Department of Social Work

University of Kashmir

SYLLABUS FOR
MASTERS IN SOCIAL WORK
(SEMESTER I, II, III, IV)
2012-2013

Faculty Profile

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COURSE SCHEME MSW I SEMESTER

S. NO	TITLE OF THE COURSE	COURSE NO	THEORY		SESSIONAL		TOTAL	
			Max	Min	Max	Min	Max	Min
01	HISTORY AND PHILOSPHY OF SOCIAL WORK	SW-101	80	32	20	08	100	40
02	SOCIOLOGY FOR SOCIAL WORK IN INDIA	SW-102	80	32	20	08	100	40
03	HUMAN GROWTH AND DEVELOPMENT	SW-103	80	32	20	08	100	40
04	SOCIAL WORK WITH INDIVIDUALS	SW-104	80	32	20	08	100	40
05	FIELD WORK	SW-105	**Presentation**	**Report Writing**	**Viva**		100	40
			30	30	40		100	40

COURSE SCHEME MSW II SEMESTER

S. NO	TITLE OF THE COURSE	COURSE NO	THEORY		SESSIONAL		TOTAL	
			Max	Min	Max	Min	Max	Min
01	SOCIAL GROUP WORK	SW-201	80	32	20	08	100	40
02	COMMUNITY ORGANIZATION, COMMUNITY WORK & SOCIAL ACTION.	SW-202	80	32	20	08	100	40
03	SOCIAL WORK RESEARCH	SW-203	80	32	20	08	100	40
04	COUNSELLING: THEORY AND PRACTICE	SW-204	80	32	20	08	100	40
05	FIELD WORK	SW-205	**Presentation**	**Report Writing**	**Viva**		100	40
			30	30	40		100	40

COURSE SCHEME MSW III SEMESTER

S. NO	TITLE OF THE COURSE	COURSE NO	THEORY		SESSIONAL		TOTAL	
			Max	Min	Max	Min	Max	Min
01	HUMAN RESOURCE MANAGEMENT	SW-401	80	32	20	08	100	40
02	SOCIAL SECURITY, LABOUR WELFARE & RELATED LEGIS LATIONS	SW-402	80	32	20	08	100	40
03	FAMILY, WOMEN AND CHILD WELFARE	SW-403	80	32	20	08	100	40
04	ORGANIZATIONAL BEHAVIOR	SW-404	80	32	20	08	100	40
05	FIELD WORK	SW-405	**Presentation**	**Report Writing**	**Viva**		100	40
			30	30	40		100	40

COURSE SCHEME MSW IV SEMESTER

S. NO	TITLE OF THE COURSE	COURSE NO	THEORY		SESSIONAL		TOTAL	
			Max	Min	Max	Min	Max	Min
01	SOCIAL POLICIES AND PLANNING	SW-301	80	32	20	08	100	40
02	SOCIAL JUSTICE AND SOCIAL LEGISLATION	SW-302	80	32	20	08	100	40
03	SOCIAL WELFARE MANAGEMENT	SW-303	80	32	20	08	100	40
04	RURAL URBAN COMMUNITY DEVELOPMENT	SW-304	80	32	20	08	100	40
05	FIELD WORK	SW-305	**Presentation**	**Report Writing**	**Viva**		100	40
			30	30	40		100	40

FIRST SEMESTER
SW-101
HISTORY AND PHILOSOPHY OF SOCIAL WORK

Objectives:
➢ *Conceptual clarity about Social Work and other related terms.*
➢ *Understand the history of Social Work profession in India and west.*
➢ *Understand values, ethics, principles and functions of Social Work and consciously apply these in practice.*
➢ *Understand different approaches to Social Work practice.*
➢ *Develop insights into the origin and development of approaches to social change*

Unit I :   Historical Development of Social Work
- Conceptual Framework of Social Work
- Social Reform, Social welfare and Social work: Concept and Relationship
- History of emergence of Social Work Profession
- Evolution of Social Work Education
- Social Work and its relation with other Social Sciences : Sociology, Psychology, Economics etc.

Unit II :   Social Work as a Profession
- Goals and Values in Social Work.
- Principles of Social Work Profession and their Applications.
- Functions of Social Work: Remedial, Preventive, Developmental
- Skills in Social Work Practice.

Unit III : Indian History of Ideologies for Social Change of Modern Period
- Hindu Reform Movements.
- Muslim Reform Movements.
- Gandhian Ideology and Sarvodaya Movement.
- Dalit Movement.

Unit IV :   Approaches in Social Work
- Systems approach
- Radical approach.
- Existential approach
- Integrated approach

HISTORY AND PHILOSOPHY OF SOCIAL WORK - SW-101

Suggested Readings:

- ❖ Batra, Nitin (2004) Dynamics of Social Work in India, Jaipur: Raj Publishing House.
- ❖ Bhattacharya, Integrated Approach to Social Work in India, Jaipur: Raj Publishing House
- ❖ Bradford, W. Sheafor, Charles, R. Horejsi, Gloria A. - Fourth Edition (1997) Techniques and Guidelines for Social Work, London : Allyn and Bacon, A Viacom Company
- ❖ Dasgupta, Sugata (1964). Towards a Philosophy of Social Work in India, New Delhi: Popular Book Services.
- ❖ Desai, Murali (2002) Ideologies and Social Work (Historical and Contemporary Analysis), Jaipur: Rawat Publication.
- ❖ Diwakar, V. D. (1991) Social Reform Movement in India, Mumbai: Popular Prakashan
- ❖ Dubois, Brenda, Krogsrud, Karla, Micky - Third Edition (1999) Social Work An Empowering Profession, London: Allyn and Bacon
- ❖ Feibleman, J.K. (1986) Understanding Philosophy - A Popular History of Ideas, New York: Souvenir Press
- ❖ Fink, Arthur E., Wilson, Everett E. - Third Edition (1959) The Fields of Social Work, New York: Henry Holt and Company.
- ❖ Friedlander, Walter A. (1977) Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.
- ❖ Nair, T. Krishnan (1981) Social Work Education and Social Work Practice in India, Madras: Association of School of Social Work in India
- ❖ Rameshwari, Devi and Ravi Prakash (2000) Social Work Practice, Jaipur: Mangal Deep Publications
- ❖ Roy, Bailey and Phil, Lee (1982) Theory and Practice in Social Work, London : Oxford Pub. Ltd.
- ❖ Singh, R.R. (1985) Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi: Concept Publishing Company
- ❖ Wadia, A. R. (Ed.) (1961) History and Philosophy of Social Work in India, Bombay : II Allied Publisher Private Ltd.

SW-102
SOCIOLOGY FOR SOCIAL WORK IN INDIA

Objectives:
➢ *To orient students about the basic Sociological Concepts.*
➢ *To understand social Relationships, the role of Norms, Values & Belief system in influencing social behavior.*
➢ *To Sensitize students about emergence of Social Problems and Social Work response to emerging problems*
➢ *To understand Change & Factors responsible to bring Social Change.*

Unit-I : Basic Concepts
- Sociology: meaning and its Relationship with Social Work.
- Society as a system of relationship
- Community, Social structure.
- Status , Role, Culture
- Values, Norms, Folkways, Mores.

UNIT-II : Indian Society
- Composition of Indian Society: Unity in Diversity.
- Social classification in India: Tribal, Rural and Urban.
- Social stratification in India : Caste and Class divisions

UNIT- III : Social Change and Social Control
- Social Change: Concept and characteristics
- Theories of social change
- Factors inducing change with reference to India
- Social Control: Concept, types Social Control exercised through social Institutions.

UNIT -IV : Social Disorganization
- Concept, causative factors of Indian Social Problems
- Intervention of Social Problems: Efforts at Micro and Macro level.
- Role of Social Work in Identifying social problem and development of appropriate strategies.

SOCIOLOGY FOR SOCIAL WORK IN INDIA SW-102

Suggested Readings:

- Haralombos.M. Sociological themes and Perspectives,Oxford University Press, Bombay
- Chitambar, J. B. (1973) Introductory Rural Sociology, New Delhi: Wiley Eastern Limited
- Doshi, S. L. & Jain, P. C. (1999) Rural Sociology, Jaipur: Rawat Publications
- Joshi, J.M. (1979). Theory of Value, Distribution and Welfare Economics, New Delhi: Vikas Publishing House Pvt. Ltd.
- Lal, Shyam & Saxena, K.S. (1998) Ambedkar and Nation Building, New Delhi: Rawat Publication
- Morgan, Clifford T., King, Rechard A. Weisz, John R. (2006) Introduction to Psychology, New Delhi : Tata McGraw Hill Publishing Company Ltd.
- Ramaiah, A. (2007) Laws for Dalit Rights and Dignity: Experiences and Responses from Tamil Nadu, New Delhi: Rawat Publication
- Sharma, Ram Nath (1977) Principles of Sociology, Bombay: Asia Publishing House
- Singh Virendra Prakash (1992) Caste System and Social Changes, New Delhi: Commonwealth Publishers
- Singh, Bharat (2004) Modern Teaching of Rural Sociology, New Delhi: Anmol Publications Pvt. Ltd.
- Singh, Raghvendra Pratap (1987) Sociology of Rural Development in India, Delhi: Discovery Publishing House
- Smelser, Neil J. (1967) Sociology: An Introduction, New Delhi: Wiley Eastern Private Ltd.
- Wilson Logan & Kolb (1949) Sociological Analysis, Harcourt, New York: Brace and Company.
- Wilson, Everett K. (1966) Sociology Rules, Roles and Relationships, The Dorsey Press 1

SW-103
HUMAN GROWTH AND DEVELOPMENT

Objectives:
- *Develop a holistic understanding of Human Growth and Development*
- *The twin role of Individuals heritage and development influences in Growth and Development.*
- *Understand Human Personality and Interactional nature of Growth and Behavior at various stages in the life span from conception to old age. Apply the information in Social Work practice.*
- *Understand Social Group, Social Behavior and its application in Social Work practice.*

UNIT-I : Human Development
- Define Growth and Development
- Determinants of Human Development -Heredity and Environmental.
- Principles and stages in Development
- Environmental and Behavioral problems during Adolescence.

UNIT-II : Theories of Human Development
- Freud -Psychosexual theory
- Erickson -Psychosocial theory
- Piaget's theory of Cognitive Development
- Learning theories -Jung and Roger.

UNIT-III :   Personality
- Personality Definition, Concept and nature
- Determinants of personality
- Theories of Personality- Freud, Maslow and Bandura.

UNIT-IV : Abnormal Psychology
- Concept of Normality and Abnormality
- Socio cultural factors in Personality Disorganization
- Mental disorders: Depression, Schizophrenia, Obsessive Compulsive Disorder (OCD), Post Traumatic Stress Disorder (PTSD)

HUMAN GROWTH AND DEVELOPMENT SW - 103

Suggested Readings:

❖ Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York: McGraw Hill Inc

❖ Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India: D. B. Taraporevala Sons and Co. Pvt. Ltd.

❖ Gardner, Murphy (1964) An Introduction to Psychology, Calcutta: Oxford and IBH. Publishing Co

❖ Hurlock, Elizabeth (1976) Personality Development, New Delhi: Tata McGraw Hill Publishing Co. Ltd.

❖ Mangal, S. K. (2007) General Psychology, New Delhi: Sterling Publisher Pvt. Ltd.

❖ Munn, Norman (1962) Introduction to Psychology, Boston: Houghton Mifflin Company

❖ Sherif, Muzafer and Sherif, Carolyn W. (1969) Social Psychology, New York: Harper and Row.

❖ Atkinson, John (1966) An Introduction to Motivation, New York: D.Van Nostrand Co.Inc.

❖ Bee Helen L., Mitchell Sandra K. (1984). The Developing Person: A Lifespan Approach, New York: Harper and Row Publishers

❖ Berry, John W., Mishra R. C., Tripathi R. C. (2003) Psychology in Human and Social Development, London : Sage Publications

❖ Bhattacharya Srinibas (1972) Psychometrics and Behavioural Research, New Delhi: Sterling (P) L. T. D.

❖ Bischof Ledbord J. (1970) Interpreting Personality Theories, New York: Harper International

❖ Cameron Norman (1969) Personality Development and Psychopathalogy, Bombay: Vakils, Feffer and Simons Pvt.Ltd.

❖ Cofer, C.N., Applay M.H (1980) Motivation Theory and Research, New Delhi: Wiley Eastern Ltd.

❖ Fairweather George W. (1964) Social Psychology in Treating Mental Illness, Sydney: John Wiley & Sons

❖ Shariff Iqbal (2006) Personality Development and Social Work, Jaipur: Raj Publishing House

❖ Kimball Young (1960) Handbook of Social Psychology, London: Routledge and Kegan Paul Ltd.

SW-104
SOCIAL WORK WITH INDIVIDUALS

Objectives:
- *Understanding Case Work method and its contribution to Social Work practice*
- *Develop capacity to understand and accept the Uniqueness of Individual.*
- *Understand the Values and Principles of working with Individuals and Families*
- *Understanding of the basic concepts, tools and techniques in working with Individuals and Families*

UNIT- I :   Social Casework an Introduction
- Meaning, concept and objectives of Case work.
- Historical evolution of Case work.
- Philosophical Assumptions and Case work Values.
- Components in Case work.

Unit- II :   Dynamics In Case Work / Case Work Process
- Principles of Social Case work: Contribution of Friedlander and Biestic
- Process in Case work -Intake, Study
- Assessment, Intervention
- Termination and Evaluation

UNIT- III :   Techniques and Skills in Social Case Work
- Case work Relationship and Rapport building
- Basic Communication and Helping skills.
- Interviewing, Home visits and Recording
- Counseling

UNIT- IV: Approach to Social Case Work
- Psychoanalytic theory
- Psychosocial/diagnostic school
- Functional theory
- Crisis intervention

SOCIAL WORK WITH INDIVISUALS SW-104

Suggested Readings:

- Biestek, Felix (1968). The Casework Relationship, London: Unwin University Book 4. Fisher, Babara, J. G. (1991) Beyond Case Work, London Press.
- Joe (1978) Effective Case Work Practice An electric approach, New York: Mac-Graw Hill
- Holis, Florence and Woods, Mary E. (1981) Casework A Psychosoical Therapy, New York: Fandom House 7
- Kadushin, Alfred (1990). The Social Work Interview, New York: Colulmbia University Press
- Mathew Grace (1992). An Introduction to Social Case Work, Bombay: Tata Institute of Social Sciences
- Perlman, Helen Harris (1964) Social Case Work A Problem Solving Process, London: University of Chicago Press
- Richmond, Mary (1970) Social Diagnosis, New York: Free Press
- Sheafor, Bradford, Horejsi, Charles, Horejsi, Gloria, (1997) Techniques and Guidelines for Social Work Practice, London: Allyn and Bacon
- Thompson, Neil (2006 2nd Ed.) People Skills, New York: Palgrave Macmillan
- Timms, Noel (1966) Social Case Work, London: Routledge & Kegan Paul.
- Bubois and Miley (1999) Social Work - An Empowering Profession, London: Allyn and Bacon
- Davies, Martin (2002) Companion to Social Work, Oxford, UK: Blackwell Ltd.
- Friedlander, W. A. (1978) Concepts & Methods of Social Work, New Delhi : Prentice Hall International Inc.
- Institute of Sustainable Development Encyclopaedia in Social Work, New Delhi : Anmol Prakashan
- Skidmore, Rex, Thackeray, Milton, O. Wiliam, Farley (1983) Introduction to Social Work, New Jersey: Prentice Hall
- Upadhyay, R. K. (2003) Social Case Work, Jaipur & New Delhi: Rawat Publications

SECOND SEMESTER
SW: 201
SOCIAL GROUP WORK

Objectives:

- *Understanding the place of Group work in Social work Intervention*
- *Understanding Group as an instrument of change*
- *Develop skills to work with different stages and record the process*
- *Understanding applicability of Group work and Group processes in different Settings.*

UNIT-I: Introduction to Group Work

- Group, importance and place in society
- Historical Evolution of Social Group work
- Social Group Work: Concept, assumptions and objectives
- Theories of Group work formation

UNIT-II: Principles and Models of Social Group Work

- Values and Skills in Social Group work
- Principles in Group work
- Models in Group work: Social goals model, Remedial, Reciprocal model.
- Types of Groups (Task and Treatment)

UNIT-III: Group Processes and Group Dynamics:

- Group Diagnosis: Conflict, Apathy and Inadequate Decision making
- Stages of Group development: Trecker, Northen Helen, Klein, Garland, Tuckman, Schultz and mosey
- Recording Reporting and Evaluation
- Role of Worker in Group settings

UNIT-IV: Skills and Techniques of Group Development

- Process of working with Groups
- Group Discussion and Program Media
- Group work with Children, Adolescents and Elderly
- Group work with Women

SOCIAL GROUP WORK SW 201

Suggested Readings:

- Dougles Tom (1978) Basic Group Work, London: Tavistock Publication
- Konopka Gisela (1954) Group Work in Institution, New York: Associate Press
- Konopka Gisela (1983 3rd Ed.), Social Group Work a Helping Process, New Jersey: Prentice Hall
- Northen, Helen (1969) Social Work with Groups, New York: Columbia University Press
- Phillips, Helen (1962) Essentials of Social Group Work Skills, New York: Associate Press
- Trecker, Herleigh (1955) Group Work-Foundations & Frontiers, New York: Whiteside & William Marrow & Co
- Trecker, Herleigh (1970) Social Group Work-Principles and Practices, New York: Associate Press.
- Battacharya, Sanjay Social Work an Integrated Approach, New Delhi: Deep & Deep Publicators Pvt. Ltd.
- Choudhary, Paul (1983) Introduction to Social Work, Delhi: Atma Ram & Sons
- Corey, Geral (1977) Groups Process and Practice, USA: Brook/Cole Publishing Company
- Garland, J.A. Group Work Reaching out, People places and Power
- Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007) A Hand Book of Social Work with Groups, Rawat Publication
- Shaw, Marllin E. (2nd Ed.) Group Dynamics, New Delhi: Tata McGraw Hill Publishing
- Wilson, Gertrude & Ryland, Gladys (1949) Social Group Work Practice, Haughton Mifflin Company 12

SW-202
COMMUNITY ORGANIZATION, COMMUNITY WORK & SOCIAL ACTION.

Objectives:
- *Understand and analyze the Community and its issues, Resources etc*
- *To develop understanding of the concept of Community Organization and social Action.*
- *Explore the process of Community Organization, & understand its process*
- *To secure knowledge of various techniques and approaches of Community*
- *Develop Professional attitude & Skills*

UNIT-I :   Community Work
- Community: Nature, types and characteristics
- Community work: Concept and relevance to Social work
- Community work: Objectives, Scope and Functions
- Principles and Components of Community work
- Skill in Community work Practice

UNIT-II : Processes of Community Work
- Identification of Problem
- Programme Planning
- Enlisting People's Participation
- Formation of Community Groups
- Organization Building
- Evaluation and Follow up
- Community work and its relation with other methods of Social work

UNIT-III : Approaches in Community Work
- Approaches : Directive and Non Directive
- Models of Community :Rothman, Locality Development, Social Planning and Social Action models
- Role of an Organizer with different Models

UNIT-IV: Social Action - I
- Concept, Objective, History, Principles , Strategies and Tactics of Social Action
- Process of Social Action
- Models of Social Action: Legislative Action and Sanction, Direct physical and Concretization model.
- Contemporary Social Action: Gender, Environment and livelihood

COMMUNITY ORGANIZATION, COMMUNITY WORK AND SOCIAL ACTION SW - 202

Suggested Readings:

- ❖ Cox Fred (1987), Community organization, Michigan: F.E. Peacock Publishers
- ❖ Dhama, O. P & Bhatnager, O.P. (1994) Education and Communication for Development New Delhi: Oxford & IBG Pub. Co. Pvt; Ltd.
- ❖ Dunham Arthur (1962) Community Welfare Organization: Principles and Practice, New York: Thomas Crowell
- ❖ Friedlander, W.A. (1978) Concepts and Methods in Social Work, Eaglewood Cliffs, New Delhi: Bentice Hall International Inc.
- ❖ Gangrade, K.D (1971) Community Organization in India, Mumbai: Popular Prakashan
- ❖ Indu Prakash (1994) Disaster Management: Societal Vulnerability to Natural Calamities, New Delhi: Rashtra Prahari Prakashan.
- ❖ Rao, MSA (1979) Social Movements in India, New Delhi: Vol. 1 and 2, Manohar,
- ❖ Ross, Murray & Lappin, Ben (1967) Community Organization; Theory, Principles, and Practice, New York: Harper & Row
- ❖ Rothman Jack, Erlich John & Tropman John (1987) 'Strategies of Community
- ❖ Intervention' Strategies for Community Organization, Micro Practice, Michigan: , F.E. Peacock Publishers
- ❖ Sanoff, Henry (2000) Community Participation Methods in Design and Planning, London: John Wiley and Sons
- ❖ Siddique, H.Y. (1984) Social Work and Social Action, New Delhi: Harnam Publications
- ❖ Butcher, Hugh & others (1988) Community Groups in Action, London: Rutledge ad Kegan Paul. 29
- ❖ Hardina, Donna (2000) Analytical Skills for Community Organization Practice, New Jersey: Prentice Hall
- ❖ Hayden Roberts (1979) Community Development: Learning and Action
- ❖ Kramerm, Ralph (1975) Readings in Community Organization Practice, New Jersey: Prentice Hall Inc.
- ❖ Lee Judith (2001). The Empowerment Approach to Social Work Practice: Building The Beloved Community, Columbia Press

SW-203
SOCIAL WORK RESEARCH

0bjectives:
- *Develop an understanding of scientific approach to human enquiry*
- *To enhance the knowledge base of Social work*
- *Assess the effectiveness of Social work intervention*
- *Evaluate the outcomes of Social work interventions*
- *Understand major Research strategies and linkages theory with the practice*
- *Develop an ability to conceptualize, formulate and conduct simple Research projects.*

UNIT-I : Basis of Research
- Science, Scientific method and Social Research
- Social work Research: Meaning. Purpose and Scope
- Qualitative and Quantitative Research
- Hypothesis: Meaning formulation and Types theory

UNIT-II : Research Procedures and Research Methods
- Research Design: Meaning importance, types, problem formulation in research (Exploratory, Descriptive, Diagnostic and Experimental)
- Steps involved in conducting Research
- Sampling: Universe, Sample - types. Determination of Sampling size and limitation of Sampling Social survey, Case study

UNIT -III :   Tools of Data Collection
- Sources of Data: Primary and Secondary
- Methods of Data collection -Observation, Participation, Interviewing, Schedule Questionnaires, Scaling
- Recording, Managing and analyzing and Interpretation of' data
- Classification and Tabulation of data
- Content Analysis

UNIT-IV :   Participatory Research and Statistical Methods
- PRA, PLA-concept and historical development
- Major techniques: Social resource mapping, Mobility mapping
- Chappati diagram, Time line, Seasonality diagram
- Measures of Central tendency: Mean, Median and Mode
- Chi-square, T-test.

SOCIAL WORK RESEARCH SW - 203

Suggested Readings:

- Ahuja, Ram (2001) Research Methods, Jaipur: Rawat Publications
- Alston, M. Bocoles, W. (Indian Edition 2003) Research for Social Workers-An Introduction to Methods, Jaipur: Rawat
- Baker, Therese L. (1994) Doing Social Research, Singapore: McGraw Hill
- Goode, W.J., Hatt, P.K. (1981) Methods in Social Research, Singapore: McGraw Hill
- Grinell, Richard M. (Jr.) (1988) Social Work Research and Evaluation, Illinois F. E. Peacock Pub. Inc.
- Jacob, K. K. (1965) Methods & Fields of Social Work in India, Bombay: Asia Publishing 21
- Kothari, C. R. (2004 2nd edition reprint) Research Methodology: Methods & Techniques, New Delhi, New Age International
- Ramchandran, P. (1968) Social Work Research and Statistics, Bombay: Allied Publishers
- Rubin, Allen & Babbie Earl (4th Ed. 2001) Research Methods for Social Work, USA: Wadsworth, West, Brooks/Cole and Schirmer
- Sarantakos, Sotirios (2005) Social Research, New York: Palgrave Macmillan
- Sharma, K. R. (2002) Research Methodology, Jaipur: National Publishing House
- Wilkinson, T.S. & Bhandarkar, P. L. (1984) Methodology and Techniques of Social Research, Bombay: Himalaya
- Young, Pauline (Asian students edition 1960) Scientific Social Surveys and Research, Japan: Asia Publishing House.
- Sjoberg, Gideon & Nett, Roger (Indian Reprint 1992) A Methodology for Social Research, Jaipur: Rawat
- Somekh Bridget & Lewin, Kathy Eds. (2005) Research Methods in the Social Sciences, New Delhi: Vistaar
- Thanulingom, N. (2000) Research Methodology, Mumbai: Himalaya
- Weiss, Robert S. (1968) Statistics in Social Research: An Introduction., New York: John Wiley & Sons.

SW-204
COUNSELLING: THEORY AND PRACTICE

0bjectives:
- *To understand the various aspects of Counseling*
- *To gain insight into various approaches of Counseling*
- *To develop understanding of various types and techniques of Counseling*

UNIT-I - Introduction
- Counseling as a method of Helping
- Counseling in Social work
- Evolution of Counseling as a field practice
- Scope of Counseling in social work & social development

UNIT-II - Approaches and Theories
- Client Centered
- Rational-Emotive
- Eclectic Approach
- Cognitive and Behavioral
- Gestalt Therapy

UNIT-III - Types and Goals of Counseling
- Family
- Marital.
- Educational
- Goals: Short and long term Direct and Indirect

UNIT-IV - Techniques of Counseling
- Initiating Contact
- Intake Rapport
- Establishing Structure
- Interaction
- Listening
- Observation
- Responding
- Group Counseling

COUNSELLING: THEORY AND PRACTICE SW - 204

Suggested Readings:

- Fullmer, D.W. and Bernard, H.W. Counselling: Content and Process, New Delhi, Thomson Press, India, 1972.

- Dave, Indu The Basic essentials of Counselling, New Delhi, Sterling Publishers Pvt.Ltd.,1983

- Street, E., Counselling for family problems, Cambridge, Blackwell, London, Sage, 1994.

- Peitrofessa, J. and others Couselling: Theory research and practices, Randcnally college of Commerce, Chicago, 1978.

- Pepinskly, H.B. and Pepinskly, P.N. Counselling theory and practice, New York, Ronald Press Co.1954.

- Pattrson, C.H., theories of counseling and psychotherapy, Harper & Row Publishers, New York, 1966.

- Herms, E. and Schreiber, P. Handbook of Counselling techniques, Oxford, Pergamon Press, 1963 Adminstration.

- Argyris Chris, (1971): Management and organizational development, McGraw-Hill, New York.

- Bulsara, J. F. and Verma, R.M. (ed.), (1984): perspectives on social welfare in India, S. Chand & Company, New Delhi.

- Chaturvedi, T.N. and Kohli, Shanta Chandra (eds.), (1980): Social Welfare Administration: Development and Change, Indian Institute of Public Administration, New Delhi.

- Chndra, Snehlata, (2001): Non-Governmental Organizations: Structure, relevance and function, Kanishka Publishers, New Delhi

- Goel, S. L. and Jain, R.K. (2003): Social Welfare Administration (Vol. I& II), Deep and Deep Publications, New Delhi.

- Handy, Charles (1990): Understanding voluntary organizations, Penguin Books, London

THIRD SEMESTER
SW 301
SOCIAL POLICIES AND PLANNING

Objectives:
- *Acquire skills in critical analysis of Social Policies and Development plans*
- *Study various Social policies plans and programs*
- *Develop an understanding of Social policy in the perspective of National Goals as stated in constitution particularly with reference to Fundamental rights and directives principles*

UNIT-I - Basic Concepts
- Social policy: Concept Scope and principles
- Sources: Ideology, public Opinion and Indian Constitution
- Models of Social Policy
- Historical background of Social Policy

UNIT -II - Social Planning
- Conceptual framework of Social Development
- Social Planning concept, types
- Principles of Planning
- Planning Commission and National Development Council

UNIT-III - Review of Social Policy in India
- Education
- Health
- Housing
- Environment

UNIT-IV - Review of Welfare Policies
- Child Welfare
- Women Welfare
- Welfare of Disabled
- Welfare of Elderly

SOCIAL POLICIES AND PLANNING SW - 301

Suggested Readings:

- Hill Michael : (2003)*Understanding Social Policy*, Oxford: Blackwell Publishing 7th Edition

- Gail Lewis, Sharon Gewirtz & John Clarke: (2000) *Rethinking Social Policy*, London: Open University Press in association with Sage Publications

- Resaving Sharma*: (*2000) *Gendered Poverty and Well-Being*, , USA: Blackwell Publishers, 2000

- Hughes G and Lewis G(1999):*Unsettling Welfare: The Reconstruction of Social Policy,* London, Routledge / The Open University

- Williams F: (1989) *Social Policy: A Critical Introduction,* Cambridge: Polity Press

- Alcock P; Erskine A: and May M (1998): *The Student's Companion to Social Policy,* Oxford: Blackwell /Social Policy Association.

- Pascall G : (1997) *Social Policy A New Feminist Analysis*, London and New York: Routledge

- Langan M (1998) : *Welfare: Needs, Rights and Risks,* London and New York: Routledge / Open University

- Taylor D (1996): Critical Social Policy: A Reader, London: Sage Publications.

- Gough I (1979): *The Political Economy of the Welfare State*, London: Macmillan.

- Patricia Kennett (2001): *Comparative Social Policy*, London: Open University Press.

SW 302
SOCIAL JUSTICE AND SOCIAL LEGISLATION

Objectives

- *Understanding the legal rights of people and its role and functions in protecting Human Rights.*
- *Understand the role of Police, Prosecution Judiciary and Correction*
- *To develop insight into Social Legislations dealing with Children and other Weaker sections of the policy*
- *Understanding about Public Interest Litigation and Legal Aid*

UNIT- I : Social Justice

- Basic concept of Social Justice
- Democracy and Approaches to Social Justice (Marx, Gandhi)
- Social Justice concerns in India Society
- Role of Action groups and NG0's
- Indian Constitution, Fundamental rights & Directive principles

UNIT -II :   Social Legislation and Social Change

- Law, Society and Social change
- Social Legislation: Nature and Scope
- PIL-Advocacy
- Legal aid concept, need and Schemes
- Consumer protection movement, Consumer Courts

UNIT-III :   Human Rights and Law

- Concept of Human Rights
- UN declaration of Human Rights
- Rights of Women, Minorities, Children and SC/ST's
- Democracy Development and Human Rights
- Instruments for realizing Human Rights

UNIT-IV :   Legal Provisions

- Dowry Prohibition Act
- Indecent Representation of Women Prohibition Act
- Immoral Trafficking Act
- Domestic Violence Prevention Act.

SOCIAL JUSTICE AND SOCIAL LEGISLATION SW-302

Suggested Readings:

- ❖ H. O. Agarwal18tt ed. 2011, International Law and Human Rights, central Law Publications.
- ❖ B. R. Purohit, Sandeep Joshi 2007, Social Justice in India, Utkal Studies,
- ❖ Shehzad Ahmad, , 2007 Social Justice, Annual Publications
- ❖ Mathew Clayton, Andrew Williams2004, Social Justice, Blackwell Publishing,
- ❖ Bajwa G. S, 2002 Human Rights in India,
- ❖ S. K. Khan, 1998 Women and the Human Rights, Common Wealth Publishers,
- ❖ V. K. Anand, 2003 Human Rights, Allahabad Law Agency,
- ❖ Elizebeth Reichet, 2003 Social Work and Human Rights, Rawat Publications,
- ❖ Human Rights and Social Work, a manual for Social Work Profession, Centre for Human Rights.
- ❖ L. M. Gutierrez, 1995 Human Rights and Social Work, Cambridge University Press,

SW -303
SOCIAL WELFARE MANAGEMENT

Objectives
- *To understand and appreciate different dimensions of Social Welfare Management.*
- *To critically understand and evaluate the role of Social Welfare Administration as a method of Social work*
- *To get well versed with different skills of Agency Management.*
- *To prepare students to identify the emerging challenge before Voluntary*

UNIT 1: Social Welfare Management
- Meaning, Nature and Scope of Social Welfare Management.
- Principles of Social Welfare Management
- Social Welfare Organizations, Design, Establishment & Registration of organizations.

UNIT II: Agency Management
- Decision Making
- Coordination
- Communication
- Supervision
- Staff development.

UNIT III   Financial Administration and Resources Mobilization
- Grants -In-Aid
- Fund Raising
- Budgeting
- Accounting
- Auditing

UNIT IV   Programme Management
- Project planning
- Project Management
- Public Relation
- Networking
- Monitoring & Evaluation of Project

SOCIAL WELFARE MANAGEMNT SW - 303

Suggested Readings:

- ❖ Goel and Jain: Social Welfare Administration Vol. 1 & 2 Deep and Deep Publications
- ❖ Harold Koantz and Wehrich: Essentials of Mangement: An International Perspective
- ❖ Management and Organizations in Social Work Trish Hafford Learning Matters
- ❖ Dennis L. Wilcox: Public Relations Wesley Educational Publications
- ❖ D. Paul Chaudhary: Social Welfare Administration
- ❖ B. L. Gupta Mahama: Village Development: Project Management: Publications.
- ❖ Raino J. Patti: Social Welfare Management
- ❖ Sachdeva D. R: Social Welfare Administration in India
- ❖ Skidmore Rex. A: Social Welfare Administration Prentice Hall New Jersey.
- ❖ Fernando, Fr. Emmanuel: Problems in Project Formulation
- ❖ Chandra Puran: N.G.O Formation and Resource Mobilization

SW-304
RURAL URBAN COMMUNITY DEVELOPMENT

Objectives:
- *Develop an understanding of Development and its Indicators.*
- *Develop an understanding of Poverty Alleviation Programmes*
- *Understanding the Role of NG0s in Rural and Urban Development*
- *Understanding the role of People's Participation in Development*

UNIT- I :   Development an Overview
- Development, Growth, Progress and Change: Meaning and difference.
- Concepts of Economic Development, Social Development, Sustainable Development, Human Development, Poverty line
- Indicators of Development: Poverty line, GDP/GNP, PQLI, HDI.

UNIT- II :   Rural Community Development
- Conceptual framework of Rural Development.
- Rural Development :Evolution in India
- Rural Development Programs in India
- Role of NGOs in Rural Development.

UNIT- III :   Rural Community Development Programs.
- Panchayati Raj system in India.
- Cooperative Movement in India.
- Microcredit and Rural Development
- Peoples Participation : Key for rural development

UNIT- IV : Urban Community Development
- Urban community Development: Meaning Concept and Objectives
- Urban poverty and Government Intervention
- Slums and Slum Culture
- Role of NGO's in Urban Development

RURAL URBAN COMMUNITY DEVELOPMENT SW - 304

Suggested Readings:

- Alfred de Souza (Ed.) (1983)The Indian City: Poverty, Ecology and Urban Development, New Delhi : Manohar Publications.
- Itoo,G.N (1999) Women & Children, Gyan Sagar Publications, Delhi
- R. Desai (1961) Rural Sociology in India, Bombay: Popular Prakashan.
- S L Doshi (2002) Rural Sociology Jaipur : Rawat Publications
- S. Singh (1980) Rural Sociology Prakashan Kendra Lucknow
- S.C. Dubey (1977) Tribal Heritage of India: Vikas Publication Housing Pvt. Ltd., New Delhi
- S.L. Doshi (1997) Emerging Tribal Image: Rawat Publication, Jaipur 44
- Voices of the Poor Can anyone hear us? (2000) New Delhi: Oxford University Press.
- Alexander, K.C., Prasad R.R., Jahagirdar M.P. (1991) Tribals - Rehabilitation and Development, Jaipur : Rawat Publications
- Bhanti, Raj (2001) Social Development (Analysis of some social work & field), New Delhi: Himanshu Publication
- David Harvey (1989). The Urban Experience, New York: Basil Blackwell
- Kirtida, Surati (Jan-March 1979) Integrated Approach for Effective Rural Development Prashasnika 8 (i), 38-43
- McGee, T.G. (1971). The Urbanisation Process in the Third World, G.Bell & Sons
- Paranjape, Suhas, Joy, K. J. (1995) Sustainable Technology- Making the Sardar Sarovar Project Viable, Ahmedabad: Centre for Environment Education
- R. Mansell Prothero and Murray Chapman (1983) Circulation in Third World Countries, London: Routledge and Kegan Paul

Fourth Semester
SW-401
HUMAN RESOURCE MANAGEMENT

Objectives:
- *Able to understand the Nature, Scope and Objectives of HRM*
- *Design an organization of HRM.*
- *Describe the Role and Quality of an HR manager.*
- *Identify the Employee and Planning process.*
- *Understand the nature of Performance Appraisals.*

UNIT-I - Human Resource Management.
- Human Resource Management :definition meaning and scope
- Human Resource Development: meaning, objectives, goals and tasks
- HRD instruments
- Qualities and Competency of HRD Manager.

UNIT-II - Human Resource Planning and Training.
- Human Resource Planning
- Job Analysis and Selection process.
- Training Methods and Techniques.

UNIT-III - Performance Appraisal and Development
- Performance Appraisal-meaning and criteria
- Methods of Performance Appraisal, problems in Appraisal.
- Potential Appraisal.
- Career Planning and Career Development.

UNIT-IV - Industrial Relations
- Industrial Relations: meaning
- Industrial Relations machinery: Preventive and Curative.
- Concept, features and process of Collective Bargaining.
- Workers Participation in Management.

HUMAN RESOURCE MANAGEMENT SW - 401

Suggested Readings:

- Aggarwala, D. V. (1977) Handbook of Management Principles and Practice; Chandigrah: All India directions Publication
- Chatterjee, S. S (1974 Think inc.) Introduction to Management - Principles and Techniques; Calcutta: World press Pvt. Ltd.
- Krishna, S. Ed (1973) Management: Today and tomorrow; Delhi: Hemkant Press
- Robbins, Stephen P. and Decenzo, David A. (2002) Fundamentals of Management, Delhi: (Essential Concepts and Applications) Pearson Education Asia
- Thornhill, Adrian P.Lewis, M. Millmore, Mark Saunders (2000) Managing Change Pearson Education Asia, Delhi.
- Allen, Louis A. (1958) Management and organization; London: McGraw Hill, Kogakush
- Dale, h. Besterfield (2001) Total Quality Management, Delhi: Pearson Education Asia
- Moore, F. G. (1964) Management Organization & Practice, New York: Harper & Row 52
- Parkinson, C. N. (1992) Towards Management in 2001, Mumbai: IBH Publishers Pvt. Ltd.
- Sethi, Narendra (1972) Management Perspectives, Bombay: Progressive Corporation Ltd. Stoner, James A. & Freeman R. (1987) Management, Edward New Delhi: Prentice Hall of India Pvt. Ltd.
- Terry, George R. (1977) Principles of Management, Bombay: D. B. Taraporwala
- Yewdall, G. Ed. (1969) Management decision Making; London: PAN Books Ltd.

SW-402
SOCIAL SECURITY, LABOUR WELFARE & RELATED LEGIS LATIONS

Objectives:
- *To develop critical understanding of various Legislations related to Employees.*
- *To understand Welfare measures for Workers, problems associated with their Administration & Management.*
- *To familiarize with legal frame work for efficient decision making relating lo employees*
- *Management, Social security & Industrial relations*

UNIT- I - Social Security
- Conceptual and theoretical framework of Social Security.
- Constituents of Social Security: Social Insurance, Social Assistance and allied Schemes.
- Growth of Social Security in India.
- Current scenario of Social Security in India.

UNIT -II - Social Security laws
- Workmen's Compensation Act 1923.
- Maternity Benefit Act 1961.
- Minimum Wages Act 1948.
- Factories Act 1948.

UNIT- III - Labour Legislations
- Industrial Disputes Act 1947.
- Industrial Employment (standing orders) Act 1946
- Trade Union Act 1926.
- Contract Labour Act 1970.

UNIT- IV - Labour Welfare
- Concept, Principles, Approaches of law.
- Statutory and Non Statutory schemes of Labour Welfare.
- Scope and Objectives of Labour Welfare.
- Role of Welfare Officer.

SOCIAL SECURITY, LABOUR WELFARE AND RELATED LEGISLATIONS SW - 402

Suggested Readings:

- Laldas, D. K. (1991) Personnel Management industrial relations & Labour Welfare; Agra: Y. K. Publishers
- Rao, Maju (1995) Labour Welfare Policy In India: First publication
- Sarma, A. M. (1997) Aspects of Labour Welfare and Social Security, Mumbai: Himalaya Publishing House
- Sharma, A.M. (1990) Welfare of Special Categories of Labour; Mumbai: TISS
- Vaid, K. N. (1970) Labour Welfare in India; Delhi: Shri Ram Centre for IR & HR.
- Kumar, Shiv (1994) Labour Welfare & Incentive Plans in Incentive Plans in Industries; New Delhi: Radha Publications
- Lal, D.K. (1991) Personnel Management, Industrial Relations and Labour Welfare, Das Publication
- Mongia, J. N. (1976) Readings in Indian Labour & Social Welfare; Delhi: Atmaram & Sons
- Moorthy, M. V. (1982 Ed.2.): Principles of Labour Welfare; New Delhi: Oxford & IBH Publishing Co.
- Mustafa, M. (1990) Labour Problems & Welfare; New Delhi: Deep & Deep Publications
- Rao, Manju (1995) Labour Welfare Policy in India, Printwell
- Singa, Ram Chandra (1989)Labour Welfare administration in India; New Delhi : Deep & Deep Publication .

SW 403
FAMILY, WOMEN AND CHILD WELFARE

Objectives
- *To develop a perspective of understanding and analyzing needs and problems related to Family, Women and Children.*
- *To provide knowledge regarding Programs and Policies related to Family, Women and Children*
- *To enhance skills of dealing with problems related to Family, Women and Children*

UNIT- I : Family and its Problems
- Family: Importance, Functions and Structure
- Family Dynamics: Social, Cultural, Economic
- Challenges at various stages of Family Life Cycle
- Concept and Historical Development of Family Welfare Programmers in India
- Social Work Intervention

UNIT- II : Women Welfare
- Changing Perspective of the role of Women and Historical development of Women services in India
- Crime against women: Types, Extent and its impact on Women and the Family
- Social Work Intervention

UNIT- III : Child Welfare
- Evolution of Child Welfare Services in India
- Child and its problems: Impairment- Physical and mental, Child Abuse, Street Children, Juvenile Delinquency
- Social Work Intervention

UNIT -IV : Women and Child Welfare with Special Emphasis on J&K
- Reproductive and Child health Programms ICDS
- Conflicts in Adolescent age groups and their remedial measures
- Role of NGOs for the rehabilitation of Women and Children in Distress

FAMILY, WOMEN AND CHILD WELFARE SW - 403

Suggested Readings:

- Harris, C. C. (1969). The Family an Introduction, London: George Allen and Unwin Ltd.
- Gore, M S (1968) Urbanization and Family Change, Mumbai: Poplar Prakashan
- Lloyd,J.D   family violence, Greaheamern Press.
- Larlton E, Munson (1983) Social Work with Families Theory and Practice, New York: The Free Press
- Goode, J. 1998, The Family, Prentice Hall, New Delhi.
- Itoo,G.N (1999) Women & Children, Gyan Sagar Publications, Delhi
- Nisbet, Robert A., Knopf (1970) The Social Bond An Introduction to the study of Society, New York: Alfred A.
- Williamson, Robert C. (1967) Marriage and Family Relations, New York, London, Sydney: John Wiley and Sons, Inc.
- Williamson, Robert C. (1967) Marriage and Family Relations, New York, John Wiley & Sons, Inc.
- Bajpai A, 2002, Child Rights In India, Law Policy And Practice, Oxford University Press, New Delhi
- Ketan J 2008 , Working Women And Modernization, Ashish Publications, New Delhi.

ORGANIZATIONAL BEHAVIOR
SW 404

Objectives
- *Discuss the traditional theories of Leadership*
- *Provide a new perspective on Organizational Behavior.*
- *Summarize the Hawthorne studies as the starting point of Organizational behaviour.*
- *Explain the major theories of Work Motivation*

UNIT- I - Organizational Behavior: An Overview
- Organization Context Nature, Historical Perspective
- Foundation of Organizational Behavior
- Schools of Managerial Thought (Scientific School, Human Relations Schools, Systems approach)
- Challenges and Opportunities for Organizational Behavior

UNIT- II - Individual Dynamics
- Perception: Process and Factors influencing Perception
- Perceptual Disorder
- Motivation: Content and Process Theories
- Motivation Techniques
- Corporate Social Responsibility (CSR)

UNIT- III - Leadership and Group Dynamics
- Leadership: Meaning Definition and Theories
- Leadership: Styles and Techniques
- Group Theories and Types of Groups
- Assets and Liabilities of Group Decision Making

UNIT- IV - Organizational Dynamics
- Organizational Change: Meaning and Significance
- Resistance to Change and its Management
- Organizational Conflict: Meaning Definition and Types
- Techniques of Conflict Resolution.

ORGANIZATIONAL BEHAVIOR   SW 404

Suggested Readings:

- Moore, F. G. 1964. Management Organisation & Practice, New York: Harper & Row Yew Dall, G. Ed (1969) Mangement Decision making London.
- Robbins. S, Organisational Behaviour Prentice Hall, India Luthans. F, Organisational Behaviour, Tata McGraw Hills.
- Wagner & Hollenbeck Organisational Behaviour Thompson, South Western.
- Fiona M. Wilson Organisational Behaviour (A Critical Introduction). Oxford University Press.
- John W. Newstrom, Keith Davis Organisational Behaviour, Tata McGraw Hills.
- Helliniegel / Slocum Fundamentals of Organisational Behaviour. Thompson South Western
- D. B. Bochne, P. W. Paese, Organisational Behaviour and Human Decision Processes. B. M. Staw   & J. Ross, Research in Organizational Behaviour. JAI Press.
- M. L. Ambrose & Human Performance (2002). Mary Jo Hatch, Organisational Theory, Oxford University Press (2006).
- Robin Fincham, Peter Rhodes, (2005) Principles of Organisational University Press