



**S. S. Jain Subodh P.G. College (Autonomous), Jaipur**

**SYLLABUS**

**TWO YEAR POST GRADUATE PROGRAMME**

**Subject/Discipline: Master in Social Work**

**I & II SEMESTER EXAMINATION 2025-26**

**III & IV SEMESTER EXAMINATION 2026-27**

**As per NEP 2020**

*Sd/-*  
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*M. G. K. K. K.*  
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**S. S. Jain Subodh P.G. College (Autonomous), Jaipur**

**FACULTY OF ARTS**

**TWO YEAR POST GRADUATE PROGRAMME**

**Subject/Discipline: Master in Social Work**

**(Syllabus as per NEP – 2020 and Choice Based Credit System)**

**Medium of Instruction: English and Hindi**

**w.e.f. Academic Session 2025-26**

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## Curriculum framework of Master in Social Work (MSW)

|                          |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
|--------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------|-----------------|----|--------------------------------------------------------------|-----------------|--------------------------|--|----------|----------------------|--|----------|---------------|--|-----------|---------------|--|----------|
| 1.                       | Eligibility                                                  | 10+2+3 with 55% from any recognized University in the concerned discipline/ CGPA of 3.5 in the UGC Seven Point scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| 2.                       | Title of the course                                          | MSW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| 3.                       | Level of the course                                          | Post Graduate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| 4.                       | Credit of the course                                         | 108                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| 5.                       | Delivery sub-type of the course                              | Lecture, Talk and Chalk Method and PPT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| 6.                       | Program Outcomes                                             | <p>After studying this course, he or she should be able to:</p> <ul style="list-style-type: none"><li>▪ Promote principles of social justice, human rights and anti-oppressive practice as intrinsic elements of social work practice.</li><li>▪ Engage in a process of self-awareness, self-monitoring and continuous professional development. Develop 'research minded' practitioners who will continue to update their knowledge and engage in systematic evaluation of their practice.</li><li>▪ Apply knowledge of social systems and human behaviour to promote social change, problem solving in human relationships and the empowerment of people to enhance their well-being identify elements of good practice for supporting people through transitions.</li><li>▪ Should become accountable, Expert in planning, intervening, managing and evaluating practice.</li><li>▪ Gain the knowledge of identifying elements of good practice for supporting people through transitions.</li><li>▪ He should recognize the responsibilities of social workers in protecting service users and the public within legal contexts.</li></ul> |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| 7.                       | Syllabus                                                     | Complete Syllabus ( Attached)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| 8.                       | Scheme of Examination                                        | <p>Examination / Evaluation Method ( Attached)</p> <p>Examination Question Paper Pattern for all semester Exams</p> <p>Attempt all questions</p> <table><tr><td>I</td><td>10 Questions (very short answer questions)</td><td>10×1 = 10 Marks</td></tr><tr><td>II</td><td>3 Questions (1 question from each unit with internal choice)</td><td>20×3 = 60 Marks</td></tr><tr><td colspan="2">Total of End Sem. Exam -</td><td>70 Marks</td></tr><tr><td colspan="2">Internal Assessment-</td><td>30 Marks</td></tr><tr><td colspan="2">Maximum Marks</td><td>100 Marks</td></tr><tr><td colspan="2">Minimum Marks</td><td>40 Marks</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | I | 10 Questions (very short answer questions) | 10×1 = 10 Marks | II | 3 Questions (1 question from each unit with internal choice) | 20×3 = 60 Marks | Total of End Sem. Exam - |  | 70 Marks | Internal Assessment- |  | 30 Marks | Maximum Marks |  | 100 Marks | Minimum Marks |  | 40 Marks |
| I                        | 10 Questions (very short answer questions)                   | 10×1 = 10 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| II                       | 3 Questions (1 question from each unit with internal choice) | 20×3 = 60 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| Total of End Sem. Exam - |                                                              | 70 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| Internal Assessment-     |                                                              | 30 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| Maximum Marks            |                                                              | 100 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |
| Minimum Marks            |                                                              | 40 Marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |                                            |                 |    |                                                              |                 |                          |  |          |                      |  |          |               |  |           |               |  |          |

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# S.S. Jain Subodh P.G. (Autonomous) College, Jaipur

## MSW Programme Under CBCS

### Examination Scheme and Course Structure

Session 2025-26

#### First Semester

| S. No. | Subject Code | Course Title                          | Course Category | Credits | Contact Hours Per Week |                           |
|--------|--------------|---------------------------------------|-----------------|---------|------------------------|---------------------------|
|        |              |                                       |                 |         | L                      |                           |
| 1      | MSW 101      | History and Philosophy of Social Work | DSC 1           | 6       | 4                      | 60 hrs/Class Per Semester |
| 2      | MSW 102      | Society and Human Behaviour           | DSC 2           | 6       | 4                      | 60 hrs/Class Per Semester |
| 3      | MSW 103      | Social Case Work                      | DSC 3           | 6       | 4                      | 60 hrs/Class Per Semester |
| 4      | MSW 104      | Field Practicum                       | DSC 4           | 6       | -                      | 90 hrs. Per Semester      |

#### Second Semester

| S. No. | Subject Code | Course Title                                    | Course Category | Credit | Contact Hours Per Week |                           |
|--------|--------------|-------------------------------------------------|-----------------|--------|------------------------|---------------------------|
|        |              |                                                 |                 |        | L                      |                           |
| 1      | MSW 201      | Social Welfare Administration and Social Policy | DSC 1           | 6      | 4                      | 60 hrs/Class Per Semester |
| 2      | MSW 202      | Social Work with Groups                         | DSC 2           | 6      | 4                      | 60 hrs/Class Per Semester |
| 3      | MSW 203      | Research Methodology and Statistical Reasoning  | DSC 3           | 6      | 4                      | 60 hrs/Class Per Semester |
| 4      | MSW 204      | Field Practicum                                 | DSC 4           | 6      | -                      | 90 hrs. Per Semester      |

#### Third Semester

| S. No. | Subject Code | Course Title                                      | Course Category | Credit | Contact Hours Per Week |                           |
|--------|--------------|---------------------------------------------------|-----------------|--------|------------------------|---------------------------|
|        |              |                                                   |                 |        | L                      |                           |
| 1      | MSW 301      | Social Work with Communities                      | DSC 1           | 6      | 4                      | 60 hrs/Class Per Semester |
| 2      | MSW 302      | Disaster Management and Environmental Social Work | DSC 2           | 6      | 4                      | 60 hrs/Class Per Semester |
| 3      | MSW 303      | Urban World and Social Work                       | DSC 3           | 6      | 4                      | 60 hrs/Class Per Semester |
| 4      | MSW 304      | Field Practicum                                   | DSC 4           | 6      | -                      | 90 hrs. Per Semester      |

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### Elective Papers (Choose One from Pool of courses)

| S. No. | Subject Code | Course Title                                     | Course Category | Credit | Contact Hours Per Week |                           |
|--------|--------------|--------------------------------------------------|-----------------|--------|------------------------|---------------------------|
|        |              |                                                  |                 |        | L                      |                           |
| 5      | MSW 305 A    | Issues of Health Rights, Social Work Perspective | DSE             | 6      | 4                      | 60 hrs/Class Per Semester |
| 6      | MSW 305 B    | Human Resource Management (HRM)                  | DSE             | 6      | 4                      | 60 hrs/Class Per Semester |
| 7      | MSW 305 C    | Human Right and Civil Rights Organizations       | DSE             | 6      | 4                      | 60 hrs/Class Per Semester |
| 8      | MSW 305 D    | MOOCS/SWAYAM                                     | OE              | 6      | -                      | -                         |

OE Students can choose any course offered by other department or a MOOCS/ SWAYAM course as per availability and with due permission from the Incharge of the department/Head of the Institution.

### Fourth Semester

| S. No. | Subject Code | Course Title                               | Course Category | Credit | Contact Hours Per Week |                           |
|--------|--------------|--------------------------------------------|-----------------|--------|------------------------|---------------------------|
|        |              |                                            |                 |        | L                      |                           |
| 1      | MSW 401      | Women and Social Legislation               | DSC             | 6      | 4                      | 60 hrs/Class Per Semester |
| 2      | MSW 402      | Industrial Relations and Trade Union       | DSC             | 6      | 4                      | 60 hrs/Class Per Semester |
| 3      | MSW 403      | Counselling                                | DSC             | 6      | 4                      | 60 hrs/Class Per Semester |
| 4      | MSW 404      | Dissertation / Field Work / Report writing | DSC             | 6      | -                      | -                         |

### Elective Papers (Choose One from Pool of courses)

| S. No. | Subject Code | Course Title                             | Course Category | Credit | Contact Hours Per Week |                           |
|--------|--------------|------------------------------------------|-----------------|--------|------------------------|---------------------------|
|        |              |                                          |                 |        | L                      |                           |
| 5      | 405 A        | Social Work with Older Persons           | DSE             | 6      | 4                      | 60 hrs/Class Per Semester |
| 6      | 405 B        | Labour Welfare and Social Security (HRM) | DSE             | 6      | 4                      | 60 hrs/Class Per Semester |
| 7      | 405 C        | Child Rights and Social Work             | DSE             | 6      | 4                      | 60 hrs/Class Per Semester |
| 8      | 405 D        | MOOCS/SWAYAM                             | OE              | 6      | -                      | -                         |

OE Students can choose any course offered by other department or a MOOCS/ SWAYAM course as per availability and with due permission from the Incharge of the department/Head of the Institution.

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# S.S. Jain Subodh P.G. (Autonomous) College, Jaipur

## MSW Programme Under CBCS

### Examination Scheme and Course Structure

Session 2025-26

#### First Semester

| S. No. | Subject Code | Course Title                          | ESE | Int. | Total | Duration ESE |
|--------|--------------|---------------------------------------|-----|------|-------|--------------|
| 1      | MSW 101      | History and Philosophy of Social Work | 70  | 30   | 100   | 3 hrs.       |
| 2      | MSW 102      | Society and Human Behaviour           | 70  | 30   | 100   | 3 hrs.       |
| 3      | MSW 103      | Social Case Work                      | 70  | 30   | 100   | 3 hrs.       |
| 4      | MSW 104      | Field Practicum                       | 60  | 40   | 100   | -            |

#### Second Semester

| S. No. | Subject Code | Course Title                                    | ESE | Int. | Total | Duration ESE     |
|--------|--------------|-------------------------------------------------|-----|------|-------|------------------|
| 1      | MSW 201      | Social Welfare Administration and Social Policy | 70  | 30   | 100   | 3 hrs.           |
| 2      | MSW 202      | Social Work with Groups                         | 70  | 30   | 100   | 3 hrs.           |
| 3      | MSW 203      | Research Methodology and Statistical Reasoning  | 70  | 30   | 100   | 3 hrs.           |
| 4      | MSW 204      | Field Practicum                                 | 60  | 40   | 100   | 90 hrs. Per Sem. |

#### Third Semester

| S. No. | Subject Code | Course Title                                      | ESE | Int. | Total | Duration ESE     |
|--------|--------------|---------------------------------------------------|-----|------|-------|------------------|
| 1      | MSW 301      | Social Work with Communities                      | 70  | 30   | 100   | 3 hrs.           |
| 2      | MSW 302      | Disaster Management and Environmental Social Work | 70  | 30   | 100   | 3 hrs.           |
| 3      | MSW 303      | Urban World and Social Work                       | 70  | 30   | 100   | 3 hrs.           |
| 4      | MSW 304      | Field Practicum                                   | 60  | 40   | 100   | 90 hrs. Per Sem. |

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### Elective Papers

| S. No. | Subject Code | Course Title                                     | ESE | Int. | Total | Duration ESE |
|--------|--------------|--------------------------------------------------|-----|------|-------|--------------|
| 1      | MSW 305 A    | Issues of Health Rights: Social Work Perspective | 70  | 30   | 100   | 3 hrs.       |
| 2      | MSW 305 B    | Human Resource Management (HRM)                  | 70  | 30   | 100   | 3 hrs.       |
| 3      | MSW 305 C    | Human Right and Civil Rights Organizations       | 70  | 30   | 100   | 3 hrs.       |
| 4      | MSW 305 D    | MOOCS/SWAYAM                                     | -   | -    | 100   |              |

### Fourth Semester

| S. No. | Subject Code | Course Title                            | ESE | Int. | Total | Duration ESE |
|--------|--------------|-----------------------------------------|-----|------|-------|--------------|
| 1      | MSW 401      | Women and Social Legislation            | 70  | 30   | 100   | 3 hrs.       |
| 2      | MSW 402      | Industrial Relations and Trade Union    | 70  | 30   | 100   | 3 hrs.       |
| 3      | MSW 403      | Counselling                             | 70  | 30   | 100   | 3 hrs.       |
| 4      | MSW 404      | Dissertation /Field Work/Report writing | 60  | 40   | 100   |              |

### Elective Papers

| S. No. | Subject Code | Course Title                             | ESE | Int. | Total | Duration ESE |
|--------|--------------|------------------------------------------|-----|------|-------|--------------|
| 1      | 405 A        | Social Work with Older Persons           | 70  | 30   | 100   | 3 hrs.       |
| 2      | 405 B        | Labour Welfare and Social Security (HRM) | 70  | 30   | 100   | 3 hrs.       |
| 3      | 405 C        | Child Rights and Social Work             | 70  | 30   | 100   | 3 hrs.       |
| 4      | 405 D        | MOOCS/SWAYAM                             | -   | -    | 100   |              |

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**Semester I**  
**Paper 101- History and Philosophy of Social Work**  
**(6 Credits)**

**Course Objectives**

- To understand the History of Social Work.
- To clearly conceptualize their understanding of the Social Work Profession.
- To know the Philosophical Foundation of Social Work, Principles, Values and Ethical Code of their Profession.

**Course Outcomes**

The objective of this course is to develop historical and philosophical understandings of the origin, development, concept, ethics, values and various approaches of professional social work. The course seeks to make the students critically aware of the meanings and challenges of the social work profession in relation to society and social sciences in general.

**Unit I**

- Social Work: Meaning and Concepts;
- Brief Introduction about Related Concepts: Social Services, Social Reform, Social Justice, Social Policy and Social Development.
- History of Social Work, Social Work Methods and Application.

**Unit II**

- Philosophy of Social Work.
- Gandhian Vision of Social Work. Assumption and Values of Social Work.
- Basic Principles of Professional Social Work.

**Unit III**

- Social Work as a "Profession":
- Critical Evaluation of Professional Character of Social Work.
- Professional Code of Ethics for Social Work Practitioners.

**Suggested Books**

- Dubois, B. Miley & K.K., Social Work: An Empowering Profession, London: Allyn & Bacon, 2002.
- Akanshsha, Introduction to Social Work and Practice in India, Akanshsha Publishing House, 2011.
- Desai, Murli., Ideologies and Social Work, Rawat Publications, Jaipur, 2006.
- Pathak, Shankar., Social Work and Social Welfare in India, Niruta Publications, Bangalore, 2012.
- सिंह, सुरेंद्र, वर्मा, आर. बी. एस. भारत में समाज कार्य का क्षेत्र, न्यू रोयल बुक कम्पनी, लखनऊ 2011.

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**Semester- I**  
**Paper 102 - Society and Human Behaviour**  
**(6 Credits)**

**Course Objectives**

- To orient student regarding basic sociological concepts.
- To understand the complex networking of social relationships and factors influencing social behaviours.
- To impart basic knowledge regarding human growth and development.
- To orient students regarding basic psychological process and their significance in personality development.

**Course Outcome**

After the completion of this paper student will be acquainted with basic knowledge regarding human growth and development.

**Unit I**

- Basic Concepts in Sociology: Society, Social Groups, Community and Socialization.
- Basic Concepts in Economics: Market(perfect competition and monopoly and monopolistic competition), Economic Development (Inequality, PQLI and HDI), Economic Behaviour (Consumer and producer) and PPP Model.
- Basic Concepts in Political Science: State, Power, Authority and Political Socialization.

**Unit II**

- Basic Concepts in Psychology: Personality: Concept, socio-cultural determinants, Motivation: Definition and social motive.
- Attitude: Definition, Behaviour links and Determinants.
- Importance of Psychology in Sociology work.

**Unit III**

- Relationship between Psychology and Sociology,
- Relationship between Psychology and Economic.
- Importance of Sociology and Economics in Social Work.

**Suggested Books**

- Morgan, C.T., Introduction to Psychology, New Delhi, Tata McGraw Hill, 2010
- Lavalette, Michael, Radical Social work Today, North American Office the Policy Press, 2011
- Lavalette, Michael, Teaching and learning Communication Work Education, Manglam Publication, Delhi, 2012

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**Semester I**  
**Paper 103- Social Case Work**  
**(6 Credits)**

**Course Objectives**

- To develop an understanding regarding case work as a method of social work.
- To orient students regarding individualized approach to problem solving.
- To capacitate students with technique; and skills for dealing with individual for problem solving.

**Course Outcomes**

This is a basic/primary method of the curriculum. It is about the approaches, tools and techniques of work with individuals and family. This course will enable an individual to solve the problems of client by channelizing his/her energy and capacity positively.

**Unit I**

- Social Case Work: Concept, Definition, Objectives, Values, Principles
- Components & Phases of Social Case Work
- Basic Assumptions and Historical Development of Social Case Work.

**Unit II**

- Social Case Work Practice in Different Settings.
- Case Work Process: Social Investigation and Social Diagnosis.
- Interviewing (Types, Purpose, Skills, Techniques and Principles of Interviewing).

**Unit III**

- Approaches to Practice: Psychosocial & Problem Solving,
- Crisis Intervention; Behaviour Modification, Functional and Development of an Eclectic Model for Practice.
- Recording in Case Work: Meaning, Purpose, Sources and Types.

**Suggested Books**

- Perlman, Helen H, Social Case Work - A Problem Solving Process, University of Chicago Press, Chicago, 1957
- Hollis, Florence, Case Work - A Psychosocial Therapy, Random House, New York, 1964.
- Banerjee, G.R., Concept of Being and Becoming in Social Work, TISS, Mumbai, 1967.
- Banerjee, G.R., Some Thought on Professional Self in Social Work, Papers in Social Work, TISS, Mumbai, 1971.
- Doyle, Celia, Working with Abused Children, Palgrave Macmillan, Basingstoke, 2006.
- Mathew, G. An Introduction to Social Case Work, Bombay: TISS 1992.
- Patel, Tushi (ed.), The Family in India: Structure and Practice, Sage, New Delhi, 2005.

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**Semester I**  
**Paper 104 – Field Practicum**  
**(6 Credits)**

**Field Work / Report writing**

The Field Work Practicum in the Master of Social Work (MSW) program is a core component that enables students to apply theoretical knowledge in real-life social work settings. Through structured internship/training in NGO/agencies or communities, students engage in direct practice with individuals, groups, and communities under professional supervision. The practicum aims to develop essential social work skills, ethical practice, and critical thinking while fostering an understanding of agency functioning and social systems. Components include orientation, concurrent fieldwork, supervision, report writing, and periodic evaluation

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## Semester II

### Paper 201-Social Welfare Administration and Social Policy

(6 Credits)

#### Course Objectives

- To orient students regarding different dimensions of social welfare administration.
- To develop an understanding of formation and management of human service organization.
- To develop an understanding of the concept of social policy and the scope and role of social work intervention in policy formulation and implementation.
- To develop a critical understanding of social policies and its linkage to development issues, plans and programmes.

#### Course Outcome

This paper introduces the definition and concepts of social welfare administration and discusses about various approaches of organizational management.

#### Unit I

- Concepts of Welfare, Social Administration & Social Welfare.
- Relation between Social Welfare and Administration.
- Social Policy: Concept and Significance.

#### Unit II

- Basic Administration Process: Organization, Planning and Policy Formulation.
- Basic Administration Process: Personnel Administration and Coordination.
- Role of Government & Non Government Agencies in Social Welfare Administration.

#### Unit III

- Models of Social Policy.
- Major Welfare Social Policies—Education, Housing, Health and Public Distribution System.
- Social Welfare Policies in India & MANREGA.

#### Suggested Books

- Sachdeva, D.R., Social Welfare Administration in India, Kitab Mahal, New Delhi, 2013.
- Chowdhury, D.Parel, Social Welfare Administration, Atma Ram, New Delhi, 1992.
- Goel, S.L., Social Welfare Administration, Deep & Deep Publications Pvt. Ltd, New Delhi, 2010.
- Abha, Vijay and Prakash, Voluntary Organizations and Social Welfare, ABD Publishers, New Delhi, 2000.
- Lawani, B.T., NGOs in Development, Rawat Publication, Jaipur, 1999.
- Lewis Judith A., Management of Human services, programs, Brooks Cote Publishing Co., 2000.
- Prasad, L.M., Principles and Practice of Management, Sultan Chand & sons. New Delhi, 2000.
- Ralph Brody, Effectively Managing Human Service Organizations. (Third Edition), Sage Publications, New Delhi, 2005.
- Newstrom, John W. & Davis, Keith, Organizational Behaviour, Tata Mc Graw – Hill, 2003.

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**Semester II**  
**Paper 202- Social Work with Groups**  
**(6 Credits)**

**Course Objectives**

- To develop an understanding of the basic social work attitudes necessary for the use of social group work.
- To develop an awareness of evolving professional values in the group work.
- To develop skills in the integrated use of social group work methods in Indian perspective.

**Course Outcome**

This paper helps the students to understand group work, group process and group dynamics. It also develops an idea about the skills and techniques required for working with different groups.

**Unit I**

- Social Group as a Method of Social Work: Definition, Objectives, Characteristics and Significance.
- Philosophy & Basic Assumptions in Group Work.
- Historical Development of Social Group Method.

**Unit II**

- Models of Social Group Work: Social Goal Model, Remedial Model, Reciprocal Model & Developmental Model.
- Group Formation: Techniques, Purposes, Stages/Phases of Group Development, Process of Group Formation.
- Group Leadership: Meaning, Functions of Group Leadership and Leadership Theories. Skills and Responsibilities of Group Leader.

**Unit III**

- Group Work in Institutional Settings-Group Work and Child Welfare.
- Group Work in Psychiatric Setting, Group Work in Hospitals.
- Role of Social Worker in Group Work.

**Suggested Books**

- Indra Gandhi Open University "Social Work Intervention with Individual & Groups. BSWE- 002, Unique Press Noida, 2005.
- Trecker Harleigh B, Social Group Work, Principles & Practices, Association Press, Folle Publishing Company/Chicago, 1970.
- Konopka, Gisela, Social Group Work, A Helping Process, Prentics Hall, INC, Englewood ClIFS, NJ., 1963.
- Balgopal, P, R & Vassil, T. V., Groups in Social Work, An Ecological Perspective, McMillan Publishing Co. Inc. New Work, 1983.
- Misra P. D., Social Work, Philosophy & Methods, Inter-India Publications, New Delhi, 1994.
- Douglas, Tom, Group Work Practice, International University Press, New York, 1976.
- Group leadership and self-realization. Leviathan House Milson, F. 1973.
- Essentials of social group work skill. New York: Association Press Trecker, H.B. 1955.
- Social group work: Principles and practices. New York: Whiteside Wilson, G., & Ryland G. 1949.
- पी. डी. मिश्रा, समाजिक सामूहिक कार्य, विनोद चंद्र पांडेय, उ. प्र. हिंदी संस्करण 1992.
- दूसरथ शिवशा निदेशालय, व्यक्ति एवम समूह के संदर्भ में समाज कार्य, वी. वी. एस. पूर्वोत्तर विश्व विद्यालय जोनपुर 2004.

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## Semester- II

### Paper 203- Research Methodology AND Statistical Reasoning

(6 Credits)

#### Course Objectives

- To highlight the relevance of research for social work.
- Understand the nature of scientific investigation need of social & social work research to acquire societal knowledge.
- Learn about the different designs, sampling methods, process & methods of social research.

#### Course Outcome

At the conclusion of the course the students shall be able to understand the nature of scientific investigation need of social & social work research to acquire societal knowledge.

#### Unit I

- Science and Scientific Method: Meaning and Characteristics.
- Objectivity and Subjectivity in Social Research.
- Research Ethics in Social Work, Research Design: Exploratory, Explanatory, Descriptive and Experimental.

#### Unit II

- Data: Forms and Sources,
- Tools of Data Collection: Observation, Interview, Questionnaire and Focus Group Discussion.
- Sampling: Basic Concept, Probability and Non Probability Sampling.

#### Unit III

- Introduction to Social Statistics: Meaning, Nature, Application, Functioning, Limitations and Significance.
- Hypothesis Formulation: Definition, Sources, Types, Need and Importance.
- Measures of Central Tendency: Mean, Median Mode.

#### Suggested Books

- Gupta S.C. Fundamentals of Statistics, 7e. Himalaya Publication Co., New Delhi, 2012.
- Kothari C.R.: Research Methodology - Methods and Techniques. Vishwa Prakashan, New Delhi, 1997.
- Monette Duane R. & Sullivan Thomas J. Applied Social Research: Tool for Human Services, Harcourt Brace College Pub., New York, 1988.
- Ramachandran P. Survey Research for Social Work, Institute for Community Organization Research, Bombay, 1993.
- Ranjit Kumar. Research Methodology. Sage Publications, New Delhi, 2014.
- Ranjit Kumar. Research Methodology: A step by step guide for beginners. Sage Publications, New Delhi, 2014.

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**Semester- II**  
**Paper 204 - Field Work Practicum**  
**(6 Credits)**  
**Field Work / Report writing**

The Field Work Practicum in the Master of Social Work (MSW) program is a core component that enables students to apply theoretical knowledge in real-life social work settings. Through structured internship/training in NGO/agencies or communities, students engage in direct practice with individuals, groups, and communities under professional supervision. The practicum aims to develop essential social work skills, ethical practice, and critical thinking while fostering an understanding of agency functioning and social systems. Components include orientation, concurrent fieldwork, supervision, report writing, and periodic evaluations.

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**Semester- III**  
**Paper 301- Social Work with Communities**  
**(6 Credits)**

**Course Objectives**

- To develop an understanding of the concepts related to working with communities and the processes involved in it.
- To make students understand the use and practice of community organization in various fields of social work.
- To familiarize the emerging trends and experiments in community organization.
- To introduce various aspects of social action as an effective method of social work.

**Course Outcome**

This paper highlights and explores the adjustment between the resources available and necessities of the people. This will also help the students to know how people work for the welfare of the community; bring desired improvement in the social well-being of individuals, groups, organizations, and neighbourhoods.

**Unit I**

- Community: Meaning, Definition, Types and Community as a Social System.
- History of Community Organization in India
- Community Organization: Definition, Objectives, Principles, Community Organization and Community Development.

**Unit II**

- Community Power Structure: Definition, Community Leadership: Concept and Types.
- Participatory Techniques in Development: Concept, Principles, Attitudes and Behaviour,
- Techniques and Usage- PLA, PRA, RRA, PPA in interface with Conventional Methods.

**Unit-III**

- Indigenous Approaches to Community Work- Mahatma Gandhi, Vinoba Bhave, Bheem Rao Ambedkar and Radical Groups.
- Roles of Community Organizers- Settings of Community Organisation, Characteristics, Steps and Roles

**Suggested Books**

- Kirst, Ashman, K.K. & Hull, G.H.(eds), Generalist Practise with Organisations and Communities, Belmont, CA: Wadsworth, 2001
- Guha, Ratna, Communication in Social Work, Printed at Offset, Delhi, 2000.
- Meenai, Z, Participatory Community Work, Concept Publishing Company, New Delhi, 2007.
- Desai, Murli, Ideologies and Social Work: Historical and Contemporary Analyses, Rawat Publication, New Delhi, 2007.
- Ross, Murray G, Community Organization: Theory and Principles, Harper and Row, New York, 1985.
- Gore M S, Family and the rights of the individual, NIPCCD, New Delhi, 1994.
- Clinard Marshall B, Slums and community development, Free Press, New York, 1957.
- Siddiqui Working with Communities- An introduction to Community Work, Hira Publications, New Delhi, 1997.
- McKnight, J. Regenerating community: The recovery of a space for citizens, 2003

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**Semester- III**  
**Paper 302- Disaster Management and Environmental Social Work**  
**(6 Credits)**

**Course Objectives**

- To develop an understanding of Disaster and Disaster Management.
- To help students to understand environmental issues and Movements.
- To enable students to understand the government and NGOs and the role of social workers in safeguarding environment and protecting livelihoods.

**Course Outcomes**

Students will be able to develop understanding regarding human relation to environmental concerns to the society and basic knowledge regarding disaster and disaster management. The course trains students to help and serve, at the time of natural disaster and manmade calamity. Students will be sensitized regarding contemporary development issues.

**Unit I**

- Concept and Definitions of Disaster. Types of Disasters – Natural, Intentional and Non- Intentional, Consequences of Disaster.
- Phases of Disaster: Preparation and Planning, Threat and Warning, Impact, Immediate Post Disaster Period and Recovery Phase. Preparedness, Mitigation, Intervention, Search, Rescue, Relief, Rehabilitation and Reconstruction.
- National and State Policy on Disaster Management. Disaster Management Act, 2005.

**Unit II**

- Concept of Environment, Meaning, Dimensions of Environment, Pollution (Air, Water, Land and Noise), Forest Cutting & Wild Life.
- Role of Central & State Government NGO's and Social Workers Contribution to Solve Environmental Problems.
- Sustainable Development: Concept and Goals.

**Unit III**

- Environment Action and Management: State and Central Government Policies.
- Environmental Legislation, Needs and Importance and Important Laws in India (Air, Water and EPA, Wildlife Conservation Act).
- Grassroots Environmental Movements in India. - Chipko Movement, Save Forests Movement.

**Suggested Books**

- Gadgil, Madhav and Ramchandra Guha. This fissured Land: An ecological History of India, Delhi. OUP. 1994.
- Guha Ramchandra. The Unquiet woods, Ecological Change and Peasant Resistance in the Himalayas, Delhi: OUP. 1991.
- Adams, W. M., Green Development: Environment and Development In the Third World, 1991.
- Anil, Aggarwal, The Price of Forests New Delhi: Centre for Science and Environment, 1992.
- Gautam Sharma Lt. Col., Environment. Man and Nature, New Delhi: Reliance Publishing House, 1989.
- John Mc Cormick, the Global Environmental Movement, New Delhi: CBS Publishers, 1990.
- Lodha, R. M., Environment Essays, New Delhi: Ashish Publishing House, 1991
- Mohandas, M., Ecologically Sustainable Development: concepts and Issues Mannuthy; Kerala Agricultural University, 1993.
- Raveendra, A., Forests. People and Environment: Dynamics of Interaction and Development Centre for Development Studies, 1989.
- Schumacher, Vasanth Desai, Forest Management in India : Issues and problems Bombay: Himalaya Publishing House, 1991.

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## Semester- III

### Paper 303- Urban World and Social Work

(6 Credits)

#### Course Objectives

- To enable students to understand the unique nature of urban community.
- To develop sensitivity and commitment for working with urban poor.
- To provide knowledge on the government and voluntary efforts towards urban development.
- To equip students with specific skills and techniques of working with urban communities.

#### Course Outcomes

This paper helps the students to understand the change processes of urban societies, their problems, issues and implications in urban welfare. It will help the students to understand the impact of bureaucratic approaches in the implementation of urban development schemes. Students will understand the limitations and challenges for interventions by social worker.

#### Unit I

- Urban Community: Meaning and Characteristics.
- Rural Urban Linkages and Contrast. City Meaning and Classification.
- Urbanization & Urbanism: Meaning and Characteristics; Trends in Urbanization Process.

#### Unit II

- Urban Problems: Housing, Drug Addiction, Pollution and Poverty.
- Slum: Definition, Causes, Approaches to Slum Development. Migration – Concept, Causes, Types.
- Unorganized/Informal Sectors: Concept, Characteristics. Unorganized Labour: Child Labour, Women Labour and Construction Workers.

#### Unit III

- 74th Amendment and Silent Features of Nagarpalika Act; Structure and Functions of Urban Development Agencies: Municipal Administration Corporations, Municipalities.
- Urban Governance: Concepts, Definition, Good Governance, Characteristics of Good Governance,
- National Urban policy framework 2018: Social Infrastructure and Housing.

#### Suggested Books

- Patel A. K. and Dubey M.V., Urban Social Work, Crescent Publishing Corporation New Delhi, 2010.
- Gore M.S., Social Work and Social Work Education, reprinted, Printed at Chaman Enterprises, New Delhi, 2011.
- Bhattacharya, B, Urban Development in India, Shree publishing, New Delhi, 1979
- Bidyut Mohanty, Urbanization in Developing countries, ISS and Concept, New Delhi, 1993
- Clinard, Marshall B, Slums and Urban Community Development, The Free Press, New York, 1972
- Desai & Pillai, Slums and Urbanisation, Popular, Bombay, 1972
- Robert Neuwirth, Shadow Cities: A Billion Squatters; a New Urban World, Routledge, New York and London, 2005.
- Mike Davis, Planet of Slums, Verso, London and New York, 2006.
- कटारिया, सुरेंद्र, सामाजिक प्रशासन, आर.बी.एस.ए. पब्लिशर्स 2010.

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**Semester- III**  
**Paper 304 – Field Work Practicum**  
**(6 Credits)**

Field Work / Report writing

The Field Work Practicum in the Master of Social Work (MSW) program is a core component that enables students to apply theoretical knowledge in real-life social work settings. Through structured internship/training in NGO/agencies or communities, students engage in direct practice with individuals, groups, and communities under professional supervision. The practicum aims to develop essential social work skills, ethical practice, and critical thinking while fostering an understanding of agency functioning and social systems. Components include orientation, concurrent fieldwork, supervision, report writing, and periodic evaluations.

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## Elective Paper

### Semester- III

#### Paper 305 A – Issues of Health Rights: Social Work Perspective (6 Credits)

##### Course Objectives

- To familiarise with the changing concept of health as an aspect of social development.
- To orient learners to the field Medical & Psychiatric Social Work
- Institutional and non-institutional structures & Role of Social Work

##### Course Outcome

Gain understanding of relevance, domains and nature of social work intervention in health settings.

##### Unit I

- Concept and Definition: Health, Hygiene, Diseases, Illness and Handicap.
- Medical Social Work: Meaning, Definition, Objectives and Scope.
- Historical Development of Medical Social Work.

##### Unit II

- Healthcare Models: Preventive, Curative, Promotional Model. Integrative Model and Development Model.
- Holistic Approach to Health, Alternative System of Health - AYUSH (Ayurveda, Unani, Siddha, Yoga, Meditation, Naturopathy).
- Communicable & Non Communicable Disease.

##### Unit III

- Medical Social Work Practice in Different Settings: Hospitals, Out-Patient Departments, Emergency / Crisis Care.
- Social Support and Self Help Groups: Role of Medical Social Worker in Hospital Settings.
- Problems Encountered by Medical Social Workers in the Field. Health Care System and Inequalities.

##### Suggested Books

- Anderson R.& Bury M.(eds), Living with chronic illness-The Experience of Patients and their families, Unwin Hyman, London, 1988.
- Bajpai P.K.(ed.), Social Work Perspectives in Health ,Rawat Publications, Delhi, 1997.
- Barlett H.M., Social Work Practice in the health field; National Association of social workers, New York, 1961.
- Bradshaw & Bradshaw, Health Policy for Health Care Professional, Sage Publications, New Delhi, 2004.
- Brannon & Feist, Health Psychology, TLARC Publication, Toronto, 2000.
- Crowley M.F., A New look at nutrition; Pitman Medical Publishing Co., Ltd., London, 1967.
- Dowding & Barr, Managing in Health Care, Pearson Education Ltd. London, 2002.
- Dziegielewska, Sophia, Changing Phase of Health Care, Social Series II Education, Sarabook, New Delhi, 2003.
- Field M., Patients are people-A Medical-Social Approach to Prolonged Illness, Columbia University Press, New York, 1963.
- Pokarno K.L., Social Beliefs, Cultural Practices in Health and diseases; Rawat Publications, Delhi, 1996.
- Pathak, S.H., Medical Social Work in India, Delhi School of Social Work, New Delhi, 1961.

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## Elective Paper

### Semester III

#### Paper 305 B - Human Resource Management (HRM)

(6 Credits)

##### Course Objectives

- To acquaint and help students in understanding the concepts of human resource management in formal organizations and develop appropriate skills and competencies in managing human resources.
- To comprehend an understanding of HRM process and methods in industry.
- To help the student to understand the nature of the changing global business environment and the role of HR in it.
- To enable the students to appreciate the various methods and techniques of Human Resource Management.

##### Course Outcome

The aim of this paper is to acquaint students with the concept of human resource management and to develop an understanding of organizational behaviour.

##### Unit I

- Human Resource Management & Development: Definition, Functions and Objectives, an Overview of Subsystems. Evolution.
- Growth of HRM in India, Qualities of HRM Functionary, Future Challenges.
- Concept of Social Capital, Culture Capital and Symbolic Capital.

##### Unit II

- Manpower Planning, Sources of Manpower Supply.
- Recruitment Methods Scientific Selection and Placement, Transfer, Promotion, Demotion.
- Training and Development.

##### Unit III

- Wages and Salary Administration: Factors Influencing Wage and Salary.
- Performance Appraisal: Objectives, Methods, Traditional and Modern, Performance Counselling and Potential Appraisal.
- Concept and Purpose of Discipline, Employee Discipline and Disciplinary Procedure.

##### Suggested Books

- Mamoria, C.B. and Gankar, S.V., Human Resource Management, Himalayan Publishing House, IV Edition, 2005.
- Ashwatthapa, K., Human Resource Management and Personnel Management, Tata McGraw Hill, 2002.
- Flippo, Edwin, B., Personnel Management, McGraw Hill, New Delhi, 2001.
- Chhabra, T.N. Human Resource Management, Dhanpat Rai and Co. Delhi, III Revised Edition, 2002.
- Joshep, Jerome, Industrial Relations Towards a Theory of Negotiated Connectedness, Sage, New Delhi, 2004.
- Lal Das, D.K., Personnel Management, Industrial Relations and Labour Welfare, Y. K. Publishers, Agra, 1991.
- Mallick, P.L., Industrial law, Lucknow Eastern Book Company, 2002.
- Mamoria, and Gankar, Dynamics of Industrial Relations, Himalaya Publishing House, Nagpur, 2000.
- National Commission on Labour, Report of the Study Group on Umbrella Legislation for the Workers in the Unorganized Sector, New Delhi, 2001.

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M. Gupta 4/10/25

**Elective Paper**  
**Semester III**  
**Paper 305 C - Human Right and Civil Rights Organizations**  
**(6 Credits)**

**Course Objectives**

- To provide a perspective and foundation for a human rights culture among students.
- To create awareness on the Indian legal system, rule of law, human rights related to custody and detention.
- To equip students with knowledge about the human rights movements and new rights gained

**Course Outcome**

After the completion of this paper student will be able to provide an understanding of the concept of Human Rights and various institutional mechanism for protection of Human Rights.

**Unit I**

- Introduction to Human Rights; Categories and Foundation of Human Rights.
- International Human Rights Law and its Utility; Indian Constitution and Human Rights Protection and Enforcement; Writ Jurisdiction and Public Interest Litigation.
- UN Declaration of Human Rights.

**Unit II**

- Intellectual Property Rights, Right To Information.
- Children's Rights, Women's Rights, Dalit Rights.
- Right to Education and Right to Health.

**Unit III**

- Consumer Protection, Statutory Commission.
- Strategies and Skills for Human Rights Advocacy. Challenges before Human and Civil Rights.
- Role Human Rights Commission: Central & State in Court of Justice.

**Suggested Books**

- Baxi, Upendra, Future of Human Rights Oxford University Press, London, 2005
- Chandra, Sathish, International Documents of Human Rights, Mittal Publications, New Delhi, 1996
- Chakraborty, Somen, Human Rights Trainer's Manual, Indian Social Institute, New Delhi, 2004.
- Donnelly, Jack, Universal Human Rights in Theory and Practice, Cornell University, Press, USA, 1989.
- Mathew P.D & Mathew, P.M, Indian Legal System: An overview, Indian Social Institute, New Delhi, 2005.
- Srivastava and Narayan, United Nations on Human Rights, Indian Publishing Distributors, New Delhi, 2002.
- United Nations, Human Rights and Social Work, A Manual for Schools for Social Work and the Social Work Profession, Centre for Human Rights United Nations, Geneva, 1994.

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**OE**

**Semester III**

**Paper 305 D - MOOCS/SWAYAM**

**OE Students can choose any course offered by other department or a MOOCS/ SWAYAM course as per availability and with due permission from the Incharge of the department / Head of the Institution.**

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**Semester- IV**  
**Paper 401- Women and Social Legislations**  
**(6 Credits)**

**Course Objectives**

- To get an understanding of the perspective of women and development in Indian society.
- To develop an understanding regarding Law, its role in rearing status of Women and Children in Society.
- To impart knowledge to students regarding important legislations relating to Women.
- To examine the social systems that affect women in meeting growth needs and special needs.

**Course Outcomes**

The students will enhance knowledge about the law, its role in raising status of women, important legislation machinery, supporting for development of women & children etc. Students will be sensitized about the administration & its implementation of social legislation in India.

**Unit I**

- Status of Women through Ages in India. Gender, Meaning, Concept, Gender roles, Gender Inequality.
- Patriarchy and Patriarchal Structures in India. Feminism and its Types.
- Women and Political Participation in India.

**Unit II**

- Education: Problems of Education and Girl Child, Participation in Higher Education;
- NGO and Government Efforts to Improve Women's Education.
- Employment: Work Participation of Women, Exploitation of Women.

**Unit III**

- Social Legislation: Hindu Marriage Act, Dowry Prohibition Act, The Prohibition of Child Marriage Act 2006.
- Women's Right in Joint Hindu Property under Hindu Succession Act, Domestic Violence Act 2005.
- Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal Act 2013- (Vishakha Judgement).

**Suggested Books**

- Bhasin, K, Women and media – analysis, alternatives and actions, Kali for Women, New Delhi, 1984.
- Blumberg and Dwaraki, India's educated women : options and constraints, Hindustan Publishing corporation, New Delhi, 1980.
- Devendar, Kiran, Status and position of women in India, Shakthi Books, New Delhi, 1985.
- Hamilton R, The liberation of women: a study of patriarchy, George Allen and Unwin, London, 1992.
- ICSSR, Status of women in India- report of the National Commission, Allied publishers, New Delhi, 1985.
- Kanhere U S Women and Socialization, Mittal Publishers, New Delhi, 1995
- Kaushik, Susheela, Women's Oppression: patterns and perspective, Shakti Books, New Delhi, 1993
- LWF, Women's Human Rights, Lutheran World Foundation, Geneva, 1990.
- Neera Desai, Women and society in India, Ajanta Publications, New Delhi, 1987.
- Usha Rao, Women in Development Society, Ashish Publishing house, New Delhi, 1983.

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**Semester- IV**  
**Paper 402- Industrial Relations and Trade Union**  
**(6 Credits)**

**Course Objectives**

- To provide knowledge on the employee / industrial relations system in India.
- To familiarize the students with the various employee / industrial relations processes.
- To get acquainted the students about the concept of Trade Union, its problems and role in the changing scenario.
- To inculcate skills, techniques and competence among trainees to deal with industrial relations situations.

**Course Outcomes**

The Student will enhance knowledge about the concept and importance of industrial relations. Students will be able to know and effectively deal with industrial relations, situations of the country.

**Unit I**

- Industrial Relations: Concept, Importance of Sound Industrial Relations in India.
- Industrial Disputes: Meaning, Causes and Consequences. Magnitude of Industrial Dispute.
- Collective Bargaining: Concept, Pre-conditions, Process, Negotiations, Strategies, Hurdles, and Suggestions to Encourage Collective Bargaining.

**Unit II**

- Trade Union Movement.
- Trade Union Organization in India.
- Problems of Indian Trade Unions and White Collar Unions.

**Unit III**

- Industrial Peace: Machinery for Prevention and Settlement for Disputes.
- Worker Committees, Joint Management.
- Court of Enquiry: Conciliation, Arbitration and Adjudication. Problems Related to Machinery.

**Suggested Books**

- Mamoria, C. B., Mamoria, S. and Gankar, S.V., Dynamics of Industrial Relations, Himalaya Publishing House, 2007.
- Nair, NG and Nair, Lata. Personnel Management and Industrial Relations, S. Chand and Co., 2001.
- Pylee, M.V. and Simon George. Industrial Relations and Personnel Management, Vikas, 1995.
- Singh, P.N. and Kumar, N. Employee Relations Management. Pearson Education, New Delhi, 2011.
- Venkata Ratnam C.S. Globalisation and Labour Management Relations, Response Books, 2001.

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**Semester –IV**  
**Paper 403- Counselling**  
**(6 Credits)**

**Course Objectives**

- To impart basic knowledge regarding the family life education & counseling.
- To make students understand the administration of family welfare in India.
- To develop skills & techniques among the student for the family counselling.

**Course Outcomes**

Students will be able to acquire basic knowledge regarding the family life education & counselling. Students will understand the administration of family welfare in India. Students will develop skills & techniques for family counselling and related matters.

**Unit I**

- Counselling: Definition, Professional Nature.
- Historical Development and Types.
- Counselling Skills in Institutional Settings, Qualities of a Counselor, Ethical Guideline.

**Unit II**

- Counselling Process: Purpose, Relationship Establishment, Focus on Ethics, Referred Problem, Defining the Problem,
- Psycho-Social Factors Causing the Problem, Diagnosis and Planning Problem Solving Process.
- Counselling Skills: Communication Skills, Assessment Skills Using Standardised Tests. Consultation Skills.

**Unit III**

- Family Settings: Family and Marriage Counselling, Parenting Counselling, Child and Adolescent Counselling,
- Individual Counselling: Educational Counselling, Employment Counselling,
- Special Population Counselling- Women, Abuse Victims, Persons with Disability.

**Suggested Books**

- Ram krishnan, P.K. Social work Counselling 2013 Black Prints, 2013.
- Gibson, R.K. Introduction to Counselling and guidance 2008 Pearson Prentice Hall, 2008.
- Miller, S. Counselling Skill for Social Work Sage Publications India Pvt. Limited, 2012.
- Riggel, S. Using Counselling Skills in Social Work, Sage Publications India Pvt. Limited, 2012.

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Semester –IV  
**Paper 404 DISSERTATION/FIELD WORK/REPORT WRITING**  
(6 Credits)

The students who have scored sixty five percent marks of more in all the three semesters will be allowed to take dissertation. The dissertation will be associated with the topic decided by faculty member after the discussion with the students. The dissertation will comprise minimum seventy five pages. The nature of dissertation will be scientific having well defined methodological orientation. The dissertation will be submitted to the department. It will be supervised by the faculty member. After submission, Viva-Voce will be taken place by the external examiner. Marks will be awarded on the basis of quality of dissertation and performance of the Viva-Voce. The students who have score less than sixty five percent marks will be involved in field work based report writing. The topic of the field work will be decided by faculty members with the consultation of candidates. The field work can be conducted with the help of non- government organization also. The report based on field work like dissertation will carry one hundred marks. The Viva-Voce examination will also be conducted by external experts. The marks will be awarded on the basis of quality of report based on field work along with performance related to Viva-Voce examination. Field work report will have minimum 25 pages. Report writing will have minimum 25 pages.

Report writing can be based on any social theme. The topic will be decided by the faculty member with the consultation of students.

The division of marks will be based on following procedure:-

- (1.) The dissertation – 40 marks  
Viva- Voce - 60 marks
- (2.) The field work based report – 40 marks  
Viva- Voce - 60 marks
- (3.) The report based on social theme – 40 marks  
Viva- Voce - 60 marks

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**Elective Paper**  
**Semester IV**  
**Paper 405 A – Social Work with Older Persons**  
**(6 Credits)**

**Course Objectives**

- To make distinctive understanding of the concepts related to Older Persons
- To gain insight into the emerging needs and problems of older persons vis-à-vis services programmes for them.
- To understand the nature of social work interventions with older persons.

**Course Outcome**

Upon completion of this paper students will be able to identify the common barriers in serving the needs of older persons from social perspectives and recognize these problems can be addressed using all levels of social work intervention.

**Unit I**

- Defining Old Age: Developmental, Biological, Social, Economic, Psychological and Cultural, Perspectives.
- Psychological and Sociological Theories of Ageing.
- Demography of the Aged in India and its Implications, Culturally Competent Social Work Practice for Active Aging and Well-Being.

**Unit II**

- Social, Psychological, Health and Economic Issues of the Older Persons.
- Changing Roles, Power and Status of Older Persons.
- Family and Community Care giving for Older Persons.

**Unit III**

- MWPS Act (2007), National Policy for Older Persons (1999).
- Government Welfare Programmes & Schemes for Older Persons.
- Role of NGO's and Community Groups Towards Older Persons, Management of Institutional Geriatric Care Services, Social Work Interventions in Hospice and Palliative Care.

**Suggested Books**

- Nair, T.K.: Old Age in an Indifferent Society, Niruta Publications, 2010.
- Jones, I.R. et al., Ageing in an Indifferent Society, Polity Press, 2008.
- Patel, S. & Gandotra, V. Ageing: An Interdisciplinary Approach, Rawat Publications, 2011.
- Dandekar, K: The Elderly in India, SAGE Publications, 1996.
- Bali, A.P., Care of the Elderly in India: Changing Configurations, Indian Institute of Advanced Study, 2001.

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**Elective Paper**  
**Semester IV**  
**Paper 405 B - Labour Welfare and Social Security (HRM)**  
**(6 Credits)**

**Course Objectives**

- To equip the students with the necessary knowledge on the statutory compliance concerning the labour force.
- To introduce the students to labour legislations pertaining to Industrial Relations and working conditions in the organised sector.
- To impart knowledge of labour legislations pertaining to wages, social security and welfare in the organised sector.

**Course Outcomes**

To impart working knowledge of main Labour Laws regarding Social Security and Wages. To make the trainees aware of problems, limitations and administration of these Laws.

**Unit I**

- Labour welfare – Meaning, Objectives, Scope, Significance.
- Principles of Labour Welfare, Theories of Labour Welfare.
- Activities Undertaken by Various Agencies in India.

**Unit II**

- Payment of Wages – Concept, Factors Affecting Wage Structure.
- Methods of Wage Payment. Incentive Plans, Fringe Benefits, Underlying Principles.
- Different Kinds of Fringe Benefits, Profit Sharing and Bonus Payment, Essentials of Sound Wage Payments.

**Unit III**

- Social Security for Indian Workers – Concept, Meaning and Scope of Social Security.
- Importance of Social Security, Social Security Plans and Challenges before Social Security in India.
- Collective Bargaining – Meaning, Nature, Objectives and Scope.

**Suggested Books**

- Padhi P. K., Labour and Industrial Law, PMI Publication, New Delhi.
- Gupta C.B., Human Resource Management; Sultan Chand & Sons, New Delhi.
- Mamoria & Mamoria, Industrial Labour, Social Security and Industrial Peace in India, Kitab Mahal, Allahabad.
- Saxena R.C., Labour Problems and Social Welfare in India; Jai Prakash Nath Publisher, Meerut.
- Giri V.V., Labour Problems in Indian Industry, India Asia Publishing House, Mumbai.
- Mamoria C. B., Mamoria S & Gankar S. V, Dynamics of Industrial Relations, Himalaya Publishing House, New Delhi.
- Bhagoliwal T.N., Labour Economics and Industrial Relations, Sahitya Bhawan Publications.

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**Elective Paper**  
**Semester IV**  
**Paper 405 C - Child Rights and Social Work**  
**(6 Credits)**

**Course Objectives**

- To study the various groups of vulnerable children.
- To impart knowledge among the students, Child growth & Development, Child Welfare & Child Rights.
- To develop an understanding regarding the child welfare & related programmes in India.
- To develop skills & techniques among students to deal with problems of children in India.

**Course Outcomes**

The students will have enhanced knowledge about the child welfare, child growth and child development and child right related programs in India. The students will be able to acquire the skills & techniques with the students who are dealing with problems of children in India.

**Unit I**

- Concept of Child and Childhood, Vulnerability and Situational Analysis.
- Child Labour, Street Children, Children with Special Needs/Differently-Abled Children, Children of Women in Commercial Sexual work.
- Sexually Abused Children and Human Trafficking.

**Unit II**

- Approaches: Curative, Preventive, Promotive.
- Institutional Services: Residential Homes for Children – Shelter Homes, Aftercare Homes, Homes for Special Children.
- Non-Institutional Services: Sponsorship, Day/Night Care Centres, Foster Care, Adoption. Campaigns and Civil Society Initiatives.

**Unit III**

- Juvenile Justice (Care and Protection of Children) Act, 2015, Child Labor (Prohibition & Regulation) Amendment Act 2016.
- Immoral Traffic (Prevention) Act, 1986 and Immoral Traffic (Prevention) Bill, 2006, Prevention of Child Sexual Offences (POCSO).
- United Nations Convention on the Rights of the Child. Beijing Rules, International Initiatives in Child Protection and Child Rights.

**Suggested Books**

- Unicef: The State Of The Worlds Children Oxford, 2000.
- Unicef: The State Of The Worlds Children, New York, 2005.
- Dabir Neela: Rebuilding Lives Of Street Children. Mumbai. Tata Institute Of Social Sciences, (362.7DAB), 2005.
- Cotton Mathew: An Introduction To Working With Children: A Guide For Social Workers. New York. Palgrave Publishers, 0-333-69308-6--(362.7COT), 2001.

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Semester IV

Paper 405 D – MOOCS/SWAYAM

OE Students can choose any course offered by other department or a MOOCS/ SWAYAM course as per availability and with due permission from the Incharge of the department/ Head of the Institution.

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Mangir Kumar  
4/10/25

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