

Master of Social Work (MSW)

CHOICE BASED CREDIT SYSTEM–LEARNING OUTCOMES BASED CURRICULUM FRAMEWORK
(CBCS- LOCF)

(For the candidates admitted from the academic year 2025 - 2026 onwards)

Semester	Course Code	Title of the Course	Int. Hrs /Week	Credits	End Sem. Exam Hrs	Max. Marks		
						CIA	ESE	Total
I	25PSW1CC1	Social Work Profession	5	4	3	25	75	100
	25PSW1CC2	Social Case Work and Social Group Work	5	4	3	25	75	100
	25PSW1CC3	Concurrent Field Work - I	6	4	Viva voce	40	60	100
	25PSW1CC4	Sociological and Psychological Foundations for Social Work	5	3	3	25	75	100
	25PSW1CC5	Community Organization and Social Action	5	3	3	25	75	100
	25PSW1EC11 25PSW1EC12	Correctional Social Work Disaster Management	4	3	3	25	75	100
			30	21	-			600
II	25PSW2CC6	Social Welfare Administration, Social Policies and Social Legislations	6	5	3	25	75	100
	25PSW2CC7	Social Work Research and Statistics	6	5	3	25	75	100
	25PSW2CC8	Concurrent Field Work - II	6	4	Viva voce	40	60	100
	25PSW2EC21 25PSW2EC22	Basics of Counselling Family and Marital Counseling	5	4	3	25	75	100
	25PSW2EC31 25PSW2EC32	NGO and Project Management Women Welfare	5	4	3	25	75	100
	25PSW2NME1	Human Rights	2	2	3	25	75	100
	Value Added	Project Proposal Writing & Fund Raising		2**				
			30	24	-			600
III	Core	Specialization Paper I (to choose 1 out of 3)	6	5	3	25	75	100
	Core	Specialization Paper II (to choose 1 out of 3)	6	5	3	25	75	100
	25PSW3CC9	Computer Application in Social Work	6	5	3	25	75	100
	Core Practical 25PSW3CC10	Concurrent Field Work -III	6	4	Viva Voce	40	60	100
	NME	Basis of Life Skills	2	2	3	25	75	100
	25PSW3EC41 25PSW3EC42	Geriatrics Social Work Corporate Social Responsibility	4	3	3	25	75	100
	Value Added	Personality Development & Soft Skills		2**				
	Summer Internship***	-	2	-	-	-		
			30	24	-			600

IV		Specialization Paper III (to choose 1 out of 3)	6	5	3	25	75	100
		Specialization Paper IV (to choose 1 out of 3)	6	5	3	25	75	100
	25PSW4CC11	Concurrent Field Work - IV	6	5	Viva Voce	40	60	100
	25PSW4PW	Project with Viva-Voce	12	5	3	50	50	100
	25PSW4EC6	Block Field Work (Internship)		1		40	60	100
			30	21				500
Grand Total			120	90				2300

* Requirement for Course completion.

SPECIALIZATION PAPERS DETAILS

Semester	Specialization	Paper	Subject Code
III	Community Development	Rural and Tribal Community	25PSW3SC01A
		Urban Community Development	25PSW3SC02A
	Human Resource Management	Human Resource Management	25PSW3SC01B
		Labour Legislations and Labour Welfare	25PSW3SC02B
	Medical and Psychiatric	Health & Hygiene	25PSW3SC01C
		Mental Health and Social Work	25PSW3SC02C
IV	Community Development	Project Cycle Management	25PSW3SC01D
		Communication for Development	25PSW3SC02D
	Human Resource Management	Organizational Behaviour	25PSW3SC01E
		Employee Relations & Trade Unions	25PSW3SC02E
	Medical and Psychiatric	Psychiatric Social Work	25PSW3SC01F
		Medical Social Work	25PSW3SC02F

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
I	25PSW1CC1	4	Social Work Profession	CC	4	1	0	3 Hrs.	25	75	100

Pre-Requisite:

Course Objectives: The purpose of learning this course is:

1. To understand the evolution of Social Work and its emergence as a Profession.
2. To enable the students to comprehend the significance of professional values, ethics in both micro and macro social work practice
3. To develop an understanding of the role of Social Workers in various fields.
4. To facilitate the students to understand the concept of society
5. To learn and apply the methods and approaches of Social Work practice in different settings

Course Outcomes:

CO1: To aware an in-depth knowledge on the basic concepts of Social Work

CO2: To understand the historical background of Social Work in west and India

CO3: To articulate the student to be familiar with Philosophies, Ethics and Values of Social Work

CO4: To analyse the significance of Models in Social Work

CO5: To evaluate implication of Social Work Education and Field Work.

UNIT – I Fundamental concepts of Social Work

09 Hrs

Social Work - Definition, Objectives, Philosophy and scope. **Concept of related term** : Social Service – Social Development – Social Transformation – Social Reform – Social Defence. Difference between Social service and Social Work. Introduction to the Methods of Social Work.

UNIT – II Historical Development of Social Work

10 Hrs

Evolution of Social Work in the West (UK and USA). Social Work in India. Religious Foundation of Social Work in India. Gandhian Thoughts of Social Work.

UNIT – III Philosophies and Ethics of Social work

10 Hrs

Social Work as a Profession: Nature and characteristics of a profession. Social Work Values – Code of Ethics in Social Work practice. Social Work Principles. Models of Social work. Roles and Responsibilities of a Professional Social Worker.

UNIT – IV Development of Social Work Education

09 Hrs

Social Work Education in India - Focus, Nature and Content of Social Work Education. Field Work in Social Work Profession : Objectives, Need and Importance - Significance of Field Work Supervision. Role of Voluntary Organizations and Government in promoting Social work profession in India. National and International Professional Associations. Social Work Profession and Education in Global perspective. Problems and Prospects of Social work profession in India.

UNIT – V Social Work Practice in Different settings:

07 Hrs

Fields of Social Work practice: Community Settings, Family and Child Welfare – Educational Settings - Medical and Psychiatric settings – Industrial Settings - Correctional Social Work - Social Work with Marginalized and Vulnerable sections – Persons with Disability and Social Work, Geriatric Social Work.

Text Books:

1. Encyclopedia of Social work in India, 1987 Vol.1,2,3. Director, publication division, ministry of information and broadcasting, New Delhi.
2. Hajira, Kumar 1995 Theories in social work practice, New Delhi: Friends Publication, India.
3. Paul Chowdary, 2018 Social Work –Introduction to Social Work - History, Concept, Methods and Fields, Atma Ram & Sons, New Delhi.
4. Sanjay Bhattacharya, 2013. Social Work Interventions and Management. New Delhi: Deep and Deep Publications.
5. Sanjay Bhattacharya, 2018. Social Work an Integrated Approach, Deep and Deep Publications Pvt., Ltd., New Delhi.

Reference Books:

1. Bogo, Marion. 2007. Social Work Practice – Concepts, Processes & Interviewing. Jaipur: Rawat Publications
2. Sheldon, B., & Macdonald, G., 2010 A Textbook of Social Work, London: Routledge
3. Cox David & Manohar Pawar : International Social Work, Vistaar, New Delhi
4. Malcom Payne, 2005, 3rded, Modern Social Work Theory, Palgrave, Macmillan, New York
5. Desai, M. 2000, Curriculum Development on history of ideologies for social change and social work, Mumbai

Sem.	Course Code	Credits	Title of the Course	Category			Sem. Exam	Max. Marks		
				Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
I	25PSW1CC2	4	Social Case Work and Social Group Work	4	1	0	3 Hrs.	25	75	100
Pre-Requisite:										

Course Objectives: The purpose of learning this course is:

1. To gain the knowledge of conceptual foundations of social Case Work
2. To understand the basic concepts of casework as a primary method of social work
3. To develop the skill to analyze problems of individuals and families and factors affecting them
4. To understand group work as a method of social work and to understand concept, values, principles of Social Group Work
5. To acquire skills and techniques required for group worker

Course Outcomes:

- CO1:Understand the process of social case work
 CO2:Determine the client-case worker relationship and discriminate various approaches
 CO3:Appreciate the use of case work in different settings
 CO4:Acquire the skill of working with groups
 CO5:Use the models and approaches in group work.

Unit-I Introduction to Social Case Work 12 Hrs.

Social Case Work: Concept & Definition. Objectives of working with individuals. Historical development of Social Case Work. Principles of Social Case Work practice and skills in social case work. Components of Case Work (Perlman’s model) - Person, Problem, Place and Process. **Case Work Process: Intake;** Psycho-Social Study (exploration); Psycho-Social Diagnosis (Assessment); Intervention plan and goal setting; Intervention (treatment/ execution); Termination and Evaluation; Follow-up. Interview-Home Visits, Collateral Contacts, Referral.

Unit-II Case Worker - Client Relationship 12 Hrs.

Meaning, purpose/ needs/ significance, and elements/components; characteristics of professional relationship: Empathy, Transference and Counter Transference, Resistance, Denial, Sustaining the relationship, Non-possessive warmth, Genuineness and Self-disclosure; Principles of client- worker relationship; obstacles in client-worker relationship.
 Case work and Communication: Meaning, concept, purpose, importance, principles. **Approaches to Practice:** Psychoanalytic theory, Psychosocial, Problem Solving, Crisis Intervention; Behaviour Modification, Functional and development of an Eclectic model for practice, **Recording in Case Work:** meaning, sources and types-process record- person oriented and problem oriented records and its components; summative record, etc; principles of recording.

Unit-III Application of Social Case Work in different settings 12 Hrs.

Medical and Psychiatric settings- mentally retarded Shelter homes; Mental Rehabilitation center, De-addiction and detoxification centers, Mental Health & Community Based Rehabilitation. Role of Social Workers in Hospital settings, Family and Child Welfare settings: Family, Child Guidance Clinic, Schools, Geriatric care & Aged and the Terminally ill people. Case Work practice in Industries and Correctional Institutions. Problems and Limitations and role of Case Worker in various settings

Unit-IV Introduction to Social Group 12 Hrs.

Definition, characteristics, types of groups and functions of a group. Phases of Group formation, Group Process, Group dynamics- meaning, definition, functions. Social Group Work: Definition, objectives, purpose, principles, and values of group work and historical development of group work. Group Work as a method of social work and its relation to other methods of social work.
Group Work Process: i. **Planning Phase:** Selection of members, composing group orienting the members, preparing the environment. ii. **Beginning Phase:** First Meetings-interviewing, Ground rules for group work meetings, goal setting, motivation, Assessment of communication and interaction iii. Middle Phase: Intervening with group members, Problem solving, Dealing with difficult members, **Ending Phase:**

Evaluation- group work evaluation and criteria for good group work, Termination, Follow-up.

Unit-V Models, Approaches and Practice:

12 Hrs.

Models and approaches: Models: Social goal, remedial and reciprocal models. Treatment groups: Support, Educational, Growth, Therapy and Socialization groups. Task Groups: Teams, Committees, and Social Action and Coalition groups. Group work recording: purpose, types and principles of group work recording. **Group Work Settings and Practice:** Skills of a group worker, Application of group work method in different settings; community settings, medical and psychiatric settings: hospitals, de-addiction, physical and visual and mentally challenged, family and child welfare settings and the aged homes, schools, correctional institutions, industries.

Text Books:

1. Battacharya, Sanjay, (2003). Social Work- An Integrated Approach, New Delhi: Deep & Deep Publications
2. Glassman Urania, &Kates Len,(1990).Group Work: A Humanistic approach, Newbury Park, Sage Publications
3. Mathew, G. & Tata Institute of Social S. (1992). An Introduction to Social Case Work Bombay: Tata Institute of Social Sciences
4. Misra P.D. (1994). Social Work Philosophy and Methods, New Delhi: Inter-India Publications
5. Jordan, William, (1970). Client Worker Transactions, London: Rutledge & Kegan Paul

Reference Books:

1. Perlman, Helen H.(1957). Social Case Work - A Problem solving process, Chicago: University of Chicago Press
2. Robert & Robert Nee, (1970).Theories of social case work,(ed)Chicago: University of Chicago Press
3. Tilbury D.E.F.(1977).Casework in context - A Basic for Practice, Oxford: Pergamon press
4. Trucker, Harleigh, B. (1967). Social Group Work Principles and Practice, New York: Association Press
5. Upadhyay R. K.(2003). *Social Case Work-A Therapeutic Approach*, New Delhi: Rawat.
5. Relationship Matrix for Course Outcomes, Programme Outcomes and Programme Specific Outcomes:

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
I	25PSW1CC3	4	Concurrent Field Work I	CC			0	Viva Voce.	40	60	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. The field of professional social work
2. Different fields of social work practice.
3. Understand the basic skills required for the practice of social work
4. To encourage the learner to become a professional social worker.

Course Outcomes:

CO1:Apply social work methods effectively in diverse settings

CO2:Uphold ethical standards and professional conduct in all interactions.

CO3:Critically assess their interventions and adapt strategies as needed.

CO4:Implement programs and initiatives that address community needs.

CO5:Work in teams with agency staff, clients, and community members to achieve common goals.

COMPONENTS OF SEMESTER I -CONCURRENT FIELD WORK

The above mentioned objectives will be achieved by providing the following three different types of learning opportunities vis-à-vis components of first semester concurrent field work:

COMPONENT NO.1: OBSERVATION VISITS TO DIFFERENT SOCIAL WELFARE AGENCIES

No. of visits: **6 Duration: 6 Days (1 week)**

Component objectives:

- To get exposure to different social issues and social welfare agencies.
- To get acquainted with the structure, functioning and staffing pattern and activities of the organization.
- To observe and develop a spirit of enquiry.
- To participate in group discussions.
- To make use of the supervision & guidance in understanding social issues.
- To document the outcome of visits.

Process:

The students accompanied by a faculty member shall visit pre-identified agencies in different areas like disability, health, old age, children, and women, rural & urban and industrial communities. The students are expected to observe & enquire about:

- Background and field of work of the agency.
- Place and role of the agency in the society.
- Aims, objectives and programmes implemented.
- Types of Beneficiaries / Target groups.
- Administrative structure, departmentalization, staffing pattern.
- Funding and resource mobilization.
- Problems and issues faced by the organization.
- Conditions and problems of the inmates / beneficiaries, during their observation visits and document the same. The learning and outcome of each visit is to be evaluated through a group conference under the supervision of a faculty member.

Skills to be developed:

- Observation / learning skills; Communication / presentation skills; Interpersonal skills; documentation skills.

COMPONENT No.2 - RURAL CAMP.

Duration: Pre-camp Preparation- 8 field work days + On camp: 7 days.

The actual rural camp is preceded by two weeks of camp preparation to actual camp. This will include pilot visits to the village (s) for identification of the camp site, projects to be implemented, and to liaise with local community, various NGO's and Government departments to conduct the rural camp in a particular place.

Objectives:

The objective of the rural camp is:

1. To make the social work trainees to experience group living and to initiate and participate in development work in a village identified by the department and the students together.
2. To expose the students to rural life and living.
3. To enable the students to learn by carrying out development projects after identifying local need.
4. To help them develop capacities and attitudes suitable for group living.
5. To inculcate the spirit of working in a team.

Process:

The entire class shall be divided into various groups called committees namely Project, Transport, Food, Medical, Housekeeping and Health, Finance and the like. Student coordinators and members will be nominated to these committees. For overall coordination two student camp leaders will also be elected. Faculty members as camp directors and supervisors in charge of the respective committees will guide and facilitate the working of the committees. Thus the whole class will plan and execute the rural camp by working out the logistics, contributing and mobilizing necessary resources for the conduct of the camp.

The whole process will be documented and evaluated by the class in terms of camp experience, outcome and learning with reference to the objectives specified.

Skills to be developed:

- Skills pertaining to: Group living, Planning, co-ordination, participation, cooperation, capacity to organize, resource mobilization, sense of responsibility, self-evaluation

COMPONENT No.3 - PROJECT FIELD WORK

Duration: 8 Field Work days over one month.

Objective:

Project field work is a unique component of the field work programme adopting the model of "Instruction-Training- Skill development- Presentation" by involving the internal faculty and experts / professional trainers from outside for specific skill development (Community interaction & communication skills) among the field work trainees. This component involves students in small groups working intensively on a relevant social issue with study and action components to highlight the issue and to take appropriate action possible given the time and resources within their command.

Process:

In this component the students will be given an opportunity to learn community interaction and presentation skills through:

- 1) Street play & Puppet show training workshop cum training sessions for a period of 2 weeks.
- 2) The students thereafter (during the next 2 weeks of the project field work period) will be put under the supervision of an internal faculty supervisor. Under the guidance and supervision of the faculty supervisor the project team should design a suitable programme to spread a social message of their choice in the community setting.
- 3) Presentation and Documentation of the project undertaken.

Skills to be developed:

- Basic skills necessary for social work practice such as, community interaction skills, Communication skills, Presentation skills, analytical skills, Team work, Project planning and implementation; Leadership, initiative and motivation; Coordination and cooperation; Identification and mobilization of resources; Implementation and evaluation; Communication, Public relations and Liaison; Documentation and presentation.

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total
I	25PSW1CC4	3	Sociological And Psychological Foundations For Social Work	CC	4	1	0	3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To understand the basics of Psychology
2. To establish the linkage between psychology, sociology and Human behaviour for effective social work practice
3. To understand the principles of Human Growth and Development
4. To understand the dynamics of human and social behaviour
5. To understand about Social Institutions
6. To analyse social problems and evaluate the causes for social problems

Course Outcomes:

CO1: To get an in-depth knowledge on the basic concepts of Psychology

CO2: To understand the basic principles of Human growth and Development

CO3: To develop understanding on the basic concepts of society and social change

CO4: To analyse the basics of Social Interaction and Social processes.

CO5: To analyse the social Institutions and critically evaluate modern trends in social institutions

UNIT – I Introduction to Psychology

9 Hrs

Definition and branches of Psychology – Psychology for Social Work practice - Sensory Process and Perception: Process of Perception - Learning: Classical Conditioning and Operant Conditioning - Memory: Sensory memory, Short-term memory, long term memory, forgetting, improving memory

UNIT – II Human Development

9 Hrs

Developmental Psychology - Meaning and principles of growth and development, heredity, environment and ecological influences – family and community - Brief outline of Human Development: Characteristics, developmental tasks, personal and social adjustments, vocational, family / marital adjustments and hazards in each stages such as: Prenatal period, infancy and babyhood - Childhood, Puberty & Adolescence - Adulthood – Middle Age and Old Age

UNIT – III Introduction to Society

9 Hrs

Society: Definition - meaning and characteristics - Culture: Definition, characteristics, structure, functions, reasons for cultural - development and cultural change, subculture, contra-culture. - Status & Role: Types and Characteristics - Social Stratification: Definition, Characteristics, Caste, Class & Race. Social Change: Meaning, Characteristics, Change

UNIT – IV Introduction to Groups

9 Hrs

Groups - Definition, Characteristics and Classification of Groups – Primary groups and Secondary Groups - Social Interaction & Social Process: Competition, Co-operation, Conflict, Accommodation & Assimilation. - Socialization: Definition, Characteristics, Types and Agencies of Socializations -Theories of Socialization

UNIT – V Social Institutions

9 Hrs

Types of Social institutions: Marriage, Family ,Kinship, Religion, Education ,Economic system and Judiciary Structural aspects - Norms, Values, Folkways & Mores - Family, Marriage, Education, Economy, Polity, Religion

Text Books:

1. Vidya, Bhushan., Sachdeva, D.(2005). *Introduction to Sociology*. Allahabad: Kitab Mahal.
2. Haralambos. (2014). *Sociology: Themes and perspectives*. Harper Collins; Eight edition
3. Hurlock, Elizabeth B. (1996).*Developmental Psychology-a life span approach*. Tata New Delhi: Mcgraw-Hill Publishing Co.Ltd.
4. Shankar Rao, C. N. (2007). *Sociology: Principles of Sociology with an Introduction to Social Thought*. New Delhi: S Chand & Co. Ltd.
5. MacIver, R.M., Page, C.H. (2000). *Society an Introductory Analysis*. New Delhi: Macmillan Publishers India

Reference Books:

1. Madan Madan, G.R. (2002) .*Indian Social Problems*, Mumbai : Allied Publishers Pvt. Ltd
2. Morgan, C.T., King, R.A., Weisz, J.R., & Schopler, J (2004) *Introduction to Psychology*. New Delhi: Tata Mc Graw-Hill book Co
3. Ram Ahuja (2014)*Social Problems in India* ,Third Edition ,Rawat Publications
4. Rawat, H. (2007). *Sociology Basic Concepts*. Jaipur: Rawat Publications
5. Shah, G. 1990. *Social Movements in India: A Review of Literature*. New Delhi: Sage Publications
6. Zastrow, C. & , K. (2010). *Understanding Human Behavior and the Social Environment*. Chicago: Nelson-Hall

Web Resources

1. www.egyankosh.ac.in/handle/123456789/43
2. <https://www.epw.in>
3. <https://onlinelibrary.wiley.com>
4. <https://www.frontiersin.org>
5. <https://sagepub.com>
6. <https://ir.inflibnet.ac.in>

Sem.	Course Code	Credits	Title of the Course	Category			Sem. Exam	Max. Marks			
				Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.	
I	25PSW1CC5	3	Community Organization & Social Action	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	4	1	0	3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To develop an understanding of the concepts related to working with communities and the processes involved in it.
2. To make students understand the use and practice of community organization in various fields of social work.
3. To provide the knowledge about the role of social worker in social change and social development.
4. To familiarize the emerging trends and experiments in community organization.

Course Outcomes:

CO1:Understand Key Concepts of Community Organization and Social Action

CO2:Analyze the Role of Social Action in Social Change

CO3:Identify the Relationship Between Power and Social Action

CO 4: Examine Ethical Considerations in Organizing and Action

CO5:Foster Collaborative Leadership and Teamwork

Unit-I Introduction

12 Hrs.

Community: Meaning, Definition, Types, Structure and Dynamics. Community as a Social System. **Community Leadership:** Concept and types of leadership in community.

Community organization: Definition, Objectives, Principles, Historical Background of Community organization. Community Organization as a method of Social Work. Similarities and dissimilarities between Community organization and Community development.

Unit-II Phases and Models of Community Organisation

12 Hrs.

Community organization as a Para-political Process: Concept of power, sources of power, Community Power Structure: Definition, type- Pyramidal, Coalitional, amorphous and Factional, Approaches- Positional, Reputational, Decision making and Social Participation. Powerlessness and empowerment, Cycle of empowerment, community participation and challenges in participation.

Phases in community organization: Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and Continuation. Skills in Community Organization: Organizing, Communication, Training, Consultation, Public Relations, Resource Mobilizations, Liasoning, Conflict Resolution.

Unit-III Approaches, Methods and Models of Community Organization

12 Hrs.

Approaches: General content, specific content and process objective. **Models:** Locality Development, Social Planning and Social Action. **Methods:** Awareness Creation, Planning, Education, Communication, Participation,

Leadership, Resource Mobilization, Community Action, Legislative and Non-Legislative Actions. Application of community organization in different settings, emerging trends and experiments.

Unit-IV Social Action

12 Hrs.

Social Action: Meaning, Definition, Objectives, Principles Processes, Methods and Scope. Social Action as a method of social work. Approaches to social action – Paulo Freire, Saul Alinsky, Mahatma Gandhi, Ambedkar, E.V.R. Periyar.

Unit-V Strategies and Tactics of Social Action

12 Hrs.

Strategies and Tactics: Individual contact, Conscientization, Negotiation, Collaborative, Pressure, Advocacy, Legal suasion, Public relations, Political organization, Conflict resolution, Violence, Peace initiative. Contextual usage of strategies. Social action for social change and development.

Text Books:

1. Ross, Murray G, Community Organization: Theory and Principles, Harper and Row, New York, 1985.
2. Dunham, Arthur E. Community organization in India, Popular Prakashan, Bombay
3. Christopher, A.J and William, Thomas, 2006, Community Organization and Social Action, Himalaya Publication House, New Delhi
4. Siddiqui 1997, Working with Communities- An introduction to Community Work, Hira Publications, New Delhi.

Reference Books:

1. Skim: Bowie, P. (2010). Getting to scale: The elusive goal (Magnolia Place Community Initiative).
2. Delgado, M., & Humm-Delgado, D. (2013). Assets assessments and community social work practice Chapter 9: Asset assessments and youth
3. McKnight, J. (2003). Regenerating community: The recovery of a space for citizens. Retrieved from <http://www.ipr.northwestern.edu/events/lectures/docs/dpplmcknight.pdf>

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
I	25PSW1EC11	3	Correctional Social Work	EC	3	1		3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To help students to know the basic concepts of Institutional protection for children and young offenders
2. To enable the students to understand the Institutional systems and functions of correctional administration.
3. To explain to the students the basic concepts of knowledge based on the Correctional Laws: Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, and Juvenile Justice.
4. To teach the students the legal-aid schemes, Right to Information Act and Public Interest Litigation Provisions and implementations
5. To help the students to acquire the skills of dealing with Institutional Treatment for Released Offenders and Convicts

Course Outcomes:

CO1: Assume the concept, Institutional protection for children and young offenders

CO2: Infer the Institutional systems, functions of correctional administration

CO3: Apply the knowledge base on the Apply the knowledge base on the Correctional Laws: Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice

CO 4: Examine the legal-aid schemes, Right to Information Act and Public Interest Litigation Provisions and Implementations.

CO 5: Acquire the skills of dealing with Institutional Treatment for Released Offenders and Convicts

Unit-I Institutional Systems:

09 Hrs.

Introduction to correctional administration. History of Correctional Administration in India: Concept, objectives and functions of Correctional administration. Institutional protection for children and young offenders - Juvenile Justice (Care and Protection of Children) Act -2002, 2005. Observation Home, Juvenile Home for Boys and Girls and their functions. District Shelter for boys and girls and their functions.

Unit-II Correction and Correctional Laws :

09 Hrs

Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice (Care and Protection of Children) Act. Legal Aid: Concept of legal aid, history of legal aid, persons needing legal-aid, legal-aid schemes. Public Interest Litigation: Meaning, Concept, Process and Problems. Right to Information Act-Provisions and implementation. Role of Social Worker: Social Work intervention, needs, methods

Unit-III Institutional Treatment for Released Offenders and Convicts Prison:

09 Hrs

- Historical development of prison system- Indian Prison Act. Prison administration, prison labour, prison discipline and education, pre-release programmes, and prisoners' welfare board. Open-air prison - Historical development of Open-air prison system, organization and administration.

Unit-IV Non-institutional systems:

09 Hrs

Probation and Parole: Historical development of probation system, principles and procedure. Parole: Historical development of parole - functions and powers of Parole Board, Conditions under the Prison Manual. Indian Penal Code, provisions on Parole. Pre-release preparation of the parolee.

Unit-V : Social Work Practice in Correctional Setting

09 Hrs

Scope for social work practice in institutional and non-institutional settings. Application of Social Work interventions with under: trials, prisoners, rehabilitation of prisoners, work with families of prisoners, work with victims of crime.

Text Books:

1. Ahuja, Ram(2006), Criminology: New Delhi, Rawat Publications
2. Ahuja, Ram (1996), Youth and Crime, Jaipur, Rawat Publications
3. Bhattacharya, S.K 1985: Social Defence: An Indian Perspective, Delhi, Manas Publications4. Chadha, K 1983 : Indian Jail: A Contemporary Document, NewDelhi, Vikas Publications

Reference Books:

1. Chang, D.H 1976: Criminology – A Cross-cultural Perspective, Vol.I, New Delhi, Vikas Publications
2. Gandhi B.M, 2006 : Indian Penal Code- Lucknow, Eastern BookCo
3. Paranjape, N. V1998: Criminology and Penology; Allahabad : Central Law Publications8. Sarkar, Chandan1987 :Juvenile Delinquency in India – An Etiological Analysis, Delhi, Daya Publishing House

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ S VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
I	25PSW1EC12	3	Disaster Management	EC	3	1	0	3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To teach the students the relevance of psychology and its application in the fields of Development psychology.
2. To help them to know the developmental stages of life span as a product of social, psychological and biological factors
3. To enable the students to know the physical, social, emotional, and mental aspects of human
4. The course aims to develop students' analytical skills for evaluating and assessing disaster impacts, raise awareness of current issues and challenges in working with disaster-affected families
5. To provide insights into the national and institutional policy frameworks, funding mechanisms, and the importance of networking with local bodies to effectively manage disaster situations

Course Outcomes:

CO1: Understand cases and consequence of natural and man-made disasters.

CO2: Handle and work to rescue, relief, resettlement and rehabilitation of disaster affected persons.

CO3: Develop the analytical skill for evaluating and assessing impact of the disasters.

CO4: Aware of current issues / challenges to work with disaster affected families.

CO5: Understand national and institutional and policy frame work, funding mechanism and networking with local body to manage disaster situations.

Unit I Disaster and Hazards

9 Hrs

Concepts, difference between disaster and hazards, types – natural, and human made disaster. Water and Climate related Calamities; Geologically related calamities; Accident related calamities; Biologically related calamities; Chemical, Industrial and Nuclear related calamities and Atmospheric related calamities. Other manmade disasters: Bomb threat, Explosion, Campus shooting, terrorist incidence

Unit II Approaches

9 Hrs

Pre-disaster stage: information; education and communication and warning systems, community based disaster management, vulnerability assessment, risk and its management, preparedness, prevention and mitigation - Emergency stage: rescue, relief, rehabilitation and rebuilding- need assessment survey,- Post -disaster stage: Execution of social and economic rehabilitation, psycho-social care for victims.

Unit III Disaster Management

9 Hrs

SWOT analysis, health and epidemic control, Basic Initial Response Management Steps (BIRMS), use of armed forces, police, Local bodies and volunteers- Use of communication systems during disaster. compensation - public administration, material and financial management and finance emergency such as sudden health emergency, unexpected loss of income, Death in the family or other family emergency, Rent in arrears and risk of eviction, natural disaster- Capacity building and sustainable development, people participation, training community level works, Role of Social Workers in Disaster Services.

Unit IV Problems and Challenges

9 Hrs

Lack of effective administration, bureaucratic and political apathy, lack of efficient organizational set up, lack of leadership and communication, lack of coordination, lack of positive interest in dissemination of knowledge, mis-utilization of relief, lack of action in right earnest, poor attention to the post-recovery, unsuitable construction, delay in relief, poor use of voluntary action.

Institutional and policy frame work: National Crisis Management Committee (NCMC), Crisis Management Group (CMG), Emergency operation room, National contingency action plan, Central Relief Commissioners, National Centre for Calamity Management, State Relief Manuals, State Relief Commissioners, Funding mechanism, Local bodies and community level Institutions, Multilateral linkage- UNO and International Decade for Natural Disaster Reduction (IDNDR)- Yokohama message. National Disaster Management Act 2005, guideline for disaster management, SDMA & DDMA. *National Institute of Disaster Management (NIDM)*.

Text Books:

1. S.K Mangal (2009) General Psychology, Sterling Publishers Private Limited, New Delhi (Unit I, III,IV & V).
2. Hurlock E.B.(1981) Developmental Psychology, Tata Mc Graw Hill, New Delhi.(Unit II)
3. Dave, A.S., Sekar, K., Bhadra, S., Rajashekar, GP, Kishore Kumar, K., Srinivasa Murthy, R. (2002) Riots: Psychosocial care for Individuals. Books for Change, Bangalore. In English and Gujarati
4. Disaster and Mental Health – Revisiting Bhopal, Economic and Political Weekly, March 15, 1074-1082, 2003
5. Nrayana, R., Dave, A.S., Sekar, K., Kishore Kumar, K., Srinivasa Murthy, R. (2002) Riots: Psychosocial care for Women surviving the Riots. Books for Change, Bangalore

Reference Books:

1. Anastasi, A : Psychological testing, New York: Macmillan Revised Edition 1987
2. David R. Shaffer: Developmental Psychology-Childhood and Adolescence, New York, Brook/Cole Publishing Company, 1996
3. CSSR: A survey of research in psychology chapter 2, developmental psychology, Bombay; Popular Prakashan pp.56-79; 1972
4. Sekar, K., Dave, A.S., Bhadra, S., Jayakumar, C. Psychosocial care in disaster management – My Workbook. NIMHANS Bangalore, CARE India New Delhi, 2004.(English, Tamil, Hindi).
5. Kishore Kumar, K.V. Chandra Sekar, C.R. Choudhury, P.C. Parthasarathy, R. Girimaji, S. Sekar, K. & Srinivasa Murthy, R (2000) Psychosocial care for community level helpers, Bangalore, Books For Change

SEMESTER II

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	25PSW2CC6	5	Social Work Administration, Social Policies And Social Legislations	CC	5	1	0	3 Hrs.	25	75	100

Pre-Requisite:

Course Objectives: The purpose of learning this course is:

1. To understand the basic concepts of social welfare administration.
2. To make aware of the registration of NGOS
3. To acquire knowledge about social work agencies
4. To describe social policy, planning and programmes
5. To know the social legislation

Course Outcomes:

CO1: Acquire knowledge about social welfare administration and structure of social welfare administration in India

CO2: Acquire application knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession

CO3: Describe the structure of social welfare administration in India and social welfare programmes and policies

CO4: Describe the understanding of the nature of social policy, planning and development in India

CO5: To enhance the knowledge on the government department and NGOs function for development of the people

Unit I: Social Work Administration

12 Hrs

Meaning and definition of administration, social welfare administration and social work administration; purpose, historical development, principles, functions and areas (policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase and stock keeping, record maintenance, co-ordination, public relation, monitoring and evaluation, research, annual report). Decision making: meaning, process, types and administrative problems in decision making.

Unit II : Social Welfare Administration at National, State and Local Levels

12 Hrs

CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare and Handicapped Welfare.

Social Policy: Definition, need, evaluation and constitutional base; sources and instrument of social policy, policies regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs) and De notified Communities, policies and programmes for women, children, aged, and handicapped.

Unit III: Social Planning and Social Development

12 Hrs

Social planning and community planning, planning machineries at state, national levels and role of NITI Aayog; Five year plans social development: concept and indicators for social change and social development in India.

Social Welfare Agencies: Evolution of Social Welfare in India, voluntary social work, social agencies: Meaning, definition, types and models of NGO's, roles of NGO's in national development.

Unit IV : Social Legislation

12Hrs

Definition, meaning, objectives, types, scope, its role as an instrument of social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of State Policy, Citizenship Amendment Act.

Hindu, Muslim and Christian personal Laws relating to Marriage, Divorce, Minority and Guardianship-Adoption, Succession and Inheritance; Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013. Legislation relating to social problems such as prostitution, juvenile delinquency, child marriage, child labour, untouchability, physical and mental disabilities, Alternative Redressal Forum: Family Court, Nyaya Panchayat, Lok Adalat, Consumer Court.

Text Books

1. Karen M. Sowers Catherine N. Dulmus (2008) Comprehensive Handbook of Social Work and Social Welfare, published by united states ISBN 978-0-471-76997-2
2. [Paul D Chowdhry](#) (1992) Social Welfare Administration, Atma Ram & Sons , ISBN-13 : 978-8170431145.
3. [Sachdeva](#), D.R.social welfare administration in India (2018) Kitab Mahal; Standard Edition , ISBN-13 : 978-8122500851
4. Sanjay Bhattacharya (2006) Social Work Administration and Development Rawat Publication, ISBN-13 : 978-8170339267.
5. Shunmugavelayutham K (1998) Social Legislations and Social Change, Valga Valamudan pub, Chennai.

BOOKS FOR REFERENCES

1. Choudry, Paul (1979), Social Welfare Administration, Atma Ram & Sons, Delhi.
2. Choudry Paul, (1979) Hand book on social welfare in India, Sterling Pub, New Delhi.
3. Dennison.D & Chepman, Valeries Social policy and Administration, George A and Unwin, London.
4. Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya Pub, Bombay.
5. Dubey S.N. & Murdia (1976) Administration of policy and programmes for Backward classes in India, Somaiya Pub, Bombay.

Web Resources

1. <https://socialjustice.gov.in/>
2. <https://vikaspedia.in/social-welfare>
3. <https://rtuassam.ac.in/online/staff/classnotes/files/1624631410.pdf>
4. <https://wcd.nic.in/>
5. <https://main.mohfw.gov.in/>

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	25PSW2CC7	5	Social Work Research and Statistics	CC	5	1		3 Hrs.	25	75	100

Pre-Requisite:

Course Objectives: The purpose of learning this course is:

1. To highlight the relevance of research for social work
2. To study the various facets of the research process with special emphasis on Quantitative Research
3. To hone the skills in undertaking research and in writing about the same

Course Outcomes:

CO1: Understand social work research as a method

CO2: Have knowledge about fundamentals of research process

CO3: Understand the process of data analysis

CO 4: Derive ways in formulating research proposal pertaining to social issues and problems

CO5: Acquire skills to apply statistics in social work research

Unit-I Introduction

12 Hrs.

Meaning: Research, Social Research and Social work Research; Scope & Objectives of Social Work Research; Social Work Research Ethics; **Approaches to Research:** Quantitative & Qualitative Research.

Unit-II Problem Conceptualization & Research Design

12 Hrs.

Research process. Problem Identification – Problem Definition – Review of Literature – Formulation of objectives – Identification of concepts and variables: Conceptualization and operationalisation – Formulation of hypothesis. **Research Design:** Meaning, Types.

Unit-III Data Collection

12 Hrs.

- **Data:** Meaning, Sources: Primary & Secondary.
- **Tools of data collection:** Observation, Questionnaire, Interview Schedule, Interview
- **Guide** (Case Study, Key Informant Interview and Focus Group Discussion).
- Pre-testing of the tool.
- Levels of measurement: nominal, ordinal, interval and ratio.
- **Scaling Techniques:** Concept and Types (Likert, Thurston).
- Reliability and validity of the tool.
- **Sampling:** Meaning of Sample, Universe, Sampling methods (Probability Vs Non Probability) and techniques.
- Usage of internet in data collection.

Unit-IV Data Processing and Analysis

12 Hrs.

Statistical Packages available for Quantitative Data Analysis. Levels / Types of data analysis - Univariate, Bivariate, Multivariate Analysis. Types of Statistics: Concept of Descriptive Statistics and Inferential Statistics.

Concept and manual calculation of Measures of Central Tendency [Arithmetic Mean ,Median, Mode], Measures of Dispersion [Range, Standard Deviation], Measures of Association: Correlation. Hypothesis Testing: Chi-Square Test. Type 1 and Type 2 errors. Details pertaining to Manual calculation of Statistics

(Problem-solving):

Arithmetic Mean: Direct method for Raw Data, Discrete Frequency Data and Class interval Data; Assumed Mean method for Discrete Frequency Data; Assumed Mean and Step Deviation Method for Class interval Data. **Median:** Direct method for Raw Data, Discrete Frequency Data and Class interval Data. **Mode:** Direct method for Raw Data, Discrete Frequency Data and Class interval Data when the mode is clearly defined. **Note:** Instances of formula-based calculations in case of ill-defined mode are excluded.

Range: Direct method for Raw Data, Discrete Frequency Data and Class interval Data.

Standard Deviation: Direct method for Raw Data and Assumed Mean method for Discrete Frequency Data and Step Deviation method for Class interval Data.

Correlation: Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation for a set of two ranks (when ranks are not repeated).

Chi-Square Test: Chi-square test as a test of independence.

Unit-V Data Presentation & Interpretation and Research Writing

12 Hrs.

Data Tabulation and Presentation; Diagrammatic representation of data. Data Interpretation.

Research Writing: Purpose; Format of research reports, research proposals, research abstracts -referencing styles.

Text Books:

1. Gupta S.C. (2012). Fundamentals of Statistics, 7e. Himalaya Publication Co., New Delhi.
2. Kothari C.R (1997). Research Methodology - Methods and Techniques. Vishwa Prakashan, New Delhi, 1997
3. Ranjit Kumar. (2014). Research Methodology. Sage Publications, New Delhi.
4. Ramachandran P. (1993). Survey Research for Social Work, Institute for Community Organization Research, Bombay.

Reference Books:

1. Ranjit Kumar. (2014). Research Methodology: A step by step guide for beginners. Sage Publications, New Delhi.
2. Rubin, Allen and Babbie, Earl. (2004). Research Methods for Social Work with infotrac, Thompson and Wadsworth Publishing, California
3. Wilkinson T.S and Bhandarkar P.L. (2005). Methodology and Techniques for Social Research, 16e (Reprint). Himalaya Publication Co., New Delhi.

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	25PSW2CC8	4	Concurrent Field Work II	CC				Viva voce.	40	60	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. Work with communities, groups, individuals / families and managing organization tasks
2. Learn skills through the practices of primary methods of social work (case work, group work and community organization).
3. Inculcate professional growth and development.

Course Outcomes:

- CO1: Practice the primary methods of social work in different setting
CO2: Understand the applicability of methods in the fields of Social Work
CO3: Use appropriate professional techniques in practice
CO 4: Enhance their skills of Social Work practice
CO5: Appreciate human values and ethical behaviour

CONCURRENT FIELD WORK (CFW): It is an ongoing learning practice and an opportunity to develop intervention skills in real-life situations.

Concurrent field work - agency placement in the generic practice setting such as schools /old age homes /counselling centres/rehabilitation settings, de-addiction centres, Government departments etc. to initiate and participate in direct delivery of professional support to the clients.

- The placement will be for a minimum duration of 30 Field Work days for 3 days per week/semester.
- Importance to be given to the practice of Social Work methods. Each student is expected to conduct
- case work with a minimum of 3 clients, group work with at least 2 groups, and organise one community-based programme.
- Submission of the field work reports on the following day before the classes commence.

GUIDELINES

Acquiring information about the placement agency: Historical Background, Policies, Procedures, Services offered, Activities available, Programmes, Departments, Administrative structure, Roles and Responsibilities of various Professionals, functioning of a multidisciplinary team.

Activities of the trainee social worker:

- Intake and referral of the Client.
- To function as a member of a multi-disciplinary team.
- Participation in other routine activities of the agency such as attending case conferences, conducting surveys, diagnostic camps, maintenance of records, follow-up activities concerning discharged patients etc.
- Participation in outreach activities/extension programme of the placement agency. Practice of social case work – with at least 3 individual clients having psycho-social problems, trainee is required to collect detailed case histories, formulate a comprehensive psycho-social diagnosis, formulate goals of intervention and attempt to alleviate psycho-social problems of their clients using interceptive techniques such as counselling, environmental modification, facilitating

catharsis, ego assessment and ego strengthening, behaviour modification etc. Intervention with the family and peer group using appropriate techniques wherever necessary.

- Trainee may carry out discharge planning of patients, conduct home visits and other follow-up activities for their client's plan and implement measures for rehabilitation wherever necessary

Practice of Social Group Work:

- With at least 2 groups of patients or their significant others, to deal with similar problems experienced by the group members. Group formed may be educative, therapeutic, and recreational or self-help groups depending on the members' needs and the agency's scope.
- Trainee is required to identify members, formulate a group, facilitate group interaction, promote positive group dynamics, enable goal formulation, discuss and help group members to plan measures for goal attainment, implement these plans and wind up group work after evaluating the extent of goal attainment by individuals of the group and the group as a whole.

Community Organization Programme:

- The trainee must organize a community organization programme pertaining to the area of focus of the agency.

Reporting:

- Activities of the trainee must be recorded in concurrent reports and have to be consolidated towards the end of fieldwork of which a copy has to be submitted to the agency.

Attendance

- The trainee should report and work on the timings of the agency regularly, except on the days that is mentioned in the covering letter. However, if the agency requires the trainee's service, they can be called on holiday

Mandatory Requirements

1. Case Work :

- a) Casework format to be followed with a minimum of 3 interventions
- b) Minimum of 5 sessions

2. Group Work :

- a) Group Work report format to be followed
- b) Geo Tagged Photo to be enclosed

3. Community Organization Programme

- a) Invitation
- b) Geo Tagged Photo to be enclosed
- c) Newspaper Clipping
- d) Participant List with Signatures

Process

- Weekly two days agency visits.
- Faculty - Student individual guidance after the class hours.

Evaluation Pattern

1. Consolidated Report - Content, Clarity, Language, Presentation
2. Agency Evaluation – Regularity, Performance, Skills and Personality Development
3. Viva Voce – Communication, Theory, Practice, Clarity (External & Internal Evaluation)

Norms for Evaluation

1. Evaluation:

Internal: 40 marks

1. Case Work Practice - 10 marks
2. Group Work - 10 marks
3. Community Programme - 10 marks
4. Reporting - 5 marks
5. Attendance for field work - 5 marks

2. External (60 marks)

1. Theoretical Knowledge - 20 marks
2. Practice Skills - 20 marks
3. Mobilising Resources - 10 marks
4. Communication and Presentation - 10 marks

Sem.	Course Code	Credits	Title of the Course	Category			Sem. Exam	Max. Marks			
				AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Theo. Hrs.	Tutorial Hrs.		Lab. Hrs.	CIA	ESE	Total.
II	25PSW2EC21	4	Basics of Counselling	EC	4	1		3 Hrs.	25	75	100

Pre-Requisite:

Course Objectives: The purpose of learning this course is:

1. To understand counselling basics
2. To gain theoretical foundations of Counselling
3. To learn the process and skills in Counselling
4. To be aware of counselling in different setting
5. To learn components of Counselling

Course Outcomes:

- CO1: Have knowledge about counselling and its process
CO2: Recognize the theories and approaches of counselling
CO3: Understand the types of counselling
CO 4: Identify the components of effective counselling.
CO 5: Appreciate use of counselling as an intervention technique

Unit-I Counselling Foundations

12 Hrs.

Definition of Counselling and objectives. Types of counseling (concepts only): Crisis Intervention, Preventive, Problem-solving, Family Counselling, Group Therapy. Concepts of Guidance, Psychotherapy and Psychiatry. Values, Principles and Ethics of Counselling.

Unit-II Counselling Process

12 Hrs.

Counselling Process: A. Relationship Building – Empathy, Unconditional positive regard, Genuineness, Respect. B. Assessment – Standardised methods: Personality tests, Aptitude Tests, Attitude questionnaires, Projective tests; Non-Standardised Methods: Observation- checklists and rating scales, Self-reporting – Questionnaires, personal essays, journals. C. Goal setting: S.M.A.R.T. Goals, Process and Outcome Goals. D. Interventions: Affective, Cognitive, Behavioural and Interpersonal. E. Termination and Follow-up

Unit-III Counselling Skills & Techniques

12 Hrs.

Skills & Techniques: Active Listening, Paraphrasing, Summarizing, Confronting, Challenging, Clarifying. Interviewing skills - Questioning, Probing. Verbal & Non-verbal communication, Self-disclosure.

Unit-IV Counselling Approaches and Models

12 Hrs.

Counselling models: Psychodynamic Approaches, Cognitive-behavioural approaches, Humanistic Approaches, Transactional Analysis, Gerard Egan’s Model, and Eclectic Model. Problems in counselling, Issues of counsellor: Burn out, Stress, Self-care. Record keeping, Supervision.

Unit-V Counselling in Different Settings

12 Hrs.

Family: Marital, Family counselling, Life style Counselling. Health setting: Trauma care, rape victim, AIDS, Hospital setting, Alcoholism and drug abuse, suicide.

Educational setting: School counselling, drop out counselling, delinquent counselling, career counselling, Counselling for social media addiction.

Work place counselling: Employee and Employer counselling Community setting: Migrants, refugees, socially and economically disadvantaged and disaster.

Teaching Methodology: Lectures, interactive discussions, group assignments/discussions, providing reading material for reflection and discussions, Article/news item reviews, Field based case studies/discussions and analysis, field visits/guest lectures: Role play and mock exercises.

Text Books:

1. Dave Mearns,1997, Person centered Counseling Training. Sage Publications. New Delhi
2. Michael Carroll;1996,Workplace counseling; A systematic approach to employee care, Sage publications, New Delhi
3. Narayan Rao,S.,1991.Counseling& Guidance,2e,Tata McGraw Hill Publishing Co.,Ltd., New Delhi
4. Moursand Janet; 1993 ,The Process of Counseling and Therapy, Prentice Hall, New Jersey

Reference Books:

1. Phil Joyce & Charlotte skills; skills in gestalt counseling& psychotherapy,2002,sagepublications, New Delhi
2. Welfel Elizabeth & Patterson E;2005,The counseling Process, A multi theoretical Integrative Approach,6th edition, Brooks / Cole,a part of Cengage Learning
3. Ray Wolfe & Windy Dryden;1996,Handbook of Counseling psychology, Sage Publications, New Delhi

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	25PSW2EC22	4	Family and Marital Counseling	EC	4	1		3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To understand counselling basics
2. To gain theoretical foundations of Counselling
3. To learn the process and skills in family and marital Counselling
4. To be aware of counselling in different setting
5. To learn components of Family and Marital Counselling

Course Outcomes:

CO 1: Be enriched to work with dysfunctional family system and be aware of methods to resolve

CO2: Be provided with conceptual understanding of family as a system and changes involved and its reflection on family relationship

CO3: Be provided with theoretical perception on family welfare management

CO4: Be facilitated to develop skills and insight of social worker in resolving issues.

Be enriched to work with dysfunctional family system and be aware of methods to resolve

Unit I : Introduction to Family

12 Hrs

Family definition, Marriage, Types of families, Emerging families, Family ecology, Family functions, Family norms, Family patterns, Family structure, Family practices. Family as system, Family development tasks. Changing pattern of family in India. Communication in family: Importance, patterns of communications, factors affecting communications in families.

Unit II : Theoretical foundations for counseling

12 Hrs

Cognitive – Developmental cognitive behavioral, Humanistic Theories, Existential counseling, Adlerian Systems theory, Post modern theories.

Unit III : Understanding the Dysfunctional family

12 Hrs

Factors contributing to dysfunctional family system, broken families, single parent families. The impact of broken families on children.

Unit IV : Marriage and Family

12 Hrs

Marriage and family; aims and types of marriage. Factors contributing to marital conflicts. Separation and divorce, Stress, Lack of adequate child care, inflexible work environment, infertility, Adoption, surrogate mothers Family Violence: Wife battering, Husband abuse, Child abuse, Elder abuse, Parent abuse. Family Intervention: Genogram, Methods of assessment, Rehabilitation, Crisis intervention, strengths and resilience

Unit V : Counseling

12Hrs

Definition, Family counseling; Marital Therapy; Pre-marital Counseling; approaches to marital Therapy.

Text Books:

1. Personality psychology, Randy J Larsen , New Delhi, 2011 Sister Mary Vishala, SNO, 2006, Guidance and Counseling (for teachers, parents & students), S. Chand & Company Limited, New Delh.
2. Robert L. Gibson, Marianne H. Mitchell, 2009, Introduction to Counseling and Guidance, PHI Learning Private Limited, New Delhi.
3. Colin Feltam, Windy Dryden, 2010 Brief counseling A Practical Integrative Approach, Tata McGraw – Hill publishing company limited, New Delhi.
4. Samuel T. Gladding, 2009, Counseling A Comprehensive Profession, Pearson, New Delhi.
5. UGC NET/ SET Social Work Trueman's Specific series, 2016, Danika Pulishing Company.

Reference Books:

1. Augustine Meier, and Micheline Boivin (2010), Counseling & Therapy Technique , Theory and Practice (Sage).
2. Desai and Raju(2000) Gerontological Social Work in India: Some issues and perspectives, BR Publishers, New Delhi.
3. Egan, G. (2013). The skilled helper - A Problem Management Approach to Helping. Brooks/Cole Publishers.
4. Fonseea Mabe : Counseling for marital happiness, Leensufala, Bombay. Indian Social Institute: The family in the change and challenge of the seventies sterling publications, New Delhi.
6. Nelson-Jones (2010). The theory and practice of counseling and Therapy (5thed). Sage.
7. Nelson-Jones(2008).Basic Counselling Skills. Sage Publications. Rosemary A Thompson (2016). Counseling Techniques-Improving relationships with others, ourselves, our families, and our environment, 3rd ed. Routledge.

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	25PSW2EC31	4	NGO and Project Management	EC	4	1		3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To acquire knowledge on NGO and procedures in registration
2. To understand the tax regulations and project planning

Course Outcomes:

- CO1: Acquire knowledge on NGO management
CO2: Recognize the procedures in registration of NGO and tax regulations
CO3: Obtain knowledge on the administrative role and functions
CO 4: Explain project planning and develop skill in report writing.
CO 5: Understand procedures to avail grants for projects

Unit-I Introduction to NGO Management 2Hrs.

Introduction to NGO Management: Concepts, History and characteristics, categories and types of NGOs, role of NGOs in the society, kinds of NGOs functioning in India

Unit-II Organizing NGO and Procedures in Registration 12Hrs.

Organizing NGO and Procedures in Registration: Registration procedures under Society Registration Act 1860, Indian Trust Act 1882, The Companies Act 1956, Tax Regulations concerning NGOs: Specific tax exemptions (Section 12A, Section 35AC, Section 80G & 80GG of Income Tax Act) FCRA: Salient features, recent amendments and related issues.

Unit-III Administrative Structure 12Hrs

Administrative Structure: Bye Laws, Memorandum of Association, Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers.

Unit-IV Project Planning 12Hrs

Project Planning: Baseline survey, participatory project planning approach, need assessment, methodology expectations, key result areas tangible/intangible time schedule and budgeting, PRA, CPM implementation, monitoring supervision, performance appraisal, evaluation. Report Writing: Maintenance of records, data bank, interim report, completion report

Unit-V Projects and programmes 12Hrs

Projects and programmes: Ministry Department of Social Welfare (Centre and State), Central Social welfare board, State Social Advisory Board. Related Government Department and donor agencies, procedure and process of availing above programmes / grants.

Text Books:

1. BiswalTafan (2003). Social Work and Human Rights, New Delhi: Rawat
2. Jagannadhan.V (1978) Administration and Social Change, New Delhi. Uppal
3. Hobhouse L.T. (1923) Elements of Social Justice, London: Allen and unwin
4. Malhotra.M (ed) (1992) Anthropology Development, New Delhi:Mittal Publications

Reference Books:

1. Varma (1980) Reservation, India Law and The Constitution, Allahabad: Chugh
2. Sivagami Paramasivam (1998) Human rights – A Study, Salem, Sriram Computer Prints and Offset

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ SS/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	25PSW2EC32	4	Women Welfare	EC	4	1	0	3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To understand the problems of women
2. To identify the welfare programmes and laws protecting women

Course Outcomes:

CO1: Understand the status of Indian Women

CO2: Comprehend problems of women

CO3: Appreciate policies and programme

CO4: Identify legislations relating to women

CO 5: Demonstrate knowledge about women empowerment

Unit I: **Demographic Profile of Women**

12 Hrs

A demographic profile of women in India: Changing role and status of women in India; Role differences of women in joint and nuclear families; position of women in tribal, rural and urban areas; status of women with reference to health, education, employment and political.

Unit II: **Problems of women**

12 Hrs

Problems of women: Gender bias, child marriage, dowry, widowhood, desertion, divorce, destitution, educational backwardness, discrimination in employment; problems of employed women and mother; problems of unmarried mothers; delinquency, prostitution, trafficking in women and girls. Theories on violence against women.

Unit III: **Women's welfare and Development**

12 Hrs

Women's welfare and Development: Historical development of women welfare; indicators of women development; Central and State government policy on women; government of India schemes for women's development; National commission for women, Institutional and Non-Institutional services for women

Unit IV: **Women and Law**

12 Hrs

Women and Law: Legislations relating to women; Legal and constitutional rights, marriage, divorce and property rights; labour laws for women; Family Violence, Family courts

Women Empowerment: Meaning, characteristics of an empowered women; Role of self-help groups in women empowerment; feminism; women's movement abroad and in India, India's Five year Plans- policies, strategies and programmes.

Text Books:

1. Swaminathan V.D and Kaliappan K.V., "Psychology for Effective Living," The Madras Psychological Society, Chennai, 2001
2. Robbins S.B., "Organizational Behavior," Prentice Hall of India, New Delhi, 2005

Sem.	Course Code	Credits	Title of the Course	AC/ AP/ CC/ CC/ DE/ ES/ HW/ SE/ S/ VAC/ VE/ WK	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	25PSW2NME1	2	Human Rights	EC	2			3 Hrs.	25	75	100
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. To know basic concepts of human rights
2. To apply it in the field of social work

Course Outcomes:

CO1: To apply it in the field of social work.

CO2: Acquire knowledge on functional aspects of human rights

CO3: Be sensitized on the rights of vulnerable groups

CO 4: Understand the functions of human rights commissions.

CO 5: Apply the knowledge of human rights in field of social work

Unit-I

06 Hrs.

Human Rights - Meaning, concept, history, classification of rights: Moral rights, Legal rights, political rights and human rights issues, National Human Rights Commissions – National Commission for women- National Commission for Minorities- National Commission for SC&ST- National Commission for the protection of the rights of the child-The Legal Aid, Public Interest Litigation- Social Work profession and Human Rights

Unit-II

06 Hrs.

Human rights and Duties in India – The UN Declaration of Human rights, Indian Constitution: Fundamental rights, Directive Principles, Fundamental Duties. Environment and Human Rights and Duties, Criminal Justice System, Rights to liberty, Rights to Life, Educational Rights, Economic Rights.

Unit-III

06 Hrs.

Rights of vulnerable group – Child rights, women rights, aged, LGBT, migrant communities, victims of caste and communal conflicts, human rights for indigenous people, Rights of people living with disabilities, rights of HIV/AIDS infected persons and rights of prisoners.

Unit-IV

06 Hrs.

Illustrate cases on violation of Human rights. Public Interest Litigation (PIL), Legal Aid, Protection of Human rights Act 1993..

Unit-V

06 Hrs.

Human rights commission in India: Administrative structure, functions, power, enquiry procedure and steps, investigations. State commissions and human rights court.

Text Books:

1. BiswalTafan (2003). Social Work and Human Rights, New Delhi: Rawat
2. Jagannadhan.V (1978) Administration and Social Change, New Delhi. Uppal
3. Hobhouse L.T. (1923) Elements of Social Justice, London: Allen and unwin
4. Malhotra.M (ed) (1992) Anthropology Development, New Delhi:Mittal Publications

Reference Books:

1. Varma (1980) Reservation, India Law and The Constitution, Allahabad: Chugh.
2. Sivagami Paramasivam (1998) Human rights – A Study, Salem, Sriram Computer Prints and Offset

Sem.	Course Code	Credits	Title of the Course	CC / AC/ DE / SE / GS / EVS/ VE / VAC	Category			Sem. Exam	Max. Marks		
					Theo. Hrs.	Tutorial Hrs.	Lab. Hrs.		CIA	ESE	Total.
II	Value Added	2	Project Proposal Writing & Fund Raising	VAC	2		0	3 Hrs.			
Pre-Requisite:											

Course Objectives: The purpose of learning this course is:

1. **Understanding Project Proposal Writing:** Gain insights into the purpose and structure of project proposals, including key components such as problem statements, objectives, methodologies, and budgets.
2. **Identifying Funding Sources:** Learn how to identify potential funding sources for projects, including government grants, private foundations, corporate sponsorships, and crowd funding platforms.
3. **Crafting Compelling Project Proposals:** Develop the skills to craft persuasive and compelling project proposals that effectively communicate project goals, objectives, and anticipated outcomes to potential funders.
4. **Navigating the Fund-Raising Process:** Understand the fund-raising process, including building relationships with potential donors, submitting proposals, and engaging in follow-up communication to secure funding.
5. **Financial Management and Reporting:** Learn the basics of financial management for projects, including budgeting, financial reporting, and accountability requirements for funders.

Course Outcomes:

CO1: Develop the ability to write proposal according to the need of the Ngo's

CO2: Acquire skills on identifying the funding agencies and also gets knowledge on how to utilize the funds

CO3: Acquire skills to establish trust, resolve conflicts constructively, and collaborate effectively with diverse individuals and teams

CO4: Gain the ability to express oneself confidently and respectfully, setting healthy boundaries and advocating for personal needs

CO 5: Understand and respect cultural differences, enhancing interactions in multicultural environments

Unit I: Introduction to Project Proposal Writing

6 Hrs

Introduction to Project Proposal Writing, Purpose and importance of project proposals, Key components of a project proposal, Identifying Funding Sources, Types of funding sources for projects, Researching and identifying potential funders.

Unit II: Crafting a Project Proposal

6 Hrs

Developing a clear problem statement and project objectives, Articulating project methodology and activities, Budgeting and Financial Management, Basics of project budgeting and financial planning, financial reporting and accountability requirements for funders.

Unit III: Writing Techniques for Impactful Proposals

6 Hrs

Writing techniques for creating compelling narratives, Incorporating evidence and data to support project proposals, Fund-Raising Strategies, Strategies for building relationships with potential donors, Developing fund-raising plans and timelines, Proposal Submission and Follow-Up, Submission processes for project proposals, Follow-up communication with funders.

Unit IV: Grant Writing and Proposal Development

6 Hrs

Best practices for grant writing, Developing project proposals for specific funding opportunities, Case Studies and Best Practices, Analysis of successful project proposals and fund-raising strategies, Best practices for effective project proposal writing and fund raising.

UNIT V: Practical Exercises and Application

6 Hrs

Drafting project proposals for real-life scenarios, Peer review and feedback sessions to enhance proposal writing skills. The Project Proposal Writing and Fund Raising course empowers participants with the knowledge and skills needed to develop compelling project proposals and secure funding for various projects. Through a combination of theoretical learning, practical exercises, case studies, and peer review sessions, participants will gain practical experience and confidence in project proposal writing and fund-raising techniques.

Text Books:

1. Swaminathan V.D and Kaliappan K.V., "Psychology for Effective Living," The Madras Psychological Society, Chennai, 2001
2. Robbins S.B., "Organizational Behavior," Prentice Hall of India, New Delhi, 2005