduct and Assessment of Research Dissertation:**

Research Dissertation activity shall be considered as a learning experience for the students to gain exposure of social phenomenon and to help the students to acquire skills in framing research questions, designing research activity, acquiring skills in social investigation, classification of data and presentation of data.

- For this activity students shall be as far as possible equally allotted amongst all the teachers. While making these allotments care should be exercised to avoid repetition of allotments in respect of major activities of social work practicum. This activity shall commence from end of IInd semester till end of fourth semester .
- One copy of dissertation signed by the principal shall be returned to the students before the schedule of project report external assessment and viva.
- The dissertation activity shall carry in all 150 marks having internal assessment for 100marks and external assessment for 50 marks. This being a continuous academic activity to be performed under the supervision of faculty member ( Dissertation Guide ), should be continuously evaluated. For internal assessment of this activity performance of the student during the stages of selecting a topic, designing of interview schedule, data collection, coding, tabulation , drawing conclusions & report writing shall be considered.

In case a student fails to fulfill the academic requirements to pass in Research Dissertation, such students shall have to seek fresh admission by depositing the fees for admission, dissertation & identity card.

- By the end of fourth semester the research dissertation shall be submitted to the university by the college on undertaking by the student, on certification by the concerned research dissertation guide and on recommendation by the Principal. The proformas for this purpose are given at Appendix R D1 to 3.

In case the student does not perform for research dissertation in regular time schedule, she / he shall be allowed to complete the research dissertation within to forth coming academic years.

**R-1801 Prescribed standard for research dissertation**

1. The topic of research must be related to the area of social work.
2. The candidate must follow the scientific process and methods of social work research or social research.
3. Quantified data is essential. Qualitative data, if any, must be quantified procedurally.
4. The Research Dissertation shall be submitted in three hard bound copies within the prescribed time schedule.
5. The Research Dissertation must content the students undertaking in prescribe performa duly signed and the blank performas for certification by the guide and for recommendation by the Principal.

**Structure of Research Dissertation**

- The Research Dissertation shall have an index with chapter numbers , titles of the chapters & page numbers.
- The Research Dissertation shall have following chapters
  - 1) a. Introduction statement of the researcher in respect of the topic, a note regarding motivation behind selection of that particular topic.
  - b. Review of literature.
  - 2) Methodology & research design.
  - 3) Tabulation Presentation & Analysis of the data
  - 4) Findings; conclusions including statement about & suggestions proving of hypothesis (if formulated), suggestion.
- The Research Dissertation must have a bibliography of the literature studied & referred enclosed with it.
- A copy of the tool utilized for conduct of research must be enclosed with the research dissertation

**R. 1802** There shall be an external viva voce on research dissertation for 50 marks. In case a student fails to attend the viva voce on genuine grounds with due information in writing to the Principal, she / he shall be given an opportunity to appear for the viva within two months after the schedule of regular viva voce. For this purpose the student shall have to deposit additional fees of Rs.1000/- to meet the expenses of arranging viva for the second time.

### Criteria for assessment of Research Dissertation

| Headings Out of 100 | Marks allotted | Criteria  |
|---------------------|----------------|---|
| Title methodology   | 5 40           | <p>Clarity and Precision in relation to scope and objectives</p> <ol style="list-style-type: none"> <li>The various sections of the Methodology Chapter should indicate the methodology as it has been used by the researcher in the particular study. There should be no theoretical presentation of research methodology in general.</li> <li>Framing of objectives, hypothesis, research questions must be clear, feasible, practicable and consistent with objectives and scope of study and properly worded.</li> <li>Hypotheses must also properly indicate variables used to indicate correlation or association.</li> <li>Sampling – reflecting correctness and clarity about sampling method used, justifiable by the study(rational)</li> <li>Research Design- Clarity, correctness, rational</li> <li>Tool-Consistent with title, objectives and scope</li> <li>Operational Definitions – concepts used in objectives, research</li> </ol> |

|                |    |   |
|----------------|----|---|
|                |    | questions and hypotheses are operationally defined.   |
| Data collected | 35 | <ul style="list-style-type: none"> <li>a. Data collected should be reflecting the questions framed in the tool.</li> <li>b. Analysis of findings – presentation should be scientific and factual without reflecting researcher's biases</li> <li>c. Use of statistics for analysis of data</li> </ul> |
| Presentation   | 20 | <ul style="list-style-type: none"> <li>a. Neatness and clarity of presentation</li> <li>b. Correctness of sequence and presentation of chapters, appendices.</li> <li>c. Bibliography as per defined, standardized formats.</li> </ul>  |

**R. 1802 A : Block Placement:**

Candidate shall be required to complete one month's Block Placement within 40 days after examinations of last semester & produce a report of work done certified by the concerned organization. This shall be a non graded activity. Necessary guidance will be provided to the students for this purpose. Results of M.S.W. IVth semester shall not be declared unless the Block Placement Certified report is produced by the student.

App. Att. 1

Proforma for monthly classroom attendance

Name of the college:-----

Class:----- Academic Year:-----

Subject :----- Month& year-----

| Roll No | Full Name                          | Attendance of classroom Lectures conducted on (Dates ) |  |  |  |  |  |  |  |  |  |  |  | Total |  |
|---------|------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|-------|--|
|         |                                    |  |  |  |  |  |  |  |  |  |  |  |  |       |  |
|         |                                    |  |  |  |  |  |  |  |  |  |  |  |  |       |  |
|         | Total student present in the class |  |  |  |  |  |  |  |  |  |  |  |  |       |  |
|         | Signature of the teacher           |  |  |  |  |  |  |  |  |  |  |  |  |       |  |

App. Att. 2,3,5,6,7

Proforma for attendance of orientation visits sessions, orientation lectures, orientation visits, Concurrent Field Work, Study Tour, Rural Camp, Field Work Seminars, Issue based seminars, communication skills, co curricular activities

Name of the college :-----

Class:-----Academic Year:-----

Students Attendance Record for the activity of -----

Conduct on-----

| Sr. No. | Names of the students involved | Attendance | Remark |
|---------|--------------------------------|------------|--------|
|         |                                |            |        |
|         |                                |            |        |

Name & Sign. of the teacher I/c

App. Att. 4

Proforma for Attendance of Individual & Group Conference & for Research Dissertation.

Name of the college :-----

Class:-----Academic Year:-----

Month & year

| Sr. No. | Date of I.C/G.C. Dissertation Guidance | Work done | Sign. of the student | Approval signature of the teacher |
|---------|--|-----------|----------------------|-----------------------------------|
|         |  |           |                      |                                   |
|         |  |           |                      |                                   |
|         |  |           |                      |                                   |

App. Att. 8

Proforma for Compilation of Attendance for the month of Attendance in scheduled academic co curricular activities.

Name of the college :-----

Class:-----Academic Year:-----

| Sr. No                     | Name of the student | O.V. & orientation session | Class room lecturers | CFW | I.C./G.C. | R.D | C.S | FWS IBS | RC ST | Co curricular activities | Total | Percentage | Rem |
|----------------------------|---------------------|----------------------------|----------------------|-----|-----------|-----|-----|---------|-------|--------------------------|-------|------------|-----|
| 1                          | 2                   | 3                          | 4                    | 5   | 6         | 7   | 8   | 9       | 10    | 11                       | 12    | 13         | 14  |
| No of scheduled activities |                     |                            |                      |     |           |     |     |         |       |                          |       |            |     |
|                            |                     |                            |                      |     |           |     |     |         |       |                          |       |            |     |

Sign. of the concerned

Clerk

Sign. of the I.Q. cell teacher

Principal

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- 36 -

App. Att9

Proforma for Notice of Attendance record for students

| Roll No | Name of the student | Previous percentage of attendance | Current percentage of attendance | Total percentage of attendance | Remarks |
|---------|---------------------|-----------------------------------|----------------------------------|--------------------------------|---------|
|         |                     |                                   |                                  |                                |         |
|         |                     |                                   |                                  |                                |         |

Principal

### App. SWP 1

**Concurrent Field work records to be maintained by the students**

**I - Time diary format**

First page -contents

- Name , address, phone no. of the college
- Name, address, phone no. of the Field Work organization
- Name, address, phone no. of the student
- Registration No of the student
- Semester I / II / III / IV
- Period of Concurrent Field Work from.....to.....
- Scheduled Time for Concurrent Field Work from..... to.....

**Note:** The first page of concurrent field work record in file / register shall also bear the above details.

**II Format for maintaining daily record in time diary**

Day \_\_\_\_\_ Visit No. \_\_\_\_\_  
 Date \_\_\_\_\_ Visit Type \_\_\_\_\_  
 Page No. \_\_\_\_\_

| Time | Activity (e.g Arrival, Discussion, Observation, Visit, Interview, Interactions, Recording, Departure etc. with specifications ) |
|------|---|
|      |   |
|      |   |
|      |   |

Signature of the student

Signature & Stamp of the agency supervisor  
 Signature & Remark of the faculty supervisor  
 Date:    /    /20

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- 38 -

**III Format for Index page of concurrent field work file / register****Index**

| Visit No & Visit type<br>(S.V./C.V./E.V.) | Contents in brief | Page No | Date of submission | Signature of faculty supervisor |
|---|-------------------|---------|--------------------|---------------------------------|
|   |                   |         |                    |                                 |

\* S.V.- Scheduled visit

\* C.V.- Compensatory visit

\* E.V.- Extra visit

App. SWP 2  
Name of the College -

| Internal Assessment of Social Work Practicum Class: MSW – I/II Year IInd /IVth Semester  |  |  |   |            |                |                           |
|--|--|--|---|------------|----------------|---------------------------|
| Assessment Sheet   |  | Proforma No.1  |   | Marks: 30  |                | Concurrent Field Work     |
| Period: From..... to.....  |  |  |   |            |                |                           |
| Name of the Student .....  |  |  |   |            |                |                           |
| Name of the Agency.....  |  |  |   |            |                |                           |
| Number of regular visits attended out of Fifteen.....  |  |  |   |            |                |                           |
| Number of Compensatory Visit attended due to absence for regular visits.....   |  |  |   |            |                |                           |
| Total Visits i.e. Regular Visits .....+ Compensatory Visits= .....   |  |  |   |            |                |                           |
| (2 Compensatory visits are equal to one regular visit)   |  |  |   |            |                |                           |
| Marks obtained in 15 visits  |  |  |   |            |                |                           |
| Sr. No   | Criterion / Heads                          | Marks to be given out of -Tick ( )<br>Mark on appropriate column |   |            |                | Marks Obtained out of -30 |
|  |  | 13-15Visits  | 10-12 Visits  | 7-9 Visits | Below 7 visits |                           |
|  |  | A  | B   | C          | D              |                           |
| 1  | Performance in the Agency                  | 10   | 09  | 08         | 06             |                           |
| 2  | Report Writing                             | 10   | 09  | 08         | 06             |                           |
| 3  | Report Submission                          | 05   | 04  | 02         | 02             |                           |
| 4  | Compliance                                 | 05   | 03  | 02         | 01             |                           |
|  | Total                                      | 30   | 25  | 20         | 15             |                           |
| (* Please use only one vertical column i.e. either A or B or C or D as the case may be )   |  |  |   |            |                |                           |
| * Marks obtained in Word .....   |  |  |   |            |                |                           |
| * Grade ..... Name & Signature of Examiner   |  |  |   |            |                |                           |
| Date : / /20   |  |  |   |            |                |                           |
| To help the students to improve further Social Work Practicum they shall be informed about their performance in first Ten Visits of concurrent field work in the form of range of Marks and grades too. For this purpose the standard of Range of marks & grade shall be as follows: |  |  |   |            |                |                           |
| A  |  |  | B   |            |                |                           |
| Sr. No   | Range of Marks obtained in first 15 visits | Grade  | <ul style="list-style-type: none"> <li>The Marks out of 30 should be given if not less than 13 visits are attended</li> <li>The Marks out of 25 should be given if not less than 10-12 visits are attended</li> <li>The Marks out of 20 should be given if not less than 7-9 visits are attended</li> <li>The Marks out of 15 should be given if not less than 7 visits are attended</li> </ul> |            |                |                           |
| 1  | 28 to 30                                   | A  |   |            |                |                           |
| 2  | 25 to 27                                   | B  |   |            |                |                           |
| 3  | 22 to 24                                   | C  |   |            |                |                           |
| 4  | 19 to 21                                   | D  |   |            |                |                           |
| 5  | 16 to 18                                   | E  |   |            |                |                           |
| 6  | Below 16                                   | F  |   |            |                |                           |

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**App SWP 3**

**Name of the College-**

**MSW I / II/III/IV Semester**

**Academic year 200**

**Activity- Individual Conference / Group Conference**

**Name of the student**

| Date of IC /GC | Signature of the student | Remarks of the supervising teacher |                            |
|----------------|--------------------------|------------------------------------|----------------------------|
|                |                          | Supervisory inputs                 | Performance of the student |
|                |                          |                                    |                            |
|                |                          |                                    |                            |
|                |                          |                                    |                            |

Name & Signature of the teacher

Date: / /20

App SWP 4  
 Name of the College-  
 Academic Year-

**SELF EVALUATION OF SOCIAL WORK PRACTICUM BY STUDENTS**

Name : .....  
 Class : MSW-Ist / IInd / IIIrd /IVth Semester

**Agency of Social Work Practicum**

Period of First Ten/ Fifteen Visits From..... to .....  
 Period of remaining Ten / Fifteen Visits From..... to.....  
 Scheduled visits attended out of Twenty / Thirty .....  
 No. of Scheduled Visits Missed (.....) Reasons .....

**How do you assess your work?**

- A) **Understanding about the field work agency.**
  - i) I understood the work of agency fully.
  - ii) I was not able to understand the work of agency fully because .....
  - iii) State in brief the objectives of agency .....
- B) **Understanding about the client i.e. Individual, Group, Community.**
  - i) I was fully satisfied in understanding the client
  - ii) I was not able to understand the client properly because .....
- C) **Understanding about problem solving process (i.e. Case Work, Group Work, Community Organization, integrated approach)**
  - i) I fully understood the process.
  - ii) did not understand the process fully because .....
  - iii) I have practiced following method of professional Social Work
 

|                           |          |
|---------------------------|----------|
| 1. Case Work              | Yes / No |
| 2. Group Work             | Yes / No |
| 3. Community Organization | Yes / No |
| 4. Others (Specify )      | Yes / No |
- D) **Overall performance in the Agency –**
  - 1) I was fully satisfied with my performance because .....
  - 2) I was not fully satisfied with my performance because .....
  - 3) I am not at all satisfied with my performance because .....
- E) **Submission of reports:-**
  - All reports submitted in time Yes / No
  - Most of the Reports submitted in time Yes / No
  - Always late to submit because Yes / No

**F) Compliance of instructions given during Individual conference**

- Complied Yes / No
- Not Complied Yes / No
- Reasons if any for non compliance Yes / No

**G) Achievements:-**

I have achieved the following during my concurrent field work

- i) .....
- ii) .....
- iii) .....
- iv) .....
- v) .....

**H) Grades & Improvements:**

- i) I was made aware about my grade in First Ten / Fifteen Visits which helped me to improve my performance in the visits .....
- ii) How I improved my performance  
.....  
.....

**I) My opinion about :-**

| Sr. No | Field Work Agency's Functioning | Agency Supervisor's Co-operation | Role of Field Work Supervisor & the College Administration |
|--------|---------------------------------|----------------------------------|--|
|        |                                 |                                  |  |
|        |                                 |                                  |  |
|        |                                 |                                  |  |

Date: / / 20

Signature of the Student

**REMARKS OF THE SUPERVISOR**

- 1) Student's performance.....
- 2) Student's report writing  
.....
- 3) Report submission & Compliance.....
- 4) Any other .....

Date : / / 20

Signature of the Teacher

- Signature of the teacher conducting internal viva -

**App SWP 5**

**Internal Assessment of Social Work Practicum  
Social Work Practicum Viva**

**Name of the College-**

**Academic Year -**

**Class: MSW Ist / IIrd / IIIrd / IVth Sem**

| Sr. No. | Name of the student | Performance in Self Evaluation<br>2 | Performance in Viva |             | Total<br>20 | Remarks |
|---------|---------------------|-------------------------------------|---------------------|-------------|-------------|---------|
|         |                     |                                     | Knowledge<br>9      | Skills<br>9 |             |         |
|         |                     |                                     |                     |             |             |         |
|         |                     |                                     |                     |             |             |         |
|         |                     |                                     |                     |             |             |         |

Date:     /     / 20

Name & signature of the Examiner

**App. SWP 6**

**Name of the college-----**

**Class:----- Academic year-----**

**Semester -----**

**Field Work supervision weekly report**

| Date of Field work day | Name of the agency | Time & Duration of visit<br>From ..... to... | Observation & Intervention during the visits | Facilitation required by the field work coordinator to sort out the problems & suggestions (if any) |
|------------------------|--------------------|--|--|---|
| 1                      | 2                  | 3  | 4  | 5   |

Name & sign of supervising teacher

**App. RD 1**

**Formats of Undertaking Certificate & forwarding for  
Research Dissertation Undertaking**

I the undersigned student of  
..... currently studying in Sem IV,  
have done the research topic ..... I undertake  
that this is my original work & I have not submitted this research work for  
any other degree of this or of any other university.

Hence with this undertaking I submit my above named research  
dissertation as a partial fulfillment for the degree of Master of Social Work if  
..... university.

Date:  
student

Name & Signature of the

**App RD 2**

**Certificate**

Certified that the student by name Shri /Smt..... has  
done & completed the research work on the topic .....  
under my supervision & as per my guidance.  
Hence recommended for forwarding to the university.

Date :

Name & Signature of the Research  
Dissertation guide

**App. RD 3**

**Forwarding to Dr. Babasaheb Ambedkar Marathwada University**

The Research Dissertation of Shri. / Smt..... of  
MSW IVth Sem on the topic

.....  
is hereby forwarded to Dr. Babasaheb Ambedkar Marathwada University  
Aurangabad for Master of Social Work degree examination.

Date :

Name & signature of the  
Principal

# Master of Social Work

## Theory Course Contents

### Index

| Semester     | Page |     |
|--------------|------|-----|
|              | From | To  |
| Semester I   | 47   | 62  |
| Semester II  | 63   | 74  |
| Semester III | 75   | 93  |
| Semester IV  | 94   | 106 |

## MASTER OF SOCIAL WORK

### Semester First

#### Paper No I- History, Philosophy & Ideologies of Social Work

##### I. Basic concepts

- a) Social work
- b) Social services
- c) Social action
- d) Social welfare
- e) Social welfare service
- f) Voluntary social work

##### II. Social Work

- a) Scope & Functions
- b) Goals, values & process of social work
- c) Role of social worker
- d) Approaches in social work practice

##### III. Professional Social Work

- a) Definition of profession
- b) Characteristics of professional social work
- c) Professional Ethics- Concepts  
Philosophy & Contents
- d) Present status of professional social work & challenges ahead

##### IV. History of social work and Social Work Ideologies

- a) History of social work in India, U.K. & U.S.A.

- b) Historical development of social work education in India.
- c) Bhakti & Sufi Movements & its philosophy
- d) Sarvodaya Ideology

V. **Social Reformers and Materialistic Philosophy in India**

- a) Contribution of Mahatma Jyotiba Phule Savitribai Phule, Shahu Maharaj, Vitthal Ramji Shinde, Dr.B.R.Ambedkar, Baba Amte
- b) Buddhism , Jainism

VI. **Voluntary Action in India**

- a) Definition & nature of Voluntary Action
- b) Factors motivating voluntary action
- c) Voluntary services in India
- d) Voluntary organizations & their objectives
- e) Role of social worker in voluntary actions.

**Reference:**

1. Brenda Du Bosi- Social Work an Empowering Profession (1996)  
Third Edition- Allyn and Bacon 160 Gould Street, Needam Heights  
MAO 2194
2. Ramedhsari Devi & Ravi Prakash – Social Work Methods, Practices  
and Perspectives Vol1 (2004) Mangal Deep Publication, Jaipur
3. Muhit Chakrabarti- The Gandhian Philosophy (2000) of the Spinnig  
Wheel Concept publishing company, A/15-16, Commercial Block,  
Mohan Garden , New Delhi-110059
4. Social Work – An Integrated Approach- Sanjay Bhattacharya &  
G. Guru
5. Introduction to Social Work – D. Paul Chowdhary
6. The Cultural Heritage – The Cultural Heritage of India (Voles 1-6)  
Calcutta: The Ramkrishna Mission
7. Encyclopedia of Social Work (1987): Encyclopedia of Social Work,  
Silver Spring Maryland: National Association of Social Workers.
8. Encyclopedia of Social Work (1987): Encyclopedia of Social Work,  
Silver Spring New Delhi: Ministry of Welfare.
9. Shashtri R.R.- Social Work Tradition in India.
10. Swami Ranganathan – Indian Philosophy of Social Work

11.Rao, M.S.A. (Ed) – Social Movement in India, Vol. I and II

12.Natarajan, S. – A Century of Social Reforms in India

13.Meyer. H. – Social Work Practice

## **Paper–II Women’s Studies & Labour Studies**

### **c. Basic Concept**

- Concept of Gender
- Historical review of women’s studies & movements
- Different approaches to women and development

### **d. Women in India**

- Status of women in India with special reference to Education, Health, Economic and Social conditions
- Women’s policy & Gender Budget
- Violence against women
- Social legislation on women & their limitations ( Immoral Trafficking Prevention Act 1956, Protection of Muslim Women Act 1986, Protection of Women from Domestic Violence Act 2005
- Women related Indian Penal Code sections - 228A, 294, 131, 314, 354, 366A, 494, 495, 498A & Cr.P.C125, Vishakha Guideline of Supreme court (Prevention of Sexual Harassment of women at workplaces )

### **Labour Studies**

- e. Concept, Scope & Principles of Labour Welfare, Statutory & Non-statutory welfare provisions
- f. Conditions & Problems of unorganized labour in India

(Arjun Sengupta Committee report )

- g. Worker's Education programme & it's importance in welfare of working class, Structure & functions of International Labour Organization (ILO), Industrial Social Work

**Reference Books:**

1. Ad. Rajendra Anbhule , Anaya : The Protection of Women from Domestic Violence Act 2005 & Rules,2006 (Marathi)  
Prakashan 250/A1 Shaniwar Peth, Pune 30
2. Sadhan Arya , Niveditha Menon : Narivadi Raajniti  
Published by -Directorate of Hindi Delhi University, Delhi
3. Sharda Sathe, 2007, Stree Mukti : Krutadyanta  
Sanghatan 31, Sharmik, Lokmanya Tilak Vasahat, Datar (E)
4. Cehat, Aruna Burte, Sangeeta Rage, : Mala Jagayche  
Padam Devsthali
5. Kamala Bhasin, Kali, New Delhi, : Understanding Gender :  
The Lawyer Collective Women' s : Only her Work  
Rights Initiative, Mumbai
6. Gail Omvedt, Kail for Women : Violence Against Women New  
Movement & New Theories in India
7. Lily Pincus (ed) : Marriage studies in Emotional  
Conflict and Growth
8. Giri V.V. : Labour Problem in Indian  
Industry (Aisa Publishing House

Bombay 1958)

9. Moorthy M.V.

: Principles of Labour Welfare

10. Saxena R.c.

: Labour Problems and Social  
Welfare (Jai Prakash Naik and  
Company, Meerut)

### Paper III

#### Working with Individuals and Groups –I

##### 1. The method philosophy And principles

- Introduction of case work as a method and principles of Social Case Work
- Philosophical assumptions and case work values.
- Principles of case work

##### 2. Components of case work

- Person, problem, place and process
- Case work processes : Study, assessment, intervention, termination and evaluation

##### 3. Tools for help

- Case work tools: Interview, home visits observation, listening & communication skills
- Rapport building
- Recording- Importance, Principles and types.

##### 4. Introduction to Group Work

- Understanding of groups
- Principles of Group Work
- Assumptions underlying social group work

5. Values & Principles of Group Work

- Values of Social Group work
- Principles of group work
- Assumption underlying social group work

6. Characteristics of group formation

- Factors of group formation
- Formulation of goals
- Identification of problems for group work

Reference Books

1. Banerjee G.R. 1967 : "Concepts of Being and becoming in the Practices of social work, Indian Journal of social work, Mumbai: Tata Institute of Social Sciences
2. Banerjee G.R. 1967 : "Some Thoughts on Professional Self in Social Work". Indian Journal of social work, Mumbai: Tata Institute of Social Sciences
3. Barba, J.G. 1991 : Beyond case work, London: Macmill
4. Barry Cournoyel, 1996: The social work skills work book, (second ed) Barry Cournoyel Books Cole Publishing Co.
5. Bergh M.V. 1955 : Feminist Practice in 21<sup>st</sup> Century, Washington
6. Govt. of India : Encyclopedia of Social Work Vol. I to IVth
7. Grace Mathew : An introduction to social case work
8. Nursten, Hean 1974 : Process of case work, G.B. Pitman Publishing.
9. Perlmen, H.H. 1957 : Social case work : A problem solving Process, Chicago; The University of Chicago Press
10. Pippin, J.A 1980 : Developing case work skills, California; sage publications.
11. Pathak S.H. : Records in Social Case Work
12. Tanksale Prajkta : Vyakti Sahayy Karya Part I,II
13. Tanksale Prajkta : Gutkarya Part I,II

## Paper – IV

### Human Growth and Development

#### 1. Life Span

- Concept of growth and development
- Life span Perspective
- Interactional or system approach to study human development

#### 2. Determinants of Development

- Heredity and environment
- Principles of development
- Methods of studying human behaviour.

#### 3. Theories of Development

- Theories of Child development
- Theories of learning
- Theories of personality
- Theories of emotions and emotional development

#### 4. Stages of Human Development :

##### Prenatal Period Child birth & Infancy

- Mother's health and emotional status
- Maternal nutrition
- Maternal RH factor and immunization
- Safe child birth

##### Infancy and toddlerhood

- Physical growth
- Motor development in infancy
- Immunization & Nutrition
- Cognitive and social development
- Role of Stimulation

### 5. Preschool & middle childhood

- Physical characteristics
- Moral and social development
- Social interactions,
- Peer group influence (physical, cognitive, social)

#### Puberty & adolescence:.

- Pubertal growth
- Characteristics
- Developmental Tasks
- Sexuality Development
- Moral & Social Development
- Family Relationship
- Stresses & Hazards

### 6. Youth

- Characteristics
- Developmental Tasks
- Vocational and marital adjustment
- Parenthood
- Personal & Social hazards

### 7. Adulthood & Ageing

- General characteristics
- Developmental Tasks
- Vocational & marital adjustment
- Aging characteristics
- Health, hobbies, adjustment.
- Personal and Social hazards
- Death, dying and bereavement.

#### References Books:

1. Child Development

: Elizabeth Hurlock

- |                                       |   |
|---------------------------------------|---|
| 2. Child behaviour & Development      | : B. Kuppaswamy                           |
| 3. Child psychology                   | : A.T.Jersild                             |
| 4. Psychology and effective Behaviour | : J.C.Coleman.                            |
| 5. Developmental psychology           | : R.M. Liebert                            |
| 6. Developmental psychology           | : Hurlock                                 |
| 7. Vaikasik Manasshashtra             | : Dr. Borude, Medha Kumthekar<br>& Others |

## Paper No. V- Social Sciences & Social Work

### 1. The meaning and subject matter of Sociology.

#### Its relevance for social work.

Basic Concepts: Society, Community, Association

Culture: Meaning, society and culture, Co- operation.

Process of socialization, agencies of socialization, social inequality and social satisfaction class and caste, specification gender inequality, origin of caste, nature and characteristics of caste, stages & development.

### 2. Elementary concepts in economics.

Maximum concepts of class, origin of class, means of production and production relations, labour, surplus value, capital stages of development sources. Relevance of economics for social work. employment, poverty, below poverty, state of Indians economy, mixed economy, welfare state, attack of globalization on welfare state.

### 3. Meaning of political science and politics. Its relevance for social workers

Basic Concept: Liberty, Equality, Social Justice, Fundamental rights & directive principals of state policy of constitution of India, Reservation Policy of central & state governments, principles of reservation, participation in politics, its necessity & importance. Authority & power, autocracy and dictatorship, totalitarian system, concept of state, political socialization.

### 4. Meaning of Anthropology:

Its relevance for social work. Tribal society towards a systematic view. Dislocation and resettlements.

#### 5. Education and social work:

Meaning of education, education policy of cultural & state government. Increasing commercialization of education & role of social worker. Elementary education child labour, social work in era of globalization.

#### Reference Books:

1. Bert N. Adms, 1975 : A Sociological Interpretation, Chicago, Rand McNally College.
2. Bharadwaj, A.N. 1979 : Problems of SC/ST in India; New Delhi, Light and Life publication
3. Brooms, Lenoard, : Sociology Wadsworth Publication, Co. Charles M. Bonjean, Belmont, Dorothy, H. Broom, 1990
4. Deshpande, Shrinivasan : Society Economy of Policy in Narain, 1978. India, Mumbai University of Mumbai.
5. Ely Chinoy, 1967 : Society an Introduction to Sociology, New York; Randon house
6. Haralmbos, Micheal, 1980 : Sociology, Delhi, Oxford University Press Social Movement among Tribals, New Delhi; Rawat Publication
7. Kapadiya, K.M. 1966 : Marriage and Family in India, London; Oxford University Press
8. Kingsley, David, 1969 : Human Society New York
9. Kolenda, Pauline. 1987 : Regional differences in Family Structure in India, Jaipur, Rawat Publication

10. Kuppaswamy, B : Social Change in India
11. Maudelbaum, David : Society in India, Vol. I and II  
M.1970 University of California press
12. Narang, B.S. Dhawan, : Introduction to Social Sciences,  
R.C. 1983 Delhi, C.B.S. Publication
13. Panday Rajendra, 1986 : The Caste System in India, - Myth and  
Reality New Delhi, Criterion  
Publication.
14. Panday Rajendra, 1997 : Tribal Society in India, New Delhi;  
Oxford Publishing House.
15. Sharma K.L. (ed) 1999 : Caste and Race In India, Mumbai  
Popular Prakashan
16. Sharma R.K. 1997 : Indian Society- Institution and Change,  
New Delhi Atlantic Publishers.
17. Singh, K.S. 1985 : Tribal Society in India, New Delhi;  
Manohar Publishing House.
18. Srinivas, M.N. 1996 : Village, Caste, Gender and Method  
(Essay in Indian Social Anthropology ),  
Delhi; Oxford University Press.
19. Shamsul Islam (2000) : Untouchable in Manu's in India  
Media House Delhi
20. Govind Pansare : Mandal Aayog aani Rakhiv Jagache  
Prashan Prabodhan Prakashan
21. Sociological Bulletin (Journal of the Indian Sociological Society)  
Contribution to Indian Sociology Social Change, Issues and  
perspectives (Journal of the Council for Social Development)

## **Paper No. VI - Fields of Social Work – I**

### **1. Social Work With Families**

Overview of Structure and Function

- ❖ Problems of family in transition
- ❖ Intervention with families

### **2. Social Work With Children**

- ❖ Status of Children in India
- ❖ Concept of Child Rights
- ❖ Children in Difficult circumstances
- ❖ Interventions for Child Rights at National & International levels.

### **3. Social Work With Women**

- ❖ Status of women in society and family
- ❖ Discrimination of Women
- ❖ Exploitation and oppression
- ❖ Violence against women
- ❖ Empowerments of women and social work intervention

### **4. Social Work With Youth**

- ❖ Needs and problems of youth in the area of
  - Education
  - Employment
  - Marriage
  - Recreation
- ❖ Social work perspective in working with youths

### **5. Social Work With Aged**

- Concept
- Status and functions of aged in family and society
- Needs and problems of aged
- Intervention with aged in the areas of
- Institutional care
- Non institutional care

## **Semester Second**

### **Paper No- VIII**

### **Working with Individuals and groups II**

#### **1. Nature of problem**

- Concept of adjustment and maladjustment
- Types of problems faced by individuals and families
- Individual differences and needs.

#### **2. Role of case worker**

- Enabler, facilitator
- Resource mobilizer
- Guide

#### **3. Techniques**

- Techniques of case work: Supportive, Resources enhancement and counseling

#### **4. Workings with groups**

- Group work as a method
- Purpose & Evolution of the method Knowledge of skills and techniques for effective work with group problem solving.

#### **5. Group process and dynamics**

- Importance of group process
- Bond, sub group, roles
- Isolation
- Decision making
- Conflicts

- Leadership
- Relationships
- Types of groups: Types and approaches based on objectives
- Social Group Work in difference settings
- Worker's skills in identifying and understanding group process

#### 6. Middle phase and use of Programming

- Characteristics of middle phase
- Group structures.
- Facilitation skills
- Role of group worker
- Skills in programme planning

#### Reference books

- Richmond, M.E. 1922 : What is Social Case Work? An Introductory Description, New York: Sage Foundation
- Sainsbury, Eric.1970 : Social Diagnosis in Case Work, London: Routledge and Kegan Paul.
- Sena F.Find and Paul H.Glass.1996 :The First Helping Interview Engaging the Client and Building Trust, Sage Foundation
- Timms, N 1964 : Social Case Work: Principles and Practice, London: Routledge and Kegan Paul.
- Alissi,A.S.1980 : Perspectives on Social Group Work Practice: A Book of Readings, New York: The Free Press
- Balgaopal.P.R.&Vassal T.V. 1983 : Groups in Social Work- An ecological Perspective, New York: Macmillan Publishing Co. Ins
- Bradler, S. &Roman C.P.1999 : Group Wok, Skills and Strategies for effective Interventions. New York: The Haworth Press.
- Garland.J.A.(Ed.)1992 : Group Work Reaching Out: People, Places and Power, New York: The Haworth Press.

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- Garwin. C. 1987 : Contemporary Group Work, New York: Prentice-Hall Inc
- Kemp.C.G. 1970 : Perspectives on the Group Process: Boston: Houghton Mifflin C.
- Klein.A.F. 1970 : Social Work Through Group Process: School of Social Welfare – Albany: State University of New York.
- Konopka .G.1963 : Social Group Work: A Helping Process, Englewood Cliff. NJ Prentice Hall, Inc
- Kuland , R. and Salmn, R 1998 : Teaching a methods Course in Social Work with Groups, Alxandrai: Council on Social Work Education
- Middleman.R.R. : The Non-Verbal Method in Working with Groups
- Northen.H. 1969 : Social Work with Groups, New York: Columbia University Press
- Pepell, C.P.& Rothman B: Social Work with groups, New York: The Haworth Press
- Sundel, M., Glasser P., Sarri : Individual Change Through Small Groups, R., Vinter , and 1985 New York: The Free Press

**Semester Second**

**Paper No. IX- Working with Community – I**

- a. Community organization as a method
  - a. Concept of community
  - b. Sociological perspective
  - c. Structure and functions
  - d. Community organization as a method
  - e. Principles and steps in community organization
  
- b. Issues in Community Organization
  - a. Directive and non-directive approaches
  - b. Working with different settings
  - c. Gender, Caste, Class axis of inequality
  
- c. Social Action
  - a. Weberian Concept, History and Principles.
  
- d. Social Action and Human Rights
  - a. Social Action for Protection of Human Rights
  - b. Atrocities on women and social action
  
- e. Power
  - a. Concept of power
  - b. The range of perspectives
  - c. Dimensions of power relevant to community organization

### Reference books

1. Richmond, M.E. 1922 : What is Social Case Work? An Introductory Description, New York: Sage Foundation
2. Sainsbury, Eric.1970 : Social Diagnosis in Case Work, London: Routledge and Kegan Paul.
- 3.Sena F.Find and Paul H.Glass.1996 :The First Helping Interview Engaging the Client and Building Trust, Sage Foundation
4. Timms, N 1964 : Social Case Work: Principles and Practice, London: Routledge and Kegan Paul.
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6. Balgaopal.P.R.&Vassal T.V. 1983 : Groups in Social Work- An ecological Perspective, New York: Macmillan Publishing Co. Ins
7. Bradler, S. &Roman C.P.1999 : Group Wok, Skills and Strategies for effective Interventions. New York: The Haworth Press.
8. Garland.J.A.(Ed.)1992 : Group Work Reaching Out: People, Places and Power, New York: The Haworth Press.
- 9.Garwin. C. 1987 : Contemporary Group Work, New York: Prentice-Hall Inc
- 10.Kemp.C.G. 1970 : Perspectives on the Group Process: Boston: Houghton Mifflin C.

11. Klein.A.F. 1970 : Social Work Through Group Process:  
School of Social Welfare – Albany: State  
University of New York.
- 12.Konopka .G.1963 : Social Group Work: A Helping Process,  
Englewood Cliff. NJ Prentice Hall, Inc
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R 1998 Groups, Alxeandrai: Council on Social Work  
Education
- 14.Middleman.R.R. : The Non-Verbal Method in Working with Groups
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The Haworth Press
17. Sundel, M., Glasser : Individual Change Through Small Groups,  
P., Sarri R., Vinter , and 1985 New York: The Free  
Press

**Paper No X-**

**Management of Development & Welfare Services- I  
(Concept, History, Nature & Areas)**

1. Emergence / origin and Principles
  - b) Social Development, Social Welfare, Public Administration,  
Social Welfare Administration, Développement, Administration, Nature & emergence of social welfare organizations, Principles of Administration.
  - c) Concept and role of human resource management in the social welfare and development.
2. **Management Services Group A**  
Establishment, Registration, Relevant legislations, Objectives, Constitution & bylaws.
3. **Management Services Group B.**  
Organization & Structure, Policy formulation & planning, Programme Development & management, office procedures.
4. **Management Services Group C**  
Physical Infrastructure, it's organization, maintenance & development.
5. **Management Services Group D**  
Budgeting, Fund Raising & Accounting.
6. **Management Services Group E**

Public Relations- needs & its promotion, Networking, Advocacy, media publicity.

**Reference Books:**

1. Choudhari D. Paul, 1983 : Social Welfare Administration, Delhi, Atma Ram and Sons.
2. Garain, S. 1998 : Organizational Effectiveness of NGO's , Jaipur University Book House
3. Goel S.L.&Jain R.K.1988 : Social Welfare Administration: Theory & Practice. Vol I & II New Delhi, Deep & Deep Publication
4. Government of India : Evaluation of Social Welfare Programmers, Encyclopedia of Social Work Vol. 1,297-310
5. Haiman A. 1982 : Professional management and Practice, Delhi, Eurasia Publication
6. Kapoor K.K.1986 : Directory of funding organizations, Delhi Information & News Network
7. Bertcher H.1988 : Staff Development in Rural Service Organization, New Jersey, Prentice Hall. Inc
8. Lauffer, A 1977 : Getting the Resource you Need, New Delhi, Sage Publication
9. Lauthans, Fred.1990 : Organizational Behavior Boston, Irwin McGraw Hill
10. PRIA 1990 : Manual on financial Management & Accounts Keeping for Voluntary Organization, New Delhi Society for Participatory Research in Aisa
11. Siddiqui H.Y. 1984 : Social Work & Social Action, New Delhi Harman Publication.
12. Slavin S. (Ed)1978 : Social Administration, New York; the Haworth Press
13. Weine M. 1982 : Human Service Management, Illinois; The

Dorsey Press

Paper No XI  
**Social Work Research –I Qualitative Methods**

**1. Scientific Inquiry**

- Scientific approach to study social phenomenon.
- Meaning and purpose of Social Research
- Social Work Research meaning and objectives

**2. Concepts , Hypothesis**

- Concepts- formal and operational definition, variables and indicators
- Hypothesis – meaning, attributes of sound hypothesis, role in explanatory research.

**3. Research Design**

- Basic Research Questions- meaning and importance, problems formulations in research
- Types of Research Designs
  - Exploratory
  - Descriptive, Analytical
  - Experimental, Participatory Research

**4. Methods of Social Research**

- Survey, Case Study, Content Analysis, Existing Data Analysis, Historical Analysis

**5. Qualitative methods**

- Qualitative research
- General characteristics
- Use of qualitative methods in enquiry
- Scope and Importance of Social Work Research

**6. Data Collection**

- Sources of data – primary, secondary
- Tools of data collection- Interview schedule, Questionnaire, Observation, Interview
- Documentation –a) Private b) Public

**Paper No. XII- Social Problems and Intervention (Social Work in Community setting: Urban, Rural, Tribal)****1. An overview of Indian societies**

- a. Concepts & characteristics of Rural, Urban & Tribal Societies

**VI- Problem of Rural, Urban and Tribal Community**

- a. Classification of rural & urban problems
- b. Problems of rural women and urban housewives, employed women
- c. Poverty, housing & unemployment
- d. Problems of tribals, Family Life, Health, Indebtedness.

**VII- Rural Society and Development**

- a. Integrated Rural Development Programs, Community Development Program
- b. Panchayat Raj & three tier system

**VIII- Interventions for better living in Urban Community**

- a. Urban poverty eradication program, S.J.S.R.Y., Urban Health Programs, Urban Housing Schemes & Programs.

**IX- Intervention for better living in Tribal Community**

- a. Welfare Services for tribals –education, health vocational guidance
- b. Role of formal & informal organization for tribal welfare
- c. National policy for tribals.

**Reference Books:**

1. G.R.Madan : Indian Social Problems Vol. I & II
2. C.B. Memoria : Social Disorganization & Social Problems
3. Jaffary Garper : Social Work Practice
4. Dhama O : Extension and Rural Welfare
5. Das T.C.1968 : A Scheme for Tribal Welfare in Applied by Anthropology in India
6. Government of India : Tribal sub plan Government of India Publication New Delhi
7. Bergel E.D. : Urban Sociology
8. Geiboc : Urban Research Methods
9. Erickson : Urban Behaviour
10. Bhardwaj R.K. : Urban Development in India

## **Paper No. XIII- Population & Environment**

### **1. Characteristic of population**

- d. Population, determinants of growth. Global concerns.
- e. Characteristic of Indian population
- f. Population policy
- g. Planning, methods, program

### **2. Population and Environment**

- h. Interrelatedness of human life & other living organism.
- i. Concepts of environment and evolution of environment management science.
- j. Environment and natural resources
  - a) Environment, lifestyle, degradation, environment management: maintaining, improving & enhancing
  - b) Current issues related to environment.

### **3. Natural Resources and diversity**

- k. Utilization and management – Forest, Land water, air, energy sources
- l. Pollution-sources, treatment, prevention.
- m. Soil, water, air, noise
- n. Waste matter- disposal recycling, renewal, problem issues.

### **4. Environment Protection Laws**

- o. Acts related to environmental protection-
  - a) Forest conservation
  - b) Water Pollution
  - c) Standards and tolerance level
  - d) Unplanned organization

- p. Importance and objectives of environmental education
- q. Models of environmental education

### **5. Disaster Management**

- a. Type; Disaster, Risk hazard
- b. Natural: Drought, floods, storms cyclones, earthquake
- c. Manmade: Communal riots, militancy, evictions, famine
- d. Interventions: Long term plan, short term plan, relief recovery, restoration, prevention and rehabilitation.

### **6. Role of Social Workers and of others Stake holders**

- r. Role of government, NGO, people's initiative
- s. Work with interdisciplinary team for environment protection and preservation and for disaster management.
- t. Socio cultural and institutional issues & environmental movements in India.
- u. Social work initiative level- agency level and community level
- v. Strategies and means of Social Work Intervention for positive environmental action and for disaster management.

### **Reference Books:**

1. Maharashtra state Adult Education : Loksankhy V Vikas Shikshan (Marathi) Centre Aurangabad,
2. State Resource Centre :Lokshankhya Aani Vikas Shikshan Subodhini, (Marathi, feb 2003 )
3. CEE, Parayavar Shikshan Kendra, : Paryavar Abhyas haltej Tekra, Ahmedabad,
4. Prof. P.K. Ghanekar, Prasad : Paryvaran Prakashan,Pune
5. Dr. Bhushan Patwardhan : Aarogya Paryavaran (Marathi) Continental Prakashan Pune
6. PP Marathe & Prof V.J. Godbole,: Aapatii Yawasthapan-

Sankalpna aankruti

7. P.P.Marathe Diamond Publication, : Practical Disaster Management  
Pune

## **Paper No-XIV- Human Rights and Constitution of India**

### **1. Human Rights**

- w. Concepts & Importance
- x. Development of Human Rights
- y. The Universal Declaration of Human Rights 1948

### **2. Human Rights & Criminal Law**

- z. Human Rights and Criminal Justice System
- aa. Human Rights of Detainees & Prisoners
- bb. Death Penalty & Human Rights
- cc. Sexual Harassment of Women at work places & human right
- dd. Sexual Offences against women

### **3. Constitution of India**

- ee. Objective & Scope
- ff. Fundamental Rights & Duties
- gg. Social philosophy of Fundamental Rights
- hh. Protection of Human Rights & Fundamental freedom of accused under Indian Constitution

### **4. The Protection of Human Rights Act 1994**

- ii. Salient features
- jj. National Human Rights Commission – Structure and functions

### **Reference Books:**

1. Moorish Christen Translated : 21<sup>st</sup> Century & Basic Human Rights

by K.N. Vasasangakar, Samaj  
Prabodhan Sanstha, 430-31,  
Shanivar Peth, Pune-31

2. Dr.U.Chandra : Human Rights  
Allahabad Law Agency  
Publication 10, Sir P.C.  
Banerji Road, Allahabad
3. Sanpa – Rajkishor : Manvi Aadhikaro ka Sangharsh  
Vani Prakash, 21-A, Dariyagunj  
New Delhi-119002
4. Samarth Prakashan : Samarth Varta  
87/3, Mumbadevi Municipal  
School, Kalbadevi Marg,  
Mumbai-400002
5. Loah Lovin : Human Rights (Question & Answer )  
National Book Trust of India  
A-5, Green Park, New Delhi-16
6. Indian Institute of Human : An Introduction of Human Rights  
Rights, Maidhan Gari, Saket,  
New Delhi

**Semester IIIrd**  
**Paper No- XVI**

**Working With Community – II (Social Action and Social Development )**

**1. Models and Strategies of Community Organization**

- Locality Development Model.
- Social Planning Model.
- Social Action Model
- Unionization and Advocacy as strategies in community organization

**2. Knowledge and skills of community organizer**

- Roles of an organizer within different models
- Skills, attributes of community organization practitioner
- Problem analysis, resource mobilization, conflict resolution, organizing meetings, writings and documentation, networking and training.

**3. Social Action and Social Changes**

- Social action and social work, social structure, social conflict
- Analysis of power structure and role of pressure groups

**4. Strategies employed in social action**

- Indigenous approaches like Gandhian, and / or Sarvodaya
- Public Interest litigation
- Protects and demonstration; dealing with authorities
- Public and relations, planning, monitoring and evaluation

**Reference Books :**

1. Arora R.K. (Ed).1979 : People's Participation Development Process: Essays in Honour of B. Mehta, Jaipur: the HCM State Institute of Public Administration.
2. Batten, T.R. 1962 : The Non-Directive Approach in Group and Community Work, London: Oxford University Press
3. Brager, G. and Specht, H.1969 : Community Organization, New York: Columbia University Press
4. Batten, T.R. 1965 : The Human Factor in Community Work, London: Oxford University Press
5. Davdavate, M.1977 : Marx and Gandhi,Bombay: Popular Prakash Pvt. Ltd.
6. Dayal, R. 1960 : Community Development Programme in India, Allahabad: Kitab Mahal Publisher
7. Gandhi M. K. 1958 : Sarvodaya (The Welfare of all) Ahmadabad: Navjivan Publishing House.
8. Gangrade K.D. 1971 : Community Organization in India, Bombay: Popular Prakshan
9. Lal, A.K. 1977 : Politics of Poverty: A study of bonded labour, New Delhi: Chetana Publications
- 10.Mayo H., Jones D. 1974 : Community Work, London: Routledge and Kegan Paul.
11. McMiller, W. 1945 : Community Organization for Social Welfare, Chicago. University of Chicago Press
- 12.Murphy, C.G. 1954 : Community Organization Practice,

13. National Conference on Social Welfare, 1961 : Boston: Houghton Mifflin Co. Community Organization, Paper Presented at the 88<sup>th</sup> Annual Forum of the National Conference on Social Welfare. New York: Columbia University Press

Paper No. XVII

**Management of Developmental & Welfare Services- II (with Human Resource Management approach )**

1. **Social Welfare in response to societal needs**
  - Schemes & programs under Social Welfare Administration at the central & state level
  - Role of public sector, Role of NGO's Role of International organizations.
2. **Management Services Group A (Human Resource Management)**
  - Concept and Perspectives on Human Resource Management,
  - Staffing , Staff Development & Staff training & Supervision- Job Analysis and Role Description, Methods of Manpower Search, Attracting and Selecting Human Resources.
3. **Management Services Group B**
  - Understanding & Managing change & innovations, role of Human Resource Management a changing environment
4. **Management Services Group C**
  - Maintenance & utilization of administrative records reporting, evaluation & research
5. **Project Proposal**
  - Project Proposal based on needs, nature of resources, eligibility criteria

**Reference Books:**

1. Choudhari D. Paul, 1983 : Social Welfare Administration, Delhi, Atma Ram and Sons.
2. Garain, S. 1998 : Organizational Effectiveness of NGO's , Jaipur University Book House
3. Goel S.L.&Jain R.K.1988 : Social Welfare Administration: Theory & Practice. Vol I & II New Delhi, Deep and Deep Publication
4. Government of India :Evaluation of Social Welfare Programmers, Encyclopedia of Social Work Vol. 1,297-310
5. Haiman A. 1982 : Professional management and Practice, Delhi, Eurasia Publication
2. Kapoor K.K.1986 : Directory of funding organizations, Delhi Information & News Network
3. Bertcher H.1988 :Staff Development in Rural Service Organization, New Jersey, Prentice Hall. Inc
4. Lauffer, A 1977 : Getting the Resource you Need, New Delhi, Sage Publication
5. Lauthans, Fred.1990 : Organizational Behavior Boston, Irwin McGraw Hill
6. PRIA 1990 : Manual on financial Management & Accounts Keeping for Voluntary Organization, New Delhi Society for Participatory Research in Aisa
7. Siddiqui H.Y. 1984 : Social Work & Social Action, New Delhi Harman Publication.
8. Slavin S. (Ed)1978 : Social Administration, New York; the

9. Weine M. 1982

Haworth Press  
: Human Service Management, Illinois;  
The Dorsey Press

59

## **Paper XVIII**

### **Social Work Research –II**

#### **1. Quantitative Analysis in Research**

- Social Research and use of quantitative phenomena
- Qualitative to quantitative transformation

#### **2. Sampling method**

- Importance of samples in Research
- Purpose, types of sampling
- Determination of sample size

#### **3. Data processing and presentation**

- Coding, classification, tabulation, graphical analysis and interpretation.
- Use of computer.

#### **4. Measurement of Social Phenomenon**

- Participatory and rapid appraisal techniques levels of measurement
- Scales- need for scales
- Some prominent scaling procedure

#### **5. Research Report**

- Research Report Writing
- Research Abstracts, research proposal

#### **6. Statistics in Research**

- Use of statistics in research
- Scope, nature and importance
- Limitations

- Data compilation- Proportion, ratios and percentage
- Measurement of central tendency
- Measures of Dispersion
- Co-relation, regression.

### Reference Books:

- Ackoff, R.L. 1962 : Scientific Method; Optimizing Applied Research Designs; New York, John Wiley and Sons.
- Anderson, J.et.al. 1970 : Thesis and Assignment Writing, New Delhi, Wiley Eastern Limited.
- Bailey, Kenneth, D1970 : Approaches in Social research. New York; The Free press.
- Blakel, Norman.1993 : Approaches in social Enquiry, Cambridge, Polity Press
- Blalock, H.M., 1972 : Social Statistics, New York, McGraw Hill
- Blalock, H.M. and Blalock A.M.(Eds.)1968 : Methodology in Social Research, New York: Mcgraw Hill.
- Coolidge, Fredrick L.2000 : Statistics: A Gentle Introduction, New Delhi; Sage Publications.
- Crabtree, B.F. and Miller, W.L.2000 : Doing Qualitative Research, New Delhi; Sage Publication
- Cranstein, A. and Phillips, W.R.1978 : Handbook of Qualitative Research (IInd eds) New Delhi' Sage publication.
- Denzin, Norman, K& Lincoln : Discovering Statistics Using SPSS for Windows; Advanced Techniques for Beginning, New Delhi, Sage Publication

- Field, Andy, 2000 : Discovering Statistics Using SPSS for Windows; Advanced Techniques for Beginning, New Delhi, Sage Publication
- Foster, J.J. 1998 : Data Analysis Using SPSS for windows; A Beginner's guide, New Delhi, Sage Publication
- Gahan, Celisi and Hannibal, : Doing Qualitative Research Using QSR, NUD, IST. New Delhi; Sage Publication
- Galtung, J. 1967 : Theory and methods of Social Research London; George Allen & Unwin.
- Goode, W.J. and Hatt : Methods in Social Research, Tokyo; Mcgraw Kogakusha.
- Jeffries J. and Diamons : Beginning Statistics; An Introduction for social scientists, New Delhi, Sage Publication
- Manheim, Henry, L. 1977 : Sociological Research ; Philosophy and Methods, Illinois; The Dorsey Press.
- Marshall, Gatherine & Roseman, G.G. 1999 : Designing qualitative research, IIIrd edition New, Delhi , Sage Publication
- May, Tim 1997 : Social Research; issue, Methods & Process, Buckingham, Open University Press
- Moser, C.A. & Kalton G. 1977 : Survey Methods in Social Investigation, London, Heineman Educational Books.
- Mukherji, Partha N (Eds.) 2000 : Methodology in Social Research; Dilemma and Perspectives, New Delhi; Sage Publication
- Nagel, Ernest 1984 : The Structure of Sciences; Problems in the Logic of Scientific Explanation
- Padgett, Deborah. K. 1988: Qualitative Methods in Social Work Research, New Delhi Sage Publication

Ramchandran, P. 1090 : Issues in Social Work Research in India,  
Bombay; Institute for community organization  
research

Reichaman, W.J.1981 : Use and abuse of Statistics, Penguin.

Reid, William J. and Smith. : Research in Social Work, New York,  
Columbia University Press

Rosenberg, M. 1968 : The Logic of Survey analysis, New York,  
basic books.

## **Paper No XIX- Integrated Social Work Practice**

### **1. Social System and Social Work**

- Concept of Social system
- Characteristics of Social System
- Social Work Intervention in units of Social System (Individual, Family, Community & Organization )

### **2. Social Work and Integrated Social Work Practice**

- Social Work from charity to helping
- Integrated Social Work from enabling to empowering people
- Emerging Challenges and tasks, need of integrated approach, holistic approach.
- Life sustaining elements & their integration elements of social work (KVPS)  
(Note: K-Knowledge, V-Values, P-Principles, S-Skills)

### **3. Role in Integrated Practice**

- Roles in integrated Practice
- Tasks, Skills, techniques of social work practice.
- Direct Provision of services (System leveling maintenance, enhancement and development )
- Selective interventions, collaborative bargaining, conflictual, motivational, resistant and influence phase (Initiating contact, collection & assessment of data Negotiation of contact)
- Middle phase -(Resource mobilization, problem solution )
- Concluding Phase - (Termination, Evaluation)

### **4. Social Work Profession and Practice**

- Places of Integrated Social Work in Social Work practice.

- Social Work process- the action system: assessment, planning, direct practice action, indirect practice action
- The worker or the change agent system, the client or target system- (individual, multi person system )

#### 5. Skill Development in Social Work Profession

- Importance of skills in social work profession
- Impact of body language
- Types of skills (social awareness, management, decision, communication, resource mobilization, problem handling etc )

#### Reference Books :

1. Barborka G.A.1972 :The Divine Plan, Adyar, Chennai, India: The Theosophical Publication House (Third ed), Pg.43-47,83,158-200
2. Bartlett, Harritt.1970 :The Common Base of Social Work Practice, National Association of Social Workers, 2 Park Avenue, New York N.R.
3. Common way Ronda S.& : Social Work Practice: A University Approach, Columbia: University of South Carolina Press
4. Johnson Louison C.1983 : A Generalist Approach, (Third Ed) Boston: Allyn and Bacon.
5. Lippit R.J. Waston & B.Westley.1985 : The dynamics of Planned Change, New York: Harcourt, Brace and world
6. Parsons Ruth, Justice : The Integration of Social Work Practice, California:Brooks Cole
7. Picus, Allen & Anne Minshsm. 1993 : Social Work Practice: Model & Method Illinois:E.F. Peacock Publisher Inc.
8. Specht, Harry Anne : Integrating Social Work Methods Vickery1977 London: George.
9. Rameshwari Devi, Ravi : Social Work – Method, Practice & Perspectives
- 10.Bogo : Social Work Practice , Rawat

## Publications

**Paper No XX- Personal and Professional Growth****1. Self & Self Awareness**

- Understand self through a cognitive construct / paradigm by approaches such as Rational Emotive Therapy, Gestalt approach, Transactional Analysis, Reality Therapy, Yoga for Therapy, Meditation techniques.
- Explore self as a being & understand the process of becoming (Through observation ) practice consciously measures to sustain & experience continuous awareness.
- Observation & Reflection : Theory & Techniques.

**2. Communication Choices**

- Communication mode & patterns & effectiveness.
- Interpersonal Communication
- Nature of choice made.

**3. Emotions & their expression**

- Emotions, nature of expression
- Understand own pattern of communication choices made to express emotions, modes used, examine need for change.

**4. Communication**

- Information & knowledge & Skill of rapid reading, writing, creative writing, report writing & public speaking.

**5. Creativity & Self**

- Understand brain functions creativity- need & development
- Conscious life style, enhanced life skills, communication, decision making, use of time & money , building & sustaining bonds- relational, collegial & personal.

**6. (A) Values, attitudes & Professional ethics**

- Values & attitudes; their role in life. Value conflict it's impact, Value clarification

**(B) Stress / Burn out; Self help methods**

- Stress stressors, nature & impact of stress, It's expression & burnout, Explore & experience methods to work out stress for greater harmony & joy

**References:**

1. Byrue, D.1966: Self-Concept, Ch12,434, A introduction to personality; a research approach, New Hersey; Prentice Hall Inc.
2. Crum J.K 1976 : The Art of Inner Listening, Theosophist 97(8),May 1979,64-64
3. Grossbard, H 1954: Methodology for developing self-awareness' in Journal of Social Case Work Vol, XXXV. No 9 November 1954, 360-386
4. Hamilton, G.1954: Self-Awareness in Professional Education Journal of Social Case work Vol. XXXV No. 9 November 1954, 371-379
5. Haskar, S.L.1976 : Know thyself, Triveni 45(2) , July-September, 1976,88
6. Ram Kumar, O 1970 : Intelligence and Self Concept, Education and Psychology Review 10(3) July 1970, 154-573
7. Singh. N.P.1970: The concept of self in modern psychology Review5(1),1970,84-99
8. Becavar D.(Ed), 1997 : The Family, spirituality and Social Work Journal of Family Social Work, Vol.2 No.4,1997
9. Bhattacharya, K. 1991 : The Indian concept of Self, Bulletin Ramakrishan Mission Institute of Cultural 22(8) Aug. 1071, 304-13
10. Burke R.J. 1982 : Personality; Self-image and Situational Characteristics of effective helpers in work settings, he journal of Psychology Vol.112,213

11. Communicating Effectively- Rajeev Sethi, Ex. Michigan (University Library)
12. Prof. Suresh Puri: Jansampark: Sankalapna Aani Sidhant, Vimuktjan Prakashan, Aurangabad 1993
13. Les Giblin :The Art of Dealing with people , Embassy Book Distributors, 2001, Mumbai -23,
14. Dr. S.V.Kale :Child Psychology & Child Guidance. Himalaya Publishing House, Ramdutt, Dr. Bhaleraso Marg Girgaon, Mumbai-4
15. Dr. B.B. Pathan : Yakimatva Vikas , Nityanutan Prkashan B 6/1, Rakahalekha Society, Dattawadi, Pune – 30

## **Paper No. XXI- Social Work Practice in the field of Health**

### **1. Conceptualizing Health**

- Definition of Health, Community Health, Environmental Health, Indicators of Health, Determinants of Health

### **2. Health Care System in India**

- Public Health Administration, Concept of Public Health-meaning, approaches and scope; different public health programmes pattern of health service in urban and rural areas (Preventive, promotive, curative, rehabilitative, institutional and non institutional) National Health Policies.

### **3. Historical Development of Medical Social Work**

- Emergence of Medical Social Work
- Origin and Development of Medical Social Work in U.K., U.S.A. and India.
- Role of Medical Social Worker; challenges and limitations.

### **4. Medical Information for Social Workers**

- Tuberculosis, Leprosy, Cancer, STD & AIDS, Occupational diseases, Role of social worker, Health Education and health advocacy, Globalization and health.

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### **Reference Books:**

1. K. Prak (16<sup>th</sup> Ed)2000 Publisher : Banarásidas Bhanot, 1167, Prem Nagar, Jabalpur-482001
2. Morley Devid, Rohend Jan and Williams e 1983 : Practicing Health for all Oxford : Medical Publications

3. Paul, Benjamin D. 1955 : Health Cultural and Community, Case Studies of Public Reactions to Health Programs, Russel Sage Publications
4. Smith, Bryn C.1978: Community Health: An Epidemiological Approach, New York , Macmillian Publication
5. Banerjee G.R. 1950 : Social Service Department in Hospital; It's organization and function. Bombay Tata Institute of Social Sciences
6. Bartlaff, Harvrfllet M. 1961 : Social Work Practice in the Health Field, New York, National Association of Social Worker
7. Codey, Carol H. 1951 : Social Aspects of Illness, Phiadelphia and London, W.B. Squanders Co.
8. Heavell, Hugh Roadman and Clarsk, Gurney E. 1958 : Preventive Medicine for the Doctor in this Community, Mc Graw- Hill Book Co.Inc.
9. Smolensky, J. and Hear, F.B. 1968 : Principles of Community Health. 2<sup>nd</sup> Ed Philadelphia, London, W.B.Squanders Co.
- 10.Simth, Bryan C.1979: Community Health, An Epidemiological Approach, New York: Macmillan Publishing Co. Inc.
- 11.Dr.A.A. Quadri ; Meraj Prakashan Jaisingpura, Aurnagabad : Mansik Swasthya
- 12.Tata Institute of Social Sciences: AIDS in the world
- 13.B.B.Sanas Light for New Life, Pune 29, Tumhi aani AIDS
- 14.Dr.Prakash Bhatlavande, Dr Raman Gangakhedkar 1999, UNICEF, India, On the Horizon of Audlthood
- 15.Ritu Mathur, S.Vinita, 2007, CREA, 7, Jangpura B, Mathura Road, New Delhi, 14: Reproductive Health Matters
- 16.Dr.B.N.M Barua Central Health Education Bureau, Govt of India, New Delhi,: Tuberculosis in India
- 17.M.S. Mehendale, Published- Poona District Leprosy Commiattee, 16/B/1, Dr.Ambedkar Road, Pune-1: Health Education & Social Aspects in Leprosy Work

## **Paper No :XXVI - Counseling Theory and Practice**

### **1. Counseling situation and goals**

- Counseling situations : Developmental, preventive, facilitative, crisis.
- General factors and their influences on counseling processes.

### **2. Client / Client**

- Client as a person, (client system as a unit) voluntary and non-voluntary, expectations, behaviour, communications-verbal and non-verbal.

### **3. Approaches to counseling: Affective Cognitive and behavioral**

- Approaches : Theoretical base, thrust, goals, key concepts, techniques.
- Approaches like Person Centered, Rational emotive, Transactional Analysis, Behavioral Approaches, Gestalt, Existential Approach, Egans three-stage model, Eclectic model

### **4. Techniques**

- Counseling techniques like initiating contact, intake, rapport, establishing structure, interaction, attending behavioral, observation, responding, rating and its interpretation

### **5. Couples and Family Counseling**

- Issues in such counseling, its process and stages.  
Counseling with women children
- Problem of women, children, counseling in dealing with problem

### 6. Counseling with Youth and Differently Handicapped

- Problems of youths, unrest among youths
- Counseling, premarital counseling, marriage counseling
- Coupling for dedications.

### References books:

- |  |   |
|--|---|
| Association of Psychological and Educational Counseling (APECA),1982 | : Counseling in Asia; Perspective and Practice Bennial conference Asia workshop, Phillippines.            |
| Bengatee, Mehoo, D.192   | : Guidance if you Please, Bombay; Macmillan   |
| Bessell, R. 1971   | : Interviewing and counseling, London, B.T. Botsford.   |
| Brown D& Srebala   | : In Introduction to counseling profession, Englewood   |
| D.J.1988   | : Cliff, Prentice Hall.   |
| Butler. C. and Joyce,V1998   | : Counseling Couples in Relationships, An introduction to the Relate Approach, New York John Wiley& Sons. |
| Carkhuff, R.R.And Berason, 1977                                      | : Beyond counseling and therapy, London, Reinhart and Wiston  |
| Carkhuff,R.R Pierce R. and Connon,1978                               | : The art of helping, Better you books, Bombay, Carkhuff institute of Human Technology.                   |
| Currie, Fr.31976   | : Barrefroot, Counsellor- A Primer in building relationships, Bangalore, Asian Trading Corporation        |
| Dave, Indu1983   | : The Basic Essentials of Counselling, New Delhi Sterling publishers private limited                      |

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- Dorris, R.T. and Lindley : Counselling on Alcoholism and related disorders, California, Glencoe Press
- Fullmer, D.W. and Bernard. H.W.1972 : Counseling, Content and process, New Delhi; Thomson Press India
- Fuster, J.M. : Helping personal growth a new approach to Counseling, Bombay, Society of St. Paul.
- Goldstein Howard,1984 : A Creative change, cognitive Humanistic Approach to Social Work Practice, New York London Tavistock Publication
- Harm, E. and Schrelber,P.1963 : Handbook of Counseling techniques, Oxford pergamon press
- Kennedy E.1977 : On becoming and counselor a basic guide for non-professional counselors, Delhi, Gill and Macmillan
- Krumboltz.J.D.and Thoresen, C.E. : Counslling and Psychotherapy, New York, Houghton Mifflin, Co.
- Lendrums, S. and Syme G : Gift of tears; A practical approach to loss and Berevment Counseling. London Routhedge.
- Neleson, Jones, R 1982 : The theory and practice of counseling Psychology, London, Cassell Education Ltd.
- Noona, E. and Spring : The making of a Counselor london,

- L.(eds)1992 : Routledge
- Ontario Secondary Education : Counseling Services- A resource booklet, the Ontario secondary school teachers federation
- Peitrofesa, J.J.et.al.1984 : Counseling an introduction Chicago, Rand McNally College of Commerce.
- Pepinsky,H.B. and Pepinsky, P.N.1954 : Counseling Theory and Practice, New York, Ronald Press
- Ragg,N.M. 1977 : People not cases; a philosophical approach to Social Work, London, Routledge and Kegan Paul.
- Rama, Ballentiam and Ajaya 1979 : Yoga and Psychotherapy, Glenview Illinois, Himalayan Institute.
- Thangavelu. B. 1978 : The Samsar Model of Social Work Practice, Mangalore;Preeti Publication.
- Dr.D.S.Kore : Kautumbik Tantanav aani Samupdeshan

**Semester IVth****Paper No. XXVII- Social Work Personnel Training & Development**

1. Training for Personnel
  - Need for training personnel.
  - Structure of social work education. Curriculum in relation to the changing social reality.
  - Distinguishing social work personnel from traditional personnel.
2. Principles of learning and Training levels
  - The adult learner and principles of adult learning.
  - Levels of social work training, motivation and training needs of under graduate & post graduate level.
  - Role of instructor learner relationship in professional development.
  - Education technology: Methods & goals
3. Training programme design
  - Designing, implementing and evaluating training programme for social work personnel.
  - Social work practice learning instruction.
4. Staff Development
  - Staff development: In service short term and continuing education at different levels.
5. Training effectiveness
  - Enhancing Trainer, facilitation , skills.

**Reference Books:**

1. Bert N. Adms, 1975 : A Sociological Interpretation,  
Chicago, Rand McNally College.
2. Bharadwaj, A.N. 1979 : Problems of SC/ST in India; New  
Delhi, Light and Life publication
3. Brooms, Lenoard, : Sociology Wadsworth  
Publication, Co. Charies M.  
Bonjean, Belmout, Dorothy,  
Broom, 1990
4. Deshpande, Shrinivasan : Society Economy of Policy in  
Narain, 1978 India, Mumbai University of  
Mumbai.
5. Ely Chinoy, 1967 : Society an Introduction to Sociology,  
New York; Randon house
6. Haralmbos, Micheal, 1980 : Sociology, Delhi, Oxford University  
Press Social Movement among Tribals,  
New Delhi; Rawat Publication
7. Kapadiya, K.M. 1966 : Marriage and Family in India,  
London; Oxford University Press
8. Kingsley, David, 1969 : Human Society New York
9. Kolenda, Pauline. 1987 : Regional differences in Family  
Structure in India, Jaipur, Rawat  
Publication
10. Kuppaswamy, B : Social Change in India
11. Maudelbaum, David : Society in India, Vol. I and II  
M. 1970 University of California press
12. Narang, B.S. Dhawan, : Introduction to Social Sciences,  
R.C. 1983 Delhi, C.B.S. Publication
13. Panday Rajendra, 1986 : The Caste System in India, - Myth  
and Reality New Delhi, Criterion

## Publication.

14. Panday Rajendra, 1997 : Tribal Society in India, New Delhi; Oxford Publishing House.
15. Sharma K.L. (ed) 1999 : Caste and Race In India, Mumbai Popular Prakashan
16. Sharma R.K. 1997 : Indian Society- Institution and Change, New Delhi Atlantic Publishers. .
17. Singh, K.S. 1985 : Tribal Society in India, New Delhi; Manohar Publishing House.
18. Srinivas,M.N. 1996 : Village, Caste, Gender and Method (Essay in Indian Social Anthropology ), Delhi; Oxford University Press.
19. Shamsul Islam(2000) : Untouchable in Manu's in India Media House Delhi
20. Govind Pansare : Mandal Aayog aani Rakhiv Jagache Prashan Prabodhan Prakashan
21. Dr. Anil Teltumbade : Aarthik Sudhar va Dalit
22. Sociological Bulletin (Journal of the Indian Sociological Society)  
Contribution to Indian Sociology Social Change, Issues and perspectives (Journal of the Council for Social Development)

**Paper No- XXV**  
**Social Legislations and Correctional Social Work**

1. Importance, Basic Provisions & Social implications of Legislations:
  - i. Juvenile Justice Act, 2000
  - ii. Child Marriage Restraint Act
  - iii. Medical Termination of Pregnancy Act
  - iv. Prevention of Immoral Trafficking Act
  - v. PCPNDT Act
  - vi. Prohibition of Dowry Act 1961
2. Correction:
  - a) Need
  - b) Correctional Services for offenders- Probation, Parole, Aftercare
  - c) Juvenile Correctional Institutions
3. Free Legal Aid- Eligibility criteria, structure and procedure
4. Role of Social Worker as a facilitator in Correction of offenders

**Reference Books:**

1. Journals: Monthly Commentary Indian Institute of Public Opinion, New Delhi, Economic and Political Weekly, EPW Research Foundations, Mumbai. Journal of Indian School of Political Economy. Indian School of Political Economic Pune.
2. NIPCCD, New Delhi Publication : J.J. Act 2000 training manual
3. Childline India Foundation, Mumbai: J.J. Act 2000 (Child need care and Protection & Child in conflict with law)
4. NIPCCD, New Delhi Publication : Research Study on Child Marriages in India
5. Priti Patkar & Pravin Patkar : Post Rescue Operations

6. Katha Deh Bajaracha : Anti Trafficking Centre  
PRERANA, Mumbai  
: Post Rescue Operations  
Anti Trafficking Centre  
PRERANA, Mumbai
7. Rao Vanugopal : Faces of crime in India
8. Sethana M.J. : Society and the criminal  
(Kitab Mahal, Bombay)
9. Government of India's (women related law) website-  
[www.wcd.nic.in](http://www.wcd.nic.in)

**Paper No. XXII**  
**Social Development & Social Movement in India**

1. **Meaning and areas of development**
  - Meaning of social development, Approaches to thrust areas in social development: Poverty eradication, employment and social integration.
  - Factors of social development: Economic, Social, Cultural, Psychological and Political.
  
2. **Ideologies & approaches-**
  - Ideologies & approaches to development, models of development ; capitalistic, socialistic, mixed economy-welfare state.
  - Regional imbalances, regional development backlog of development of Marathwada region statutory Development Boards. Rural development: Agrarian & land reform. Education & development overview of education system in India, elementary education, socio political analysis of education
  
3. **Trends of Freedom Movement**
  - Freedom movement and various trends of freedom movement in India. Socialism revolution and its impact on Indian freedom movement. Role of revolutionaries- Shahid Bhagatsingh, Sukhdeo, Rajguru, Ashpakhulla Khan, Quit India Movement, Non cooperation Movement. Women liberation movement social reform movement, Sattyashodhak movement, movement against caste & class, peasant's movement.
  
4. **Social Conflicts**

- Nature of social conflicts in India, ethical, regional, linguistic, caste & communal, caste & class in India from the point of view of conflicts.

### Reference Books:

1. Bagchi A.K. 1982 : Political economy of under Development  
Cambridge, Cambridge University Press.
2. Desai V. 1988 : Rural Development (Vol. I) Mumbai;  
Himalaya Publishing House
3. Idelma A.et.al.1999 : Contemporary Social &Political Theory,  
An Introduction, Buckingham; Open  
University Press
4. Government of India : Five Year Plan Documents (Latest )New  
Delhi
5. Jacob K.K. 1992 : Social Development Perspectives
6. Joshi P.C.1976 : Land Reform in India
7. Leonard, P 1997 : Postmodern Welfare; Restructuring &  
Emancipator Project, New York,  
University Press
8. Meadows, D.H. 1972 : The Limits to growth, New York,  
University Press
9. Phillips, D.R. and : Health & Development, London;  
Routledge and Kagan Paul
10. Rao, D.B. (Ed) 1998 : World Summit for Social Development
11. Anil Rajimwale (2001) : History of Student Movement in India-  
Origin & Development (1920-1947)  
Manak Publication Pvt. Ltd New Delhi
- 12.A.B.Bardhan (1984) : Bhagat Singh Pages from Life Martyr  
Publish by All India Youth Federation,  
Delhi
- 13.Renu Chakravarti : Bharitiya Mahila Aandolan, Peoples  
Publishing House, New Delhi
- 14.Kamal Bhagwat, : Stree Chalvalichi Vatchal  
Shanta Rande Lok Vagmay Gruh, Mumbai  
Arutla Ramchandra Reddy : Telangana Struggle, Peoples Publishing  
(1984), Translated by B. New Delhi

Narsingh Rao House,

**Paper No- XVII**  
**Social Policy and Planning**

**1. Social Policy**

- Concept of social policy, sectoral policies and social services.
- Relationship between social policy and social development

**2. Policy Formulation**

- Approaches to social policy; unified, integrated and sectoral
- Different models of policy and social their applicability to the Indian situation .

**3. Policies**

- Evolution of social policy in India in a historical perspective.
- Different sectoral policies and their implementation, policies concerning Education, Health, Social Welfare, Women Welfare, Children Welfare, Welfare of backward classes. Tribal development and poverty alleviation.

**4. Policy and planning**

- Concepts of social and development planning
- Scope of social planning the popular restricted view as inclusive of all sectoral planning to achieve the goals of social development.

**5. Planning Process-**

- Indian planning; historical perspective
- Federal political system and the planning process
- The constitutional position of planning in India
- The legal status of the planning commission.

MSW Corrected Syllabus 2010-2011 for MSW I &amp; 2011-2012 for MSW II msw syllabus modification - 102 -

**Reference Books :**

1. Bhanti, R.1993 : Social Policy and Development in Rajasthan, Udaipur:Himanshu Publications
2. Bulmur M.Etl.1989 : The Goals of Social Policy, London, Unwin Hyman.
3. Dimitto,D.M. 1991 : Social Welfare: Politics & Public Policy, New Jersey: Prentic Hall
4. Hebsur, R.K.(ed) : Social Intervention for Justice, Bombay TISS
5. Huttman, E.D. 1981 : Introduction to Social Policy, New York: McGraw Hill
6. Kulkarni P.D. 1979 : Social Policy & Social Development in India Madras: Association of Schools of Social Work India
7. Mathur, K. Bjokman : Top Policy Makers in India, New Delhi
8. Rao,V & Mander, H : An Agenda for Caring: Interventions for the Marginalized : New Delhi; VHAI
9. Ghosh,A 1992 : Planning in India: The Challenge for the Nineties, New Delhi: Sage Publications
- 10.Mukherjee, N 1993 : Participatory Rural Appraisal: Methodology & Applications, New Delhi: Concept Publishers
- 11.Singh Y. 1972 : Modernization of Indian Tradition, Delhi Thomas Press.
- 12.Association with centre for Development Economics-UNDP : Human Development Reports, Oxford University Press
- 13.Government of India : Encyclopedia of Social Sciences
14. Government of India : Encyclopedia of Social Work

**Paper No. XXVIII**  
**Social Work Practice for Mental Health**

**1. Concept of Mental Health**

- Health and mental health: Normality and abnormality (definition, classification)
- Community mental health, measures to maintain community mental health.
- Mental disorders: Symptoms, etiology, social aspects, prognosis, treatment, rehabilitation and prevention.
- Indigenous Mental health services (Yoga, Mediation, Vipashyana etc)

**2. Types of Disorder**

- Classification, Causes
- Neurotic Disorders: Anxiety, Loneliness, empty nest syndrome, neurosis, fatigue syndrome, hysteric disorders, phobia, obsessive compulsive neurosis & depression: Symptoms, identification and treatment.
- Psychotic Disorders: Schizophrenia, paranoid reaction, manio-depressive reaction, effective psychotic reactions: Symptoms, treatment and rehabilitative services.
- Psychosomatic Disorders
- Psychopathic reactions
- Epilepsy and Di-social reactions
- Suicide as a mental health problem.

**3. Consequences of Disorder and Awareness**

- Individual and family maladjustment
- Misbelief as stigma and challenge of awareness

- Antisocial treatment by society to patient and family
- Cultural, social influence
- Role of Psychiatric Social Worker: In hospital, with families & communities, team work & rehabilitative services.

#### 4. Social Aspects and preventative, Curative Services

- Prevention measures in community, society and groups.
- Counseling and rehabilitation.
- Interrelation of social problems & mental health problems.
- Population dynamics, family planning and mental health aspect.
- Mental Health Act 1987

#### 5. Treatment of Psychiatric Patients

- Psychotherapy, Medical Therapy, Occupational Therapy, Behaviour Therapy etc.

#### Reference Books:

1. Adlson, Daniel & Kalis, Betty H : Community Psychology & Mental Health Perspectives & Challenges, Chandlers Publishing Company (ed) 1970
2. Ratna Verma : Psychiatric Social Work in India, New Delhi
3. James F. Page : Abnormal Psychology, Tata McGraw Hill, Publishing Co.Ltd. New Delhi
4. Government of India : Encyclopædia of Social Work in India Vol 3
5. Dr. A.A. Quadri, Meraj : Mansik Swasthya Prakashan, Jaisingpura, Aurangabad
6. Bartlaff, Harvrfiet M. 1991 : Social Work Practice in Health Field, New York, National Associations of Social Workers

**Paper No. XXIX**  
**Social Work Practice with Differently Challenged  
Individuals**

1. **Attitude towards disability**
  - Concept of impairment, disability and handicap, Attitude towards disability
2. **Types, Nature & Magnitude of Disability**
  - Types of disabilities, Classification of disability from various perspectives, Nature & Magnitude of the sensory, intellectual, physical and mental disabilities in India.
3. **Attributes, effects and problems**
  - Causative factors at the individual and societal level.
  - Needs and problems of disabled persons and their families at different stages in disabled person's life.
4. **Approaches towards Disability Preventive & Rehabilitative**
  - Institutional, Non institutional and CBR (Community Based Rehabilitation), Advocacy for social integration
5. **Policies and legislations for rehabilitation & of prevention disabilities**
  - i. **Salient features of**
    - Persons with Disability Act (Equal Opportunity, Protection of Rights ) Act 1995
    - Rehabilitation Council Act 1992
    - National Trust Act 2000
    - Education
    - Vocational
    - Employment
    - Special care and health
    - Related Government Rules for rehabilitation of differently challenged individual.

**6. Multidisciplinary Rehabilitation**

- Changing concept of rehabilitation
- Process- social work intervention in different settings.
- Social integration
- Role of social worker in mainstreaming differently challenged individuals

**Reference Books:**

1. Dr.Prakash Shigedar : Saket Prakashan Parwati Apartment,  
Mastagad, Jalana , Apangatv-  
Dasha aani Disha
2. David Werner, Voluntary : Disabled Village Children  
Health Association, India 1998
3. Viddyt Bhagawat, Pratima Prakashan, : Stree Purushachi Vatchal  
1362, Sadashiv Peth, Audumbar Apt.  
Vishnu Mandir Chowk Pune 30
4. Stree Mukti Sanghatana , Mumbai : Ek Aarasa Streeyansathi

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