



बिलासपुर विश्वविद्यालय, बिलासपुर (छत्तीसगढ़)

SEMESTER SYLLABUS MASTER OF SOCIAL WORK

SCHEME OF EXAMINATION & DISTRIBUTION OF MARKS

SEMESTER - I

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Social Work History & Ideology	20	80	100
2.	Human Growth & Development	20	80	100
3.	Working with Individuals	20	80	100
4.	Working with Group	20	80	100
5.	Practicum / Field work	-	-	100

SEMESTER - II

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Social Work Research	20	80	100
2.	Social Policy Planning & Welfare Administration	20	80	100
3.	NGO Management & Disaster Relief services	20	80	100
4.	Working with Community	20	80	100
5.	Practicum / Field work	-	-	100

Note: Summer internship (after II semester exam and before III semester admission)

SEMESTER - III

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Integrated Social Work Practice	20	80	100
2.	Social Development	20	80	100
Community Development Group				
3.	Urban Community Planning & Development	20	80	100
4.	Rural Community Planning Development	20	80	100
Human Resource Management Group				
3.	Indian Labour Problem & Legislation	20	80	100
4.	Management of Industrial Relation	20	80	100
5.	Practicum /Field work (Compulsory)	-	-	100

SEMESTER - IV

Paper No.	Title of the Paper (s)	Internal Assessment	Term End Exam	Total Marks
1.	Counseling & Social Work Practice	20	80	100
2.	Legal System in India	20	80	100
Community Development Group				
3.	Tribal Community Planning & Development	20	80	100
Human Resource Management Group				
3.	Human Resource Management & HRD Practice	20	80	100
4.	Project /Dissertation + Viva voce (Compulsory)	-	-	200



PRACTICUM / FIELD WORK)

A Student required spending a minimum of six to eight hours per week for field work.

(In I SEM.) Practicum-I	1. Agency visit	2. Concurrent Field Work
(In II SEM.) Practicum-II	1. Agency visit	2. Concurrent Field Work
(In III SEM.) Practicum-III	1. Study tours (Summer Internship)	2. Concurrent Field Work
(In IV SEM.) Practicum-IV	1. Concurrent Field Work	2. Project Work (Dissertation)

Note: Every Student shall spend six to eight hour per week for field work, Agency visits and the field works (Practicum-I) will be followed by a consolidated report of 100 marks which will have to be submitted before the 1st semester Exam. This scheme of evaluation will be same for IInd and IIIrd semester.

PROJECT WORK / DISSERTATION

Each student shall be required to do a project work, on a theme to be decided in consultation with the competent faculty and will have to submit a dissertation, two weeks before the commencement of fourth semester's exam. The Project work will be of 150 marks (Dissertation 100marks+ viva voce 50marks) & shall commence from fourth semester & report shall be submitted towards the end of fourth semester. A student will not be given any special permission to leave the department for a long time to do the project. as he/she will be missing fourth semester classes. Preferably organizational surveys in the local areas can be done.

EVALUTON OF PRACTICUM & PROJECT WORK

Evaluation of all the reports (Ist, IInd & IIIrd) shall be done by the internal examiner. There will be a provision for External Examiner only for the IVth Project work/ Dissertation+ Viva Voce



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SEMESTER - I

Paper 1

SOCIAL WORK HISTORY AND IDEOLOGY

Unit I

Meaning, objective, value, field, and scope of social work. Role and function of social work–welfare v/s development orientation. Concept and philosophy of social work.

Unit II

Professional social work – meaning and elements professional code of ethics interface between voluntary and professional social work. Social service, security, policy, and reform tradition in India – ancient period, medieval period, modern period. Social movement – land reform, green revolution, dalit movement, sarvodaya movement. Gandhian approach to social work.

Unit III

History of social work – England and India.

Unit IV

Approaches and model of social work – charity approach, welfare approach, system approach, developmental approach, radical approach, ecological approach and integrated approach, right based approach, empowerment approach.



SEMESTER - I

Paper 2

HUMAN GROWTH AND DEVELOPMENT

Unit I

Concepts of development- Growth, Maturation, Basic Human Needs; Personality- Definition, Structure, Dynamics & Determinants. Motivation & Behaviour; Stress & Modes of Adaptation, Factors Influencing Personality Development: Heredity Environment and Process of socialization of the child.

Unit II

Theories of Human Development; Freud's Psycho-Sexual Theory; Erickson's Psychosocial Theory, Alfred Adler's Theory, Kurt Lewin, Karl Rogers's theories.

Unit III

Human Growth and Development: Stage I Prenatal Development; Care during Pregnancy and Child Birth – Physical, Psychological and Emotional Aspects of: Infancy Birth and Birth Hazard; Concept of Early Childhood Care and Development (ECCD)- Neonatal Care, Breast Feeding and Supplementary Food, Effect of Malnourishment, Health Care of Infant & Immunization, Early Childhood Stimulation and Deprivation, Effective Parenting and ECCD; Personality Development during Oral, Anal, Oedipal and Latency Stages of Life Cycle.

Unit IV

Human growth and Development: Stage II- Puberty, Adolescence, Adulthood and Middle age, Old age; Physical, Emotional, Social and Intellectual Characteristics and Change during Developmental Stages; Personality Structure (Id, Ego and Super ego); Socio-cultural Factors affecting Development, Stress and Crises, Reaction to stress and crisis; Tasks to be accomplished in each Stage of Development.



SEMESTER - I

Paper 3

WORKING WITH INDIVIDUALS

Unit I

Social Casework as a Method of Social Work

Concept and Definitions, Components of casework (Perlman's model) Person- client, significant others and collaterals Problem- need, impaired social functioning Place-agency, objectives, functions, policies and resources. Process- casework intervention

Principles of Social Casework Practice

Begin where the client is. Individualization Purposeful expression of feelings Controlled emotional involvement Acceptance Non-judgemental attitude Client self determination Confidentiality **Concept of - 4P**

Unit II

Tools of Working with Individuals and Families

Intake-record/sheet and the intake interview (client engagement) Casework interview Home visit- collateral contacts. Recording and its types – narrative, process, problem oriented record keeping (PORK) Subjective –objective assessment plan (SOAP), Case worker –client relationship Knowledge of resources (networking) Communication - verbal, non-verbal, eye contact, body language. Case presentation as tool of professional development.

The process of intervention with client system and target system

Study Continuous assessment and analysis Psycho-social diagnosis Intervention Follow-up Termination Case presentation based on field work practice

Essentials of Working with Individuals and Families

Skills for working with individuals and families, Techniques for working with individuals and families, Qualities in the caseworker

Unit III

Models of Casework Practice

Social diagnostic (Richmond), Supportive and modificatory (Hamilton), Problem solving (Perlman), Crisis intervention (Rapp port), Classified treatment method (Floence Hollies), Competence based approach (Eileen Grabrill)

Unit IV

Approaches: functional, behaviour modification and task centered. Psycho-analytical Approach, Problem-Solving Approach, Psycho-social Approach; Crisis Intervention; Team Work Approach; Models of Social Case Work Interventions.

Scope of Casework in Practice

Working with individuals and families in primary and secondary settings, Social casework & counselling –similarities and differences, Limitations of the method



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SEMESTER - I

PAPER 4

SOCIAL GROUP WORK: THEORY AND PRACTICE

Unit I

Introduction of Social Group Work Practice: Values and Ethics in Group Work Practice. Social Group Work; Meanings, Characteristics, Type, Significance, Purpose, Principles and Structure.

Unit II

Group Processes: Group Formation Process-Steps and Importance; Worker Skills in Identifying and Understanding these Processes, Group Dynamics: Bond, Sub-group, Leadership, Isolation, guided group interaction, Decision Making, Conflict, Communication, and Relationship & Cohesion. Models and Approaches of social group work.

Unit III

Techniques and Skills in Social Group Work: Program Planning: Concept, Principles, Skills, Techniques for Effective Work/Problem Solving and Role of Social Worker.

Unit IV

Recording and Termination Phase: Recording in Social Group Work Principles, Structure, Type of recording. Evaluation-Type of Evaluation; Need for Termination of Intervention, Types of Termination; Skills required of Social Group Work in this phase.



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SEMESTER - II

PAPER 1

SOCIAL WORK RESEARCH & STATISTICS

Unit I

Social Research: Meaning, Objectives & Scope, scientific Method: Concept & Characteristics, Distinction between Social Research & Social Work Research, Types of Social Research-Basic, Applied, Action & Evaluation, Steps in Social Work Research.

Unit II

Research Design: Meaning & Types; Hypotheses: Meaning & Types, Source of data Collection; Primary & Secondary- Observation, Interview, Case Study & Survey; Tools of Data Collection; Interview schedule, Questionnaire, Focused Group Discussion & Scales (Bogardus, Likert, Thurston & Sociometric scales), Sampling Techniques; Meaning & Types.

Unit III

Research Report- Contents; Qualities of a good research report, Diagrammatic & Graphic presentation of data (bar chart, pie chart, histogram, polygons, ogive), Application of Computers in Social Work Research.

Unit IV

Use of Statistics in SWR: Concept, Purpose and Scope of Statistics in SWR; Measures of Central Tendency, Mean, Median & Mode; Measures of Dispersion; Range, Standard Deviation, Mean Deviation, Quartile Deviation; Correlation; Karl Person & Spearman's Coefficient.



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SEMESTER - II
PAPER 2
SOCIAL POLICY PLANNING & WELFARE ADMINISTRATION

Unit I

Social Policy: Concept and Scope; objectives; Sources; approaches and models of social policy. Major Social Welfare Policies: National Policies on Education, Housing, Environment, Disabled and the Displaced Persons.

Unit II

Social Planning: Concept; objectives; scope and limitations of Social Planning. Planning as an Instrument of Social Policy. The Planning Commission of India: its structure & functions.

Unit III

Participants in administration – the community, the board, the chief executive, the staff and the beneficiaries.

Social Welfare Administration: Concept & Scope; Need and objectives. SWA & other concepts: Public Administration, Social Administration and Social Work Administration.

Unit IV

Basic Administration Process: POSDCORB.

Social Welfare Administration in India: At the Central Level: Structure, Functioning, Jurisdiction of the central ministries of Social Justice and Empowerment;



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**SEMESTER - II
PAPER 3
NGO MANAGEMENT & DISASTER RELIEF SERVICES**

Unit I

Need for welfare and developmental organizations and their response to societal needs; civil society: concept, functions and limitations; civil society and welfare state; auspices of social welfare services- Governmental and non- governmental: nature, structure, roles and functions; social welfare services;

Unit II

Registration of non- governmental organizations under relevant laws –Firms and Societies Act, Co-operative Society Act and Charitable Trust Act- salient features, provisions and limitations; registrations, process and procedures, constitutions, rules and regulations, goals; executive boards and committees;

Unit III

Project proposals based on needs and resources; programme management; Financial resource management- sources of finance, fund, budgeting and control; Social auditing, accountability and transparency; understanding conflict, conflict resolution and creating positive climate.

Unit IV

Disaster and Development: Disaster- meaning, disaster and level of development; Classification/Types of disaster: natural disaster-famine, draught, floods, storms, cyclones, earthquakes; manmade disaster-riots, biological warfare, industrial, military insurgency, eviction; Impact of disaster: physical, economical, spatial, psycho-social; Disaster management: pre disaster-prevention, preparation and education; actual disaster short term & long term plan, stress and trauma search, relief, recovery and restoration, resource mobilization; post disaster – rehabilitation and mitigation of negative effects Intervening Parties: government organization, voluntary organizations, local groups, community participation, social workers;



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SEMESTER - II

PAPER 4

WORKING WITH COMMUNITY/ COMMUNITY ORGANIZATION

Unit I

Community: Sociological Concept of Community; Community in a Social Work Perspective. Rural, urban and Tribal community: Form, Features and Issues.

Community Power structure: Concept; Type; Dimensions Relevant to Community Practice.

Community Leadership: Meaning; Role; and Problems of Community Leadership.

Unit II

Community Organization: Meaning, Objectives, Principles and Historical Development. Process in Community Organization; Community Development: Meaning, Characteristics and Relationship with Community Organization. Programme Development: Process, Strategy and Problems.

Unit III

Approaches, Models and Skills of Community Organization; Role of Community Organizer in Community Setting. Evaluation: Concept, Types, Methods and Barriers in Programme Evaluation.

Unit IV

Social Action: Meaning, Objectives, Principles, Strategies, and Approaches. Role of Social Worker as Social Activist: Campaigning, People's Participation, Negotiating and Legislative Promotion.



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SEMESTER - III
PAPER 1
INTEGRATED SOCIAL WORK PRACTICE

Unit I

Integrated Social work practice – its concept, meaning & scope. Social work intervention with individuals, groups, family, communities & organizations.

Unit II

Approaches: functional, behaviour modification and task centered. Psycho-analytical Approach, Problem-Solving Approach, Psycho-social Approach; Crisis Intervention; Team Work Approach;

Unit III

Models of Social Case Work Interventions, system approach & environmental approach. Understanding of life, sustaining elements and there interrelationship in a holistic framework.

Unit IV

Process of integrated social work: initial contact, collecting data, assessment, negotiation of contact, problem solving termination and evaluation, (contact phase, contract phase and ending phase).

Social work profession as a single change and as one in the team (inter –professional and intra – professional team work).



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**SEMESTER III
PAPER 2
SOCIAL DEVELOPMENT**

Unit I

Social Development: Definitions of development and social development, current debates on development, goals of development, indicators of development, sustainability of development; characteristics of developing society; interdependence between social development and economic development; stages of development in India after independence;

Unit II

Factors of development: Psychological factors-attitudes, beliefs, stereotypes, leadership, public opinion and communication; Economic factors - capital formation, foreign capital, technology, interdependence between agriculture and industry; Cultural factors- values, cultural diversities, traditional ethos, modernization, secularization and sanskritization;

Unit III

Political factors-constitution, directive principles of state policy, fundamental rights, political parties, government policy and social legislation; Demographic factors; Rural Development: Agrarian and land reforms, green revolutions; Industrial Development, industrialization and urban development; Non-governmental organizations and developmental programmes; Place of social welfare services in socio-economic development; Use of economic indices to measure social welfare programmes; need for developing social indicators and indices; Role of international organizations in socio-economic development;

Unit IV

Approaches to development: Unified, basic needs and holistic approaches; socialistic, capitalistic and mixed economy approaches; Gandhi, Tagore, Vinoba, Nehru and Jai Prakash's view of development; Professional Approach to social development;



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SEMESTER - III

PAPER 3

URBAN COMMUNITY PLANNING & DEVELOPMENT

Unit I

Urban Community Development: Concept; Objectives; Historical Background; Importance of Urban Community Planning and Community Participation –Then Importance; Steps Required; Role of Social Worker in Urban Community Development

Unit II

Major agencies of urban development; urban community development project, HUDCO, DUDA, SUDA Slum Clearance Board, Housing Board, and Urban Development Corporation banks, industries, cooperatives, voluntary agencies; problems of coordination of these agencies for effective urban development;

Unit III

Civil society in urban development – agency level and people's level; urban local self government: nagar nigam, nagar mahapalika, nagar palika, town area, notified area, cantonment board – concept, structure, functions and responsibilities;

Unit IV

Legislation relating to urban land (ceiling and regulation); National policy of urbanization and housing; Development Policies and Programmes in India; 74th Constitutional Amendment Act and the Role of Urban Local Bodies; Functions of Government and Non Government Bodies; Role of Voluntary Agencies in Urban Development.



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SEMESTER - III

PAPER 4

RURAL COMMUNITY PLANNING DEVELOPMENT

Unit I

Rural Community: Concept and Characteristics. Dynamics of Rural Society: Caste, Class and Gender Relations; Major issues of rural community in India: Structural Inequality, Rural Poverty, Livelihood and Food Insecurity, Indebtedness, lack of Basic Services, land Ownership, and Land Alienation.

Unit II

Rural Community Development: Concepts, Objectives and Scope. Models and Approaches to Rural Community Development. Application of social work methods in rural development: Community Based Organizations (CBOs) and their roles in empowering the rural community.

Unit III

Role of NGO's in rural development, Cooperative and cooperation in rural India Programmes. Five Year Plans and Rural Community Development: Programmes and Policies. Application of Participatory Rural Appraisal, PRA.

Unit IV

Concept of Democratic Decentralization, Panchayati Raj Institutions (PRI) in India. Administrative pattern of community development and Panchayat raj system at local, block and district level. Rural Development Agencies: National Institute for Rural Development (NIRD), National Bank for Agriculture and Rural Development (NABARD) Regional Rural Bank (RRB). E-Governance in Rural Development.



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SEMESTER - III

PAPER 3

INDIAN LABOUR PROBLEM AND LEGISLATION

Unit I

Emergence of industrial working class and its characteristics; labour market-demand and supply, automation and problems in employment; wage determination, minimum, fair and living wages, wage differentials; absenteeism and job turnover; problem of job commitment; housing Problems, indebtedness; alcoholism; industrial health, disease and accidents; condition of work and problem of social security;

Unit II

Problems of unorganized labour, bonded labour and child labour; Labour welfare meaning, welfare work by state, employers and trade unions; statutory regulation-canteen, cretche, safety, etc. their organization and management; non-statutory welfare services- transport, education etc; benefits scholarships, travel allowance, discount on products, share in industry, encashment of leave, advances (loans), long service awards; labour welfare officer-duties, role and status; labour cooperatives; social security-meaning, historical development in India; worker's education.

Unit III

Labour Legislation: Needs, scope, Nature and Principles; Indian Constitution and Labour; The Factories Act, 1948: The Industrial Disputes Act, 1947: Definition; Authorities; Powers and Duties; Procedure; Strike and Lockouts; Lay-Off and Retrenchment. The Trade Union Act, 1926: Registration Process; Rights and liabilities of Registered Trade Unions. Industrial Employment (Standing Orders) Act, 1946: Salient Features. The Contract Labour (Regulation and Abolition) Act, 1970: Salient Features.

Unit IV

Social Security: Concept; Scope and Types. The Workmen's Compensation Act, 1923: Interpretation, Provisions Related to Compensation and Commissioner. The Employees' State Insurance Act, 1948: Authorities, Contributions and Benefits. The Maternity Benefits Act, 1961: Salient Features. Wages and Perks: Concept of Bonus, Gratuity and Provident Fund; The Minimum Wages Act, 1948 – Salient features. The Payments of Wages Act, 1936 – Definition, Deductions and Penalty.



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SEMESTER - III

PAPER 4

MANAGEMENT OF INDUSTRIAL RELATION

Unit I

Bi-partite approach to settlement of industrial disputes; bi-partite negotiation; collective bargaining- meaning and approaches, distributive and integrative bargaining; Worker's participation in management –meaning, different levels of participation; types of participation – work committee, joint management council,

Unit II

Ethical approach to settlement of industrial disputes- code of discipline, code of conduct; grievance procedure;

Unit III

Tri-partite approach to settlement of industrial disputes: conciliation – meaning, historical perspectives and functioning of conciliation; role of trade unions, state and employers organization in performance of conciliation machinery;

Unit IV

Arbitration – meaning, scope and effectiveness;

Court of Enquiry –meaning, scope and effectiveness;

Adjudication – meaning, machinery-labour court, industrial tribunal and national tribunal;



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SEMESTER - IV

PAPER 1

COUNSELING & SOCIAL WORK PRACTICE

Unit I

Counselling- meaning, definition, goals and objectives; counselling process; stages of counselling; counselling situations: developmental, preventive, facilitative, crisis; general factors and their influences on counselling processes; basic principles of counselling;

Unit II

Individual Counselling: client as a person (client system as a unit), voluntary and non-voluntary, expectations, behaviour, communication- verbal and non-verbal; couple and family counselling: process, advantages;

Unit III

Counselling for groups: process, advantages and disadvantages; crisis counselling with bereavement effecting communities;

Approaches to counselling: person centered, rational emotive, transactional analysis, behavioural approaches, Gestalt, Existential approach, Egan's three stage models, Eclectic model.

Unit IV

Techniques of counselling: initiating contact, intake, rapport, establishing structure, interaction, attending behaviour, observation, responding, rating and its interpretation; Counselling in social work practice; social worker a counsellor



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**SEMESTER - IV
PAPER 2
LEGAL SYSTEM IN INDIA**

Unit I

Concept of right- civil right, rights of children, woman and ST (Scheduled tribe) & SC (Scheduled Caste) Dynamic of deviant behaviour – its forms, truancy, vagrancy, delinquency, sex- delinquency, whit-crimes etc. Patterns of deviant behaviour.

Unit II

Problem of crime causation difficulties in causation studies, historical theories of crime and delinquency, Function of India – The police, Prosecution Judiciary and correctional setting's(process, function,) special explanation about juvenile aid, woman crime case.

Unit III

Old Penology, types of Punishments. Correctional settings / institution's (open prison, model prison and other experiments) Difference between probation and parole.

Unit IV

Types and Settings of judicial administration. New right of public – RTI (right to information), PIL (public interest litigation and legal aid to marginalized).



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**SEMESTER - IV
PAPER 3
TRIBAL COMMUNITY PLANNING & DEVELOPMENT**

Unit I

Tribes: Concept and Characteristics - of Tribes - History of Indian Tribes; Tribes in India. Tribal Social Structure: Socio - Economic conditions; Cultural and Religious Aspects; Status of Women and Children; Marriage: Polygamy, Polyandry and Dormitory Marriage Tribal Leadership.

Unit II

Problems of Tribes: Poverty, Literacy, Exploitation, Atrocities on Tribes-Tribal resettlement and Rehabilitation and its related issues; Social Problems- social exploitation, migration, education, dropouts, Health Problems: Malnutrition, Sickle cell disease, Skin disease, Anaemia, Goitre, Traditional Health Practice and Approaches to Treatment; HIV/AIDS, Health services, drinking water and health, sanitation problem, Economic Problems: Automation, Modern life, Impact of Media, Land, Alienation,

Unit III

Challenges in relation to agriculture, employment, Misappropriation, displacement. Political Problems, Infrastructural Problems- Transport, Communication, Recreational. Women's Problems: Status of women in tribal community, workload and impact on health, educational status, illiteracy, adjustment, malnutrition, early marriage. Challenges related to physical and mental health, Psychological disorders.

Unit IV

Tribal Development Administration: Administrative structure at Central, State and District Level - Hill Development Councils - Role of Tribal Development Agencies - Constitutional Provision for the protection of tribes. Role of NGO's, Tribal development policies and plans in India. Role of Social Workers in Tribal Development. The 73rd and 74th Constitutional amendment: Panchayati Raj and new Political Structure.



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SEMESTER - IV
PAPER 3
HUMAN RESOURCE MANAGEMENT & H.R.D PRACTICE

Unit I

Concept and perspectives on human resource Management, nature, feature, objective, scope, challenges of human resource Management.

Unit II

Corporate and perspective on Human resource planning, HR policy

Unit III

Functions of personnel management: recruitment and selection- application blank, psychological tests and interviews; performance appraisal, MBO, promotion, demotion, transfer and termination; grievances and their redressal;
Maintaining discipline, disciplinary procedure, positive aspect of discipline; domestic enquiry, discharge and dismissal, resignation, retirement;

Unit IV

Job analysis, job description, job specification, selection, induction and placement;
Training & Development: establishment of training needs strategies, training inputs, evaluation of training needs, training methodology;

SEMESTER - IV
DISSERTATION / PROJECT WORK