

Department of Social Work

University of Kashmir

Course Curriculum

For Under-Graduate studies in Social work
(As per NEP-2020 Framework)

The programme learning objectives and outcomes have been specified below:

Semester	Programme learning Objectives	Programme learning Outcomes
1	To inculcate a contextualized foundational understanding of social work discipline.	Ability to learn and understand the Social work as a profession and its utility to address social issues
2	To make learner understanding of social science and social work as well as augment the skills of learner	Understanding the social work profession within the realm of social sciences
3	To expose learner to the humanitarian work within the context of socio-cultural realities.	Understand the working of humanitarian institutions within the society.
4	To impart knowledge and skill of working with individuals. Develop understanding of issues and concerns of women, families and children.	Identify and understand the role of professional social worker while dealing with individuals. Understanding and knowledge about professional working with women, families and children.
5	To make learner understand the importance of group dynamics. Develop knowledge about group work To expose the learner to the importance and procedures of social entrepreneurship.	Enhance the understanding of social groups, nature of group inequality and marginalization in society appreciate the importance of social work interventions. The learner develops an entrepreneurship spirit and contributes to the society.
6	To broaden understanding about community problems and social work approach to community work To understand the process of policy formulations. To learn about the concept of corporate social responsibility.	To develop in learner the critical understanding of Social Policy and its linkage with development issues Develop a holistic understanding about the community organization and role of corporate sector in addressing social issues.
7	Expose learner to different dimensions of Social Welfare Administration and various skills of social work research. To make learner be able to make project proposals and its management.	To impart knowledge about formulation and management of projects. Make learners good social researchers and social welfare managers.
8	To familiarize the students with the fundamentals of academic writing. To develop critical understanding of various Legislations related to Employees. To understand Welfare measures for Workers, problems associated with their	Develop skills for academic writing/ research among students. Make learners understand the importance of legislations related to employees. Make learners appreciate the role of social work interventions at different levels.

Social work Syllabus Scheme for all the Semester at Undergraduate Level, University of Kashmir

Semester	Course Code	Course Type	Course Title	Credits	
				Theory	Tutorial
I	SWK122N SWK122J	(Major/Minor) CT1	Introduction to Social work Profession	04	02
II	SWK222N SWK222J	(Major/Minor) CT1	Social Science Concepts for Social work	04	02
I and II	SWK022I	Multidisciplinary	Understanding Social work Profession	03	-----
III	SWK322N SWK322J	(Major/Minor) CT1	Society and Humanitarian work	04	02
IV	SWK422N SWK422J1	(Major/Minor) CT1	Social Case work: Working with individuals	03	01
	SWK422N SWK422J2	(Major) CT2	Family Women and Child welfare	04	02
	SWK422N SWK422J3	(Major) CT3	Counselling for Social work Practice	04	02
V	SWK522N SWK522J1	(Major/Minor) CT1	Social Group Work: Working with groups	03	01
	SWK522N SWK522J2	(Major) CT2	Understanding group inequality	04	02
	SWK522N SWK522J3	(Major) CT3	Social Entrepreneurship	04	02
VI	SWK622N SWK622J1	(Major/Minor) CT1	Community Work & Social Action	03	01
	SWK622N SWK622J2	(Major) CT2	Social Policy and Planning	04	02
	SWK622N SWK622J3	(Major) CT3	Corporate Social Responsibility for Social work	04	02
VII	SWK722N SWK722J1	(Major/Minor) CT1	Social welfare administration	03	01
	SWK722N SWK722J2	(Major/Minor) CT2	Social Work Research	04	02
	SWK722N SWK722J3	(Major) CT3	Project management in Social Work	04	02
VIII	SWK872N SWK822J1	(Major/Minor) CT1	Essentials of Academic communication	03	01
	SWK822N SWK822J2	(Major) CT2	Social Security and Labour welfare	04	02
	SWK822N SWK822J3	(Major) CT3	Social Work Interventions	04	02
Student opting for Research					
	SWK822JP	Project	Research Project	12	

Subject: Social work	Semester: First
Course Title: Introduction to Social work Profession	Credits: 4+2
Course Type: Major/Minor CT1	Course Code: SWK122N SWK122J
Course Objectives <ul style="list-style-type: none"> Familiarize learner to the historical evolution, core values and philosophy of Social Work profession. Enable the learner understands and differentiates social work and other related profession. 	

Course Contents: (Theory)

Max.Marks=100

Min.Marks=36

Unit – 1: Philosophy of Social work Profession.

(15 Hours)

- Social Work: Nature and Scope
- Social Work as a Profession (Attributes)
- Social work Goals & Functions
- Values Base of Social Work

Unit -2: Ethics, Principles &Methods of Social work

(15 Hours)

- Code of ethics in Social work.
- Major Principles of Social Work
- Primary Methods: Social Case work, Social Group Work, Community Organization.
- Auxiliary Methods: Social Work Research, Social Welfare Administration, Social Action.

Unit – 3: Approaches to Social Work

(15 Hours)

- Systems approach
- Radical approach.
- Existential approach
- Integrated approach

Unit – 4: Professional standing of Social Work

(15 Hours)

- Social work education.
- Social work practice.
- Careers in Social Work
- Professional Social Work Associations (NASW,NAPSWI)

Course Contents: (Tutorials) (2 Credits =30 hours)

Max.Marks=50

Min.Marks=18

Contemporary Social Concerns like Poverty, Unemployment, Drug Addiction, Mental health, Child Abuse, Gender Based Violence, Climate Change and Suicide. Tutorials with duration of 30 Hours shall be based on the assignments given to learners relevant to the course. Book review, Discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Adams, Robert et al. (2002). *Social Work: Themes, Issues and Critical Debates*. Second Ed. Sage London.
- Chatterjee, Pranab (1996). *Approaches to the Welfare State*. National Association of Social Workers (NASW). Washington DC.
- Desai, Murli (2005): *Ideologies and Social Work: Historical and Contemporary Analysis*. Rawat Publication.
- Dubois, Brenda and Kalra, Krogurnd, Micky (2011). *Social Work: An Empowering Profession* 7th Edition. Pearson.
- Farley, W, Larry, L.S. and Scott, B.W. (2003). *Introduction to Social Work*. Allyn and Bacon. 6.
- Higham, Patricia (2004): *Social Work: Introducing Professional Practice*. Sage.
- Kumar, Hajira (1994). *Social Work: An Experience and Experiment in India*. Gitanjali Publishing House
- Morales, A.T., Sheafor, B.W. and Scott, M.E. (2010). *Social Work: A Profession of Many Faces*. London. Allyn and Bac on.
- National Association of Social Worker (NASW). (1999). *Code of ethics*. Available at www.socialworkers.org/pubs/code/code.asp. 1996; revised Printed by BoltPDF (c) NCH Software. Free for non-commercial use only.

Subject: Social work	Semester: Second
Course Title: Social Science Concepts for Social work Profession	Credits: 4+2
Course Type: Major/Minor CT1	Course Code: SWK222N SWK222J
Course Objectives <ul style="list-style-type: none"> • Enable the learner to understand the basic sociological concepts. • Make learner understand the basic concepts & theories of psychology. • Enable the learner understands and explore the knowledge about political framework in the context of social welfare. 	

Course Contents: (Theory)

**Max.Marks=100
Min.Marks=36**

Unit – 1: Introduction to Sociological concepts

(15 Hours)

- Society, Man and Society and its relationships.
- Caste, Class.
- Social Values, Norms, Customs, Mores and Culture.
- Power and Authority

Unit –2: Notions of Society.

(15 Hours)

- Social Processes: Concept, Importance and Types.
- Social Change: Concept, Characteristics and Factors.
- Social control: Concept, Importance and Agencies.
- Socialization: Concept, Importance and Agencies.

Unit -3 Basics Human Growth and Personality

(15 Hours)

- Human Growth and Development: Meaning and Stages.
- Concept Of Personality
- Determinants of Personality.
- Theories of Personality: Sigmund Freud, Carl Rogers. B.F. Skinner.

Unit – 4: Introduction to Political Concepts

(15 Hours)

- State: Concept and its organs.
- Concept of Welfare state.
- Constitution of India and its salient features.
- Democratic decentralization in India (Local Bodies & PRIs)

Course Contents: (Tutorials)

(2 Credits=30 Hours)

**Max.Marks=50
Min. Marks=18**

Understanding Social Institutions like Family, Marriage and Religion.

Constitutional Rights and Responsibilities: Preamble, Fundamental Rights & Fundamental Duties, Directive Principles of State Policy. Tutorials with duration of 30 Hours shall be based on the assignments given to learners relevant to the course. Book review, Discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Ahuja, Ram. (1997). *Social Problem in India*, Rawat Publishers, Jaipur.
- Ali, A.F. (1992). *Social Stratification Among Muslim-Hindu Community*, New Delhi : Commonwealth Publishers
- Bhusan, Vidya & Sachdeva, D. R. (2000). *An Introduction to Sociology*, Allahabad : Kitab Mahal.
- Flippo, Osella and Katy, Gardner. (2003). *Contraventions to Indian Sociology, Migration Modernity and Social Transformation in South Asia*, New Delhi: Sage Publication.
- Mohanty, Manoranjan (2004). *Class, Caste, Gender – Readings in Indian Government and Politics*, New Delhi: Sage Publication.
- Singh, Yogendra (1997). *Social Stratification & Change in India*, New Delhi: Manohar Publication.
- Srinivas, M.N. (1991). *Indian Social Structure*. New Delhi: Hindustan Publishing House.
- Stroup, H.H. (1960). *Social Work Education – An Introduction to the Field*. New Delhi: Urasia Publishing
- Hall, C.S. Lindzey, G. and Cambell J.B. (2004). *Theories of Personalities*. New York: Wiley
- Elizabeth, H. (1968). *Development Psychology*. New York: Mc Graw Hill.
- Dandapani, S. (2005). *General Psychology*. Hyderabad: Neel Kamal Publications

Subject: Social work	Semester: 1st – 3rd
Course Title: Understanding Social work Profession	Credits: 03
Course Type: Introductory Multidisciplinary	Course Code: SWK022I
Course Objectives <ul style="list-style-type: none"> Familiarize learner to the historical evolution, core values and philosophy of Social work profession. Enable the learner understands and differentiates social work and other related profession. 	

Course Contents: (Theory)

Max.Marks=75
Min.Marks=27

Unit -1 Society and Social work

(15 Hours)

- Social work and Social Sciences
- Society as system of relationships
- Individual, Groups, Community.
- Social Structure & Institutions.

Unit – 2: Basic Concepts related to Social Work

(15 Hours)

- From charity to Social work.
- Social work as a Profession
- Social Service, Social Security and Social Welfare, Social Reform
- Social Work: Nature & Scope

Unit – 3: Philosophy of Social work Profession.

(15 Hours)

- Methods of Social work (Introduction only)
- Goals , Functions and Values
- Major Principles of Social Work
- Careers in Social Work

Suggested Readings:

- Adams, Robert et al. (2002).*Social Work: Themes, Issues and Critical Debates*. Second Ed. Sage London.
- Chatterjee, P. (1996).*Approaches to the Welfare State*. National Association of Social Workers (NASW. Washington DC.
- Desai, Murli. (2005).*Ideologies and Social Work: Historical and Contemporary Analysis*. Rawat Publication.
- Dubois, Brenda and Kalra, Krogurnd, Micky (2011).*Social Work: An Empowering Profession* 7th Edition. New York: Pearson.
- Farley, W, Larry, L.S. and Scott, B.W. (2003).*Introduction to Social Work*. London: Allyn and Bacon.
- Higham, Patricia (2004). *Social Work: Introducing Professional Practice*. London:Sage.
- Kumar, Hajira (1994).*Social Work: An Experience and Experiment in India*.Delhi: Gitanjali Publishing House
- Morales, A.T., Sheafor, B.W. and Scott, M.E. (2010).*Social Work: A Profession of Many Faces*. London. Allyn and Bac on.
- National Association of Social Worker (NASW). (1999).*Code of ethics*. Available at www.socialworkers.org/pubs/code/code.asp.1996; revised Printed by Bolt PDF (c) NCH Software. Free for non-commercial use only.

Subject: Social work	Semester: Three
Course Title: Society and Humanitarian work	Credits: 4+2
Course Type: (Major/Minor) CT1	Course Code: SWK322N SWK322J
Course Objectives <ul style="list-style-type: none"> • Students are familiar with the political concepts related to social work theory and practice. • Students are families with the economic concepts related to social work theory and practice. • Students have a good understanding of the humanitarianism, and different types of institutions, agencies involved in humanitarian work at different levels in the world. • Students have basic understanding of some of the key foundational concept used in social work practice. 	

Course Contents: (Theory)

Max. Marks=75

Min. Marks=27

UNIT – I: Political Dimensions of Indian Society

(15 Hours)

- Fundamental rights and Fundamental duties
- Directive principles of state policy
- Participation, and Representation
- Governance and Accountability

UNIT – 2: Economic Dimensions of Indian society

(15 Hours)

- Resources, Scarcity and Economic inequality
- Economic growth and development
- Human Development Index ,Gross Domestic Product, Per Capital Income,
- Concept of Globalization, Liberalization

UNIT – 3: Humanitarianism and social work profession

- Concept of Humanitarian Aid, and International Humanitarian Law
- Concept of charity and philanthropy
- Understanding humanitarian agencies (GOs, NGOs, CSOs)
- Concept of Multilateral, International, National and local organization

Unit – 4. Foundations of Social Work Practice

(15 Hours)

- Social inequality and Social Justice
- Social reforms and Social movements
- Social service and Social security
- Social networks, Advocacy and Lobbying

TUTORIALS

(2 Credits=30 Hours)

Max.Marks=50

Min. Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Lewis, M. A. &Widerquist, K.(1993) *Economics for social workers*. New York: Columbia University Press.
- Allen, C.K. (1950), *Aspects of Justice*, Stevens and Sons, London.

- Beveridge (1942), *Sir William, Social Insurance and Allied Services* - Report presented to British Parliament.
- Divekar, V. D. (1991)*Social Reform Movements in India: A Historical Perspective*. New Delhi: Bharat ItihasSamshodhak Mandal.
- Keen, D. (2008) *Complex Emergencies*. Cambridge: Policy Press
- Allen, T., Macdonald, A.,Radice, H. (2020) *Humanitarianism: A Dictionary of Concepts*.London: Taylor & Francis Group.
- Barnett, M.,Weiss, T. G. (2012) *Humanitarianism in Question: Politics, Power, Ethics*. London: Cornell University Press.
- Schaaf, R. (2013) *Development Organizations*. New York: Routledge.
- Avner. M (2013) *The Lobbying and Advocacy Handbook for Nonprofit Organizations*. 2nd Ed.Minnesota :Fieldstone Alliance.

Subject: Social work	Semester: Four
Course Title: Social Case Work: Working with individuals	Credits: 3+1
Course Type: (Major/Minor) CT1	Course Code: SWK422N SWK422J1
Course Objectives <ul style="list-style-type: none"> • Understand social casework as a method of social work. • Develop abilities to critically analyze problems of individuals and families and factors affecting them. • Enhance understanding of the basic concepts, skills, tools, techniques and process of case work. • Be equipped to work as case worker in the development sector. 	

Course Contents: (Theory)

Max.Marks=75
Min.Marks=27

UNIT-1: Understanding Clients

(15 Hours)

- Life-span perspective of individual development
- Human needs and problems faced by individuals and families.
- Social functioning and Social environment.
- Resilience, Coping and Defence mechanisms.

UNIT-2: Introduction to Casework

(15 Hours)

- Meaning, concept and objectives of Case work.
- Social Case Work as a method of Social Work
- Major Principles of Social Casework
- Components of Social Casework: person, problem, place and process.

UNIT-3: Process and Techniques of Casework

(15 Hours)

- Process: Intake, Study, and Assessment.
- Process: Intervention, Termination and Evaluation
- Techniques: Rapport Building, Relationship and listening.
- Techniques: Observation, Communication, Recording.

TUTORIALS

(1 Credit=15 Hours) Max.Marks=25
Min.Marks=09

Tutorials with duration of 15 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Beistek, F.P. (1957). *The Casework Relationship*. Chicago: Loyola University Press.
- Pearlman, H.H. (1957) *Social Casework: A Problem-Solving Process*. Chicago: The University of Chicago Press.
- Timms, N. (1964) *Social Casework: Principles and Practice*. London: Routledge and Kegan Paul.
- Younghusband, E. (1966) *New Development in Casework*. London: George Allen and Unwin.
- Mathew, G. (1992) *An Introduction to Social Casework*. Bombay: Tata Institute of Social Sciences

- Singh, A. P. & Girotra, T. (2018) *Case Records in Social Work*. Lucknow, India: Rapid Book Service.
- Skidmore, R.A. & Thakhary, M. G. (1982) *Introduction to Social Work*. New Jersey: Prentice Hall.
- Upadhayay, R. K. (2003). *Social Case Work: A Therapeutic Approach*. Jaipur: Rawat Publications.
- Friedlander, Walter, A.(1977). *Concepts and Methods of Social Work*. New Delhi: Prentice Hall of India Pvt. Ltd.
- Fook,J (1993). *Radical Casework: A theory of Practice*: Allen and Unwin.
- Friedlander, W, A., 1978: *Concepts & Methods of Social Work*, New Delhi: Prentice Hall.
- Holosko, M. J. (2017). *Social work case management: Case studies from the frontlines*. California, USA: SAGE Publications.
- Hudson, J. (2014). Structural functional theory, social work practice and education. *The journal of Sociology and Social Welfare*, 5. 2-18
- Siddiqui, H. Y. (2015). *Social work & human relations*. New Delhi, India: Rawat Publications.

Subject: Social work	Semester: Four
Course Title: Family, Women and Child welfare	Credits: 4+2
Course Type: (Major) CT2	Course Code: SWK422N SWK422J2
Course Objectives <ul style="list-style-type: none"> • 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 	

Course Contents: (Theory)

Max.Marks=100
Min.Marks=36

UNIT-1: Family and its Dynamics

(15 Hours)

- Family: Concept, Importance, Functions
- Family Types
- Family Dynamics: Social, Cultural, Economic
- Stages of Family Life Cycle

UNIT-2: Women Welfare

(15 Hours)

- Socio-Cultural problems faced by women
- Women Welfare: Social, Political and Economic
- Concept of Reproductive and Child Health
- Institutional Mechanisms (National Commission for Women & One Stop Centre)

UNIT-3: Child Welfare

(15 Hours)

- Problems faced by Children
- Concept of Child Welfare
- Convention on the Rights of Children
- Juvenile Justice (Care & Protection) Act 2016

UNIT-4: Role of Social Worker

(15 Hours)

- Working with Families
- Working with Women
- Working with Children
- Challenges faced by social workers while working with families, women and children.

TUTORIALS

(2 Credits=30 Hours)

Max.Marks=50
Min.Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested readings:

- Berk, L. E. (1996) *Child Development*. New Delhi: Prentice Publications.
- Brook, E & Davis, A. (1985) *Women, the Family and Social Work*. London: Tavistock Publications.
- Kuppaswamy, B. (1990) *Child Behaviour and Development*. New Delhi: Konark Publications.

- Govt. of India, (1974) *Towards equality – A Report of the Committee on Status of Women in India*, Delhi:
- Jha, U. S. & Pujari, P. (1996) *Indian Women Today*. Volume I & II. New Delhi: Kanishka, Publications.
- Kumar, R. (1988) *Child Development in India*. Volume I & II. New Delhi: Ashish Publishers.
- Boss, P.G., Doherty, W. J. Larossa, R, Schumm, W.R, & Steinmetz, S.K, (2009). *Source Book of Family Theories and Methods: A Contextual Approach*. New York, Springer
- Brook, E., & Davis, Ann. (1985). *Women, the Family and Social Work*, London: Tavistock Publications.
- Collins, D, Jordan, C, & Coleman, H, (2009). *An Introduction to Family Social Work*. Brooks/Cole Cengage Learning.
- Davies, M. (2012). *Social Work with Children and Families*. Palgrave Macmillan.
- Hazarika, I. (2010). Women's reproductive health in slum populations in India: evidence from NFHS-3. *Journal of Urban Health*, 87(2), 264-277.
- Jejeebhoy, S. J. (1997). Addressing women's reproductive health needs: Priorities for the family welfare programme. *Economic and Political Weekly*, 475-484.
- Sanneving, L., Trygg, N. Saxena, D. Mavalankar, D. & Thomsen, S. (2013). Inequity in India: The case of maternal and reproductive health. *Global health action*, 6(1), 19145.
- Collins, D., Jordan, C., & Coleman, H. (2012). *Brooks/Cole empowerment series: An introduction to family social work*: Cengage Learning.
- Davis, E., Lonsdale, M. Matthews, H. & Maguire, E. (2017). *Implications of the Family Violence Protection (Information Sharing) Amendment Act 2017*. *DVRCV Advocate*, (Dec 2017), 10-11.
- Govt. of India, (1974). *Towards equality – A Report of the Committee on Status of Women in India*, Delhi: Author.
- Patel, T. (2016). New faces of the Indian family in the 21st century. *The Indian Journal of Social Work*, Vol 77, No 4.
- Shankar Mishra, U., & Joe, W. (2021). Global Gender Gap Report 2021: hegemony, level-blind assessments and poor rankings of the global South. *South Asia@ LSE*.
- Bashir, A., & Rashid, J. (N.D). *Issues of Children in Jammu and Kashmir: An introduction*. Ariana publishers & Distributors New Delhi, (India).
- Corsaro, W.A. (1997). *The Sociology of Childhood*. New Delhi: Pine Forge Press.
- Save the children. (2003). *Child Protection Policy*. ICPS Scheme.
- Seymour, S.C. (1999). *Women, Family, and Child Care in India: A World in Transition*. New York: Cambridge University Press.
- Sharma, D. (ed.) (2004). *Childhood, family and socio-cultural change in India- Reinterpreting the inner world*. Delhi: Oxford University Press.
- UNCRC Document.

Subject: Social work	Semester: Four
Course Title: Counseling for Social work Practice	Credits: 4+2
Course Type: (Major) CT3	Course Code: SWK422N SWK422J3
Course Objectives <ul style="list-style-type: none"> • Develop a deep understanding of the core and basis of counseling, including what it is, why it works in social work practice, and how it is customized to individual needs. • Develop strengths in the foundational skills for counselors serving across different settings. • Achieve significant personal development toward becoming strong, effective therapeutic agents for their clients. 	

Course Contents: (Theory)

Max.Marks=100
Min.Marks=36

Unit-1: Basics of Counselling

(15 Hours)

- Definition, Concept & Types
- Characteristics of Counselling
- Approaches of Counselling (Client Centred & CBT)
- Application of Counselling in Social Work

Unit-2: Process of Counselling

(15 Hours)

- Counselling Relationship
- Phases of Counselling
- Principles and Skills of Counselling
- Challenges in Counselling

Unit -3: Counsellor as Professional

(15 Hours)

- Qualities of Counsellor
- Socio-Cultural aspects of Counselling
- Burnout: Causes & Remedies
- Code of ethics

Unit 4: Counselling in different settings

(15 Hours)

- Family
- School
- Hospital
- Workplace

TUTORIALS

{2 Credits=30 Hours)

Max.Marks=50

Min.Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested readings

- Antony, John. D. (1996): *Types of counselling*, Nagarcoil: Anurgraha Publications. .
- Davie, S. (2004): *Defences and Resistance*, London: Open University Press.
- Davie S. (2004). *Models of Psychopathology*, London: Open University Press.
- Narayana Rao, S. (1991). *Counselling and Guidance*, New Delhi.: Tata McGraw-Hill.
- Nelson, Richard. (1999) *Introduction to Counselling Skills*, London: Sage.
- Cochran, J. L. & Cochran, N. H. (2006) *The heart of counselling: A guide to developing therapeutic relationships*. Belmont, CA: Thomson Brooks/Cole.
- Martin, D. G. (2000) *Counselling and therapy skills*. (2nd ed.). Prospect Heights, IL: Waveland Press.
- Antony, J. (2001) *Principles and Techniques of Counselling*. Tamilnadu: Dindigul , Anurgraha Publications.
- Antony, J. (2003) *Skills of Counselling*. Tamil Nadu: Dindigul, Anurgraha Publications.
- Rao, S. N. (1992) *Counselling and Guidance*. New Delhi: Tata McGraw Hill Publishing company.
- Nelson J. R. (2008) *Basic Counselling skills*. New Delhi, Sage Publication.
- Patterson, L. E. (2004) *The Counselling Process*. Bangalore: Eastern press.
- Rogers, C. R. (1951) *Client-Centred Counselling*. Boston: Houghton-Mifflin.
- Antony J. (2001) *Dynamics of Counselling*, Tamilnadu: Dindigul , Anurgraha Publications.
- Rao, N (1981) *Counselling Psychology*. Bombay: Tata McGraw Hill

Subject: Social work	Semester: Five
Course Title: Social Group Work: Working with groups	Credits: 3+1
Course Type: (Major/Minor) CT1	Course Code: SWK522N SWK522J1
Course Objectives	
<ul style="list-style-type: none"> • Develop understanding of groups, group dynamics and types of groups in society. • Develop an understanding of group work as a method of social work. • Develop knowledge, skills and techniques to be used by the social worker while working with groups. 	

Course Contents: (Theory)

**Max.Marks=75
Min.Marks=27**

Unit -1:Introduction to Groups and Group Work

(15 Hours)

- Group – definition and Characteristics.
- Major Types of groups.
- Understanding group dynamics: Sub-group, Leadership, Decision making,& Group Conflict
- Definition and purpose of group work.

Unit - 2: Group Work as a Method of Social Work

(15 Hours)

- Group work as a method of social work
- Major principles of group work.
- Truckman’s Stages of Group development – Forming, Storming, Norming, Performing and Adjourning.
- Role of social worker in group work

Unit - 3: Skills, Techniques and Process of Group Work

(15 Hours)

- Skills in group work-I: (facilitation, Analytical thinking).
- Skills in group work-II: (Leadership building and Recording).
- Techniques of group work-I (group counselling and group discussion).
- Recording and Program evaluation in group work.

TUTORIALS

(1 Credit=15 Hours)

**Max. Marks=25
Min. Marks=09**

Tutorials with duration of 15 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Bernstein, Saul.(1972),*Further Explorations in GroupWork*,Bookstall Publishing.
- Bernstein,Saul.(1972).*Explorations in GroupWork, Essays in Theory and Practice*. London: Bookstall Pub.
- Felex.R.(1957).*CaseWork Relationship*.Illinois:Loyola University Press.
- Boyd,Neva.Leona.(1971).*Play and Game Theory in Group Work:A Collection of Papers*. Chicago: Jane Addams Graduate School of Social Work.
- Garvin,,Charles.D,(1997).*Contemporary Groupwork*. Prentice Hall.

- Thomas, Gracious.(2010).*Social GroupWork:Working with Groups*– MSW-008 Indira Gandhi National Open University.
- Grotsky,Lynn.et.al.(2000).*GroupWork with Sexually Abused Children:A Practitioner's Guide*. Sage Publications.
- Konopka,Gisela.(1963).*Social GroupWork:Helping Process*.PrenticeHall.
- National Social Workers (1963).*Social GroupWork with Older People*.New York.
- Schwartz, William.(1971).*Practice of GroupWork*.NewYork:Columbia University Press.
- Shulman,Lawrence.(1999).*Skills of helping individuals,families,groups, communities*. Illinois: F. E. Peacock Publishers Inc.
- Siddiqui,HY.(2008).*GroupWork:Theories and Practice*.Rawat Publications.
- Toseland, Ronald W & Rivas, Robert.F., (1984). *Introduction to Group Work Practice*, Macmillan & Co Ltd.
- Toseland,Ronald.W.and Rivas,Robert.F.(1984).*Introduction to GroupWork Practice*.Macmillan&CoLtd.
- Trecker,Harleigh.B.(1972).*Social GroupWork:Principles and Practice*. Associated Pub. House.
- Mishra,P.D.,&Mishra,B.(2010).*Socialgroupwork:theoryandpractice*.New Royal Book Co.

Subject: Social work	Semester: Five
Course Title: Understanding group inequality	Credits: 4+2
Course Type: (Major) CT2	Course Code: SWK522N SWK522J2
Course Objectives <ul style="list-style-type: none"> ▪ Enhance the understanding of social groups, nature of group inequality and marginalization in society. ▪ Develop analytical understanding about the issues faced by different social groups in India. Constitutional, legislative and social policy measures to overcome different issues of social groups, and continued challenges in the way of their equality and equity. 	

Course Contents: (Theory)

Max. Marks=100

Min. Marks=36

Unit – 1: Understanding group inequality

(15 Hours)

- Concept of group inequality.
- Sources of group inequality - caste, gender, religion, age
- Dimensions – cultural, economic and political.
- Types – Horizontal and Vertical

Unit – 2: Caste and tribal minorities and interventions

(15 Hours)

- Nature of caste and tribal minorities in India.
- Problems faced by caste and tribal minorities in India.
- Constitutional provisions for the protection of caste and tribal minorities.
- Major social legislations for the protection of caste and tribal minorities.

Unit – 3: Religious minorities and interventions

(15 Hours)

- Nature of religious minorities in India.
- Problems faced by religious minorities in India.
- Constitutional provisions for the protection of religious minorities in India.
- Major social legislations and commissions for the protection of religious minorities in India.

Unit – 4: Gender minorities and interventions

(15 Hours)

- Concepts - gender, trans-gender, gender inequality
- Problems faced by women and trans-gender community in India.
- Constitutional protection for economic, social and political empowerment of women in India.
- Constitutional protection for economic, social and political empowerment of trans-gender community in India.

TUTORIALS

{2 Credits=30 Hours}

Max.Marks=50

Min.Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour and report based on understanding different social groups in communities and problems faced by their, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- World Bank (2011). *Poverty and Social Exclusion in India*. Washington, The World Bank.
- Allen, Tim, and Alan Thomas, eds. (2000). *Poverty and Development into the 21st Century*. Oxford: Oxford University Press and the Open University.
- Sen, Amartya, (1999). *Development as Freedom*. New York: Anchor Books.
- Sen, Amartya; Drèze, Jean.(1998).. *India, economic development and social opportunity*. Oxford England New York: Clarendon Press Oxford University Press.
- Thomas, Allan. (2000). 'Meanings and Views of Development' in Allen and Thomas (eds.) *Poverty and Development in the 21st Century*, Oxford University Press, Oxford.
- Watts, M. (1995). "A New Deal in emotions": Theory and practice and the crisis of development', in J. Crush, ed., *Power of Development*. London and New York: Routledge, 44–62.
- Wood, G.D. (1985). 'The politics of development policy labelling', in G.D. Wood, ed., *Labelling in Development Policy: Essays in Honour of Bernard Schaffer*. London: Sage; The Hague: Institute of Social Studies, 5–31.

Subject: Social work	Semester: Five
Course Title: Social Entrepreneurship	Credits: 4+2
Course Type: (Major) CT3	Course Code: SWK522N SWK522J3
Course Objectives <ul style="list-style-type: none"> • To familiarize the students with the basic understanding of Social Entrepreneurship. • Understand social entrepreneurship and characteristics of social entrepreneurs. • Enhance skills of system and design thinking for social innovation. • Enhance understanding about the state of social entrepreneurship in India. • Develop their skills needed to facilitate or formulate a social enterprise. 	

Course Contents: (Theory)

**Max. Marks=100
Min. Marks=36**

Unit – 1: Introduction to Entrepreneurship and Social Entrepreneurship. 15 hours

- Definition and types of Entrepreneurship.
- Social entrepreneurship and its Characteristics
- Who is Social entrepreneurs?
- Evolution of Social Entrepreneurship.

Unit – 2: Approach to social Entrepreneurship 15 hours

- Dimensions of Social Entrepreneurship.
- System Thinking for Social Innovation.
- Social Business Model.
- Process and skills of social entrepreneurship.

Unit – 3: Social Entrepreneurship in India 15 hours

- State of Social Entrepreneurship.
- Social entrepreneurship in National Policy on Skill Development and Entrepreneurship – 2015.
- Social entrepreneurship and sustainable livelihoods.
- Social Entrepreneurship and SDGs in India - opportunities and challenges.

Unit – 4: Social Entrepreneurship and Social Work? 15 hours

- Relationship between social entrepreneurship and social work.
- Role of social work agencies in promoting social entrepreneurship.
- Tool kit for becoming a social entrepreneurship social worker.
- Organizational characteristics for promoting entrepreneurship behaviour.

TUTORIALS

{2 Credits=30 Hours)

**Max.Marks=50
Min.Marks=18**

Tutorials with duration of 30 Hours shall include field visit of students to a well-functioning social enterprise, followed by case study writing and presentation of the study in classroom.

Suggested Readings:

- Alvord, S. H., Brown, L. D., & Letts, C. W. (2004). Social entrepreneurship and societal transformation: An exploratory study. *The Journal of Applied Behavioral Science*, 40(3).
- Bharech, Anuja (n.d). *8 Amazing Social Entrepreneurs in India who are Changing the Face of Urban India*. Retrieved from: <https://digest.myhq.in/socialentrepreneurs-in-india/>
- Bornstein, D. (1998, January). Changing the World on a Shoestring. *The Atlantic Monthly*, 281: 34–39.
- Bornstein, D. (2007). *How to change the world: Social entrepreneurs and the power of new ideas*. New York: Oxford University Press.
- Bornstein, D., & Davis, S. (2010). *Social entrepreneurship: What Everyone Needs to Know?* New York: Oxford University Press.
- British Council (October, 2015). *Social Enterprise: An Overview of the Policy Framework in India*. Retrieved from: https://www.britishcouncil.org/sites/default/files/social_enterprise_policy_landscape_in_india_british_council.pdf Catalyst2030. <https://catalyst2030.net/>
- Chaudhary, Bhupinder (et.al). (2012). *Right to Sight: A Management Case Study on Aravind Eye Hospitals*, <http://www.zenithresearch.org.in/images/stories/pdf/2012/Jan/ZIJMR/36%20Bhupinder%20Chaudhary%20Right%20to%20Sight.pdf>
- Dees, J. G. (1998). *The Meaning of Social Entrepreneurship*. https://centers.fuqua.duke.edu/case/wp-content/uploads/sites/7/2015/03/Article_Deess_MeaningofSocialEntrepreneurship_2001.pdf
- Drayton, W. (2002). The Citizen Sector: Becoming as entrepreneurial and competitive as business. *California Management Review*, 44(3)
- Drucker, F. Peter. (1993). *Innovation and Entrepreneurship*. Harper Business: New York
- Economic Diplomacy Division. (2017). *20 Mission Driven Social Impact Innovations*. https://mea.gov.in/Uploads/PublicationDocs/27933_Final_Coffee_Table_Book_2017.pdf
- Hammonds, K. H. (2005, January 1). A Lever Long Enough to Move the World. *Fast Company*, 90. Retrieved from http://www.fastcompany.com/magazine/90/open_ashoka.html.
- Horn, M. Denise. (2013). *Democratic Governance and Social Entrepreneurship*. Routledge: New York.
- Kickull, Jill and Lyons, S. Thomas. (2012). *Understanding Social Entrepreneurship*. Routledge: New York
- Krishnan, Aravind. (2015). <https://digital.hbs.edu/platform-rctom/submission/aravind-eye-care-system-mcdonaldization-of-eye-care/> Martin,
- R. L., & Osberg, S. (2007). *Social entrepreneurship: The case for definition*. *Stanford Social Innovation Review*, Spring 2007: 29–39
- Ryszard and Nowak, Andrzej. (2012). *Social Entrepreneurship Theory and Practice*. Cambridge University Press: New York

Subject: Social work	Semester: Six
Course Title: Community Work & Social Action	Credits: 3+1
Course Type: (Major/Minor) CT1	Course Code: SWK622N SWK622J1
Course Objectives <ul style="list-style-type: none"> • To enhance the understanding about the concept of community and types of community. • To broaden understanding about community problems and social work approach to community work. • Develop capacity to understand the different aspects of community in the context of community organization. • Enhance understanding of models, strategies, process and skills involved in working with different communities. 	

Course Contents: (Theory)

**Max. Marks=75
Min. Marks=27**

Unit – 1: Understanding community

(15 Hours)

- Community: Concept and Types.
- Major problems of Communities rural and urban communities in India.
- Concept of Community Work.
- Community Work as a Method of Social Work.

Unit – 2: Community Work Practice

(15 Hours)

- Major Principles of community work.
- Process of community work.
- Community Organisation as a Problem Solving Method
- Role of Community Organizer (Guide, Enabler, Expert)

Unit – 3: Social Action in Social Work

(15 Hours)

- Concept and objectives of Social Action.
- Social action as a method of social work.
- Principles of social action.
- Strategies of social action.

TUTORIALS

(1 Credit=15 Hours)

**Max.Marks=25
Min.Marks=09**

Tutorials with duration of 15 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Cox, M. F. & Erlich L,J. (1987). *Strategies of Community Organisation*. Illinois: F.E. Peacock Publishers.

- Dayal,R.(1960).*Community Development Programme in India*,Allahabad: Kitab Mahal Publishers.
- Dunham, Arthur E. (1970).*The Community Welfare Organisation*, New York, Thomas Y. Crowell.
- Gandhi, M.K.(n.d). *Sarvodaya (The Welfare of All)* ,Ahmedabad: Navjivan Publishing House.
- Gangrade, K. D. (1971). *Community Organisation in India*, Bombay, Popular Prakashan.
- Rothman, Jack. Et.al.(2001).*Strategies of Community Interventions & Macro Practices*.Peacock Publications..
- Lal,A.K.(1977) *Politics of Poverty: A Study of Bonded Labour* .New Delhi: Chethana Publications.
- Mayo H., Jones D. (1974) *Community Work*, London: Routledge and Kegan Paul.
- McMiller,W.(1945).*Community Organisation for Social Welfare*, Chicago: University of Chicago Press.
- Murphy, C. G. (1954) *Community Organisation Practice*,Boston: Houghton Mifflin Co.
- Patnaik, U. and Chains of Servitude, Bondage and Dingwaney,M. (1985). *Slavery in India*. Madras: Sangam Books.
- Sanderson.(1979).*Rural Community Organisation*,New York: John Wiley and Sons.
- Ross, Murray, G.(1985).*Community Organization : Theory and Principles*. NewYork:HarperandRowPub.
- Siddhiqui,H.Y.(1997).*Working with Community*.New Delhi:Hira Publications.
- Ahuja,R.(2012).*Social problems in India*.Jaipur:RawatPublications.
- Ferguson,I.,&Woodward,R.(2011). *Radical social work in practice: Making a difference*. Bristol: Policy Press.
- Gautam,P.R.,&Singh,R.S.(2011).*Social work methods, practices and perspectives*.New Delhi:Anmol Publications.
- Kumar,S.(2008).*Methods for community participation: A complete guide for practitioners*. Warwickshire England: Practical Action.
- Leon-Guerrero,A.(2011).*Social Problems:Community, Policy, and Social Action*. Los Angeles: Sage.
- Rai, D. P., Duggal, A., & Singh, Y. K. (2007). *Community development: Indian universities/training institutes & management colleges*.NewDelhi: Shree & Distributors.
- Raju,M.L.(2012). *Community organization and social action:Social work methods and practices*. New Delhi: Regal Publications.
- Sen,A.,&Drèze,J.(2011).*The Amartya Sen and JeanDrèzeomnibus: Comprising poverty and famines, hunger and public action, India: Economic development and social opportunity*. New Delhi: Oxford University Press.

Subject: Social work	Semester: Six
Course Title: Social Policy and Planning	Credits: 4+2
Course Type:(Major) CT2	Course Code: SWK622N SWK622J2
Course Objectives <ul style="list-style-type: none"> To develop in learner the critical understanding of Social Policy and its linkage with development issues, social policy, plans and programmes To develop in learner an appreciation of the relevance of social policy and planning to social work practice. 	

Course Contents: (Theory)

Max. Marks=100
Min. Marks=36

Unit I: Introduction to Social Policy.

(15 hours)

- Social Policy – concept and scope.
- Social Policy- objectives and characteristics
- Principles of social policy.
- Social policy and sustainable development goals.

Unit II: Social policy approaches

(15 hours)

- Social policies and social welfare
- Social policy in relation to Indian Constitution
- Rights based approach to social policy.
- Social policy process.

Unit – 3: Social policy and social work.

(15 hours)

- Relationship between social policy and social work.
- Major social policy interventions in unemployment in India
- Major social policy intervention in education in India.
- Major social policy intervention in health in India

Unit - 4: Social and economic planning.

(15 hours)

- Concept and scope of socioeconomic planning.
- Socio economic planning machinery at central, state and local levels in India.
- Changing nature of socioeconomic planning process in India.
- Peoples participation and socio-economic planning in India.(Emphasis on VIKSIT Bharat@2047.

TUTORIALS

{2 Credits=30 Hours}

Max.Marks=50
Min.Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Hartley,Dean.(2012).*Social Policy: Short Introduction*, UK:PolityPress.

- Biju, M.R. (2005) *Human Rights in a Developing Society*, New Delhi: Mittal Prakashan.
- Brij, Kishore. Sharma. (2015) *Introduction to the Constitution of India*, PHI Learning Private Limited-New Delhi; Seventh edition.
- Ganapathy, R.S. et al. (1985) *Public Policy and Policy Analysis in India*, Delhi: Sage Publications.
- Kulkarni, P.D. (1975). *Social Policy in India*, Bombay, Tata Institute of Social Sciences.
- Kulkarni, P. D. (1979). *Social Policy and Social Development in India*, Madras: Association of Schools of Social Work in India.
- Mishra, A.D. (2009). *Decentralised Planning*, New Delhi: Abhijeet Publications.
- Paul, Spicker. (2010). *Social Policy: Themes and Perspectives*, Jaipur: Rawat.
- Pete, Alcock, Margaret May. & Sharon Wright, (2012). *The student's companion to social policy*, UK: Wiley Blackwell.
- Ponsioen, J.A. (ED) (1962). *Social Welfare Policy*, Monoton & Co., Hague.
- Purohit, B.R. & Sandeep, Joshi, (Ed) (2003). *Social Justice in India*, Jaipur: Rawat Publication.
- Rastogi, P.N. (1992). *Policy Analysis and Problem-solving for Social Systems*, New Delhi: Sage Publications.
- Simpson, Grahame. (2011). *Social Policy for social welfare professionals*, Bristol: Polity Press.

Subject: Social work	Semester: Six
Course Title: Corporate Social Responsibility for Social work	Credits: 4+2
Course Type: (Major) CT3	Course Code: SWK622N SWK622J3
Course Objectives <ul style="list-style-type: none"> • Understand CSR theoretical framework and its ethical foundation. • Understand the relationship and role of social work in CSR. • Know CSR implementation processes. • Know the main instruments, initiatives and tools used to measures CSR. • Understand the value of ethical and emphatic behavior in CSR decision making. 	

Course Contents: (Theory)

Max. Marks=100
Min. Marks=36

Unit – 1: Introduction to Corporate Social Responsibility.

15 hours

- Meaning and definition of social responsibility of organizations
- Characteristics of social responsibility.
- Principles of Social Responsibility.
- Ethical foundations - Corporate philanthropy, Code of Conduct, Corporate Citizenship.

Unit – 2: CSR and Social Development.

15 hours

- CSR and SDG's.
- CSR-Legislation In India
- Understanding roles and responsibilities of corporate foundations.
- State of CSR investment in India.

Unit – 3: CSR – Stakeholders Management and Engagement.

15 hours

- Stakeholder mapping and assessment, Good Corporate Governance.
- Internal social responsibility, Social responsibility toward customers.
- Social responsibility toward the environment, Fair operating practices.
- Community involvement and development.

Unit – 4: Social Work and CSR Management and Implementing.

15 hours

- Relationship between social work and CSR.
- Role of social agencies in CSR management and implementation.
- Opportunities for social workers in CSR management.
- Challenges to social work engagement with CSR.

TUTORIALS

{2 Credits=30 Hours)

Max. Marks=50
Min. Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour to the leading corporate CSR department nearby and report, and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- ISO 26000 Guidance of Social Responsibility.
- Kloppers, H. & Kloppers, E. (2018) Identifying Commonalities in CSR Definitions: Some Perspectives. In Kiyomet Tunka, C & Roshima, S. (Eds.) *Sustainability and Social Responsibility of Accountability Reporting systems* (pp. 229-243). Springer.
- Reidenbanch and Robin (1991). A conceptual model of corporate moral development. *Journal of Business Ethics* (10), 273—284
- BSR (2011) *Stakeholder Engagement Strategy*. http://www.bsr.org/reports/BSR_Stakeholder_Engagement_Series.pdf
- Velga, A. (2020) *Business Ethics and Corporate Social Responsibility*. EKA University of Applied Science, p. 63-85.
- OECD (2009) *Practical Guide to Corporate Governance: Experiences from the Latin American Companies Circle*. International Finance Corporation, p. 61-118 <https://www.oecd.org/daf/ca/corporategovernanceprinciples/43653645.pdf>
- Porter and Kramer (2006). *Strategy and Society. The link between competitive advantage and corporate social responsibility*. Harvard Business Review.
- Porter and Kramer (2011). *Creating Shared Value*. Harvard Business Review
- Reidenbanch and Robin (1991). A conceptual model of corporate moral development. *Journal of Business Ethics* (10), 273—284

Subject: Social work	Semester: Seven
Course Title: Social welfare administration	Credits: 3+1
Course Type: (Major/Minor) CT1	Course Code: SWK722N SWK722J1
Course Objectives <ul style="list-style-type: none"> To understand different dimensions of Social Welfare Administration. To understand the role of Social Welfare Administration as a method of Social work To get well versed with different element and skills of Agency Management. 	

Course Contents: (Theory)

Max. Marks=75
Min. Marks=27

UNIT - 1: Social Welfare Administration

15 Hours

- Concept of Voluntarism & Voluntary Organizations in India.
- Types of Social Welfare Organizations (GO, NGO, CSO)
- Social Welfare Administration; Meaning and Objectives
- Social Welfare Administration as Method of Social Work

UNIT - 2: Elements of Social Welfare Administration

15 Hours

- Planning, Organizing
- Staffing, Direction
- Coordination, Reporting
- Budgeting.

UNIT -3: Registration and Social Welfare Agencies.

15 Hours

- Registration of Social Welfare Agencies
- CSWB (Central Social Welfare Board)
- NITI Ayog
- Indian Red Cross Society

TUTORIALS

{1 Credits=10 Hours)

Max. Marks=25

Min. Marks=09

Tutorials with duration of 15 Hours shall be based on the assignments given to course. A field tour to a social welfare agency to understand there administration system and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Choudhry, D. P. (1983). *Social Welfare Administration*. Delhi: Atma Ram and Sons.
- Denyar, J.C. (1979). *Office Administration*. Plymouth, Mac Donald & Evans
- Friedlander, Walter A. (1961). *Introduction to Social Welfare*. Prentice-Hall, Englewood Cliffs, New Jersey
- Kohli, A.S. & Sharma, S.R. (1996). *Encyclopedia of Social Welfare and Administration*. Vol. 1 to 7. New Delhi: Anmol Publishing Pvt. Ltd.

- John, Ray. (1954). *Executive Responsibilities*. New York: Association Press.
- Lanffer, A. (1977). *Understanding Your Social Agency*. London: Sage Publications
- Sankaran and Rodrigues. (1983). *Handbook for the management of Voluntary Organizations*. Madras: Alpha Publications
- Skidmore, R.A. (1983). *Social Work Administration*. New Jersey: Prentice – Hall.
- Tyagi, A.R. (1966). *Public Administration: Principles and Practices*. Delhi: Atma Ram and Sons
- Weiner, M. (1982). *Human Service Management*. Illinois: The Dorsey Press

Subject: Social work	Semester: Seven
Course Title: Social Work Research	Credits: 4+2
Course Type: (Major/Minor) CT2	Course Code: SWK722N SWK722J2
Course Objectives <ul style="list-style-type: none"> • Enhance the understanding of students in application of scientific methods of social research. • Equip students with skills in applying qualitative research techniques. • Familiarize students with the nature of social science research and its application in the study of social phenomena. • Help students learn the research process and develop abilities to prepare research design. • Learn the process of data collection, organization, presentation, analysis and report writing. 	

Course Contents: (Theory)

Max. Marks=100

Min. Marks=36

UNIT – 1: Understanding Research

15 Hours

- Scientific Research and Scientific Method
- Social Work Research: Concept and Scope
- Approaches of Research: Qualitative & Quantitative
- Qualities of a good researcher

UNIT – 2: Research Process

15 Hours

- Identifying and formulating the research problem
- Literature review
- Hypotheses: definitions, Meaning and types.
- Variables: definitions, meaning, and types

UNIT – 3: Research Method

15 Hours

- Research Design: Concept & Functions
- Research Design Types (Descriptive, Exploratory and Experimental)
- Sampling: Definition, purpose, advantages and disadvantages of sampling
- Types of Sampling: Probability and Non-probability

UNIT – 4: Data Collection & Report writing

15 Hours

- Sources of Data: Primary, Secondary
- Tools of Data Collection(Quantitative):Questionnaire & Interview Schedule
- Tools of Data Collection(Qualitative):Observation & In-depth Interview
- Reporting and Documentation

TUTORIALS

{2 Credits=30 Hours}

Max. Marks=50

Min. Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour to conduct a small survey and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Bryman, A. (2015) *Social Research Methods Book*. Oxford: Oxford University Press.
- Bernard, H. Russell, (1995). *Research methods in anthropology: Qualitative and quantitative approaches*. Walnut Creek: Altamira Press.
- Gaur, A.S. & Gaur, S.S. (2006): *Statistical Methods for practice and research- a guide to data analysis using SPSS*. Response Books, New Delhi.
- C. R. Kothari (2009). *Research methodology: methods & techniques* (2nd ed.).New Delhi: New Age International Publishers.
- Ahuja,Ram (2008). *Research methods*, Jaipur: Rawat Publications. 6. Kumar, R. (2006). *Research methodology* (2nd ed.). New Delhi: Pearson Education

Subject: Social work	Semester: Seven
Course Title: Project Management in Social Work	Credits: 4+2
Course Type:(Major) CT3	Course Code: SWK722N SWK722J3
Course Objectives <ul style="list-style-type: none"> • To impart knowledge about the fundamentals of project management. • Provide an exposure to the essentials of project proposal. • Develop skills in preparing Log frame in project proposals. • Enhancing knowledge about the tolls of project management. 	

Course Contents: (Theory)

Max. Marks=100

Min. Marks=36

UNIT - 1: Fundamentals of Project Management.

15 Hours

- Project management: Meanings, Nature and Scope of project management
- Project- Definition, features, typology
- Basic Elements of Project Management
- Project Management success factors

UNIT -2: Basics of Project Proposal Planning.

15 Hours

- Project Planning: Concepts, features & Components
- Problem identification and Problem analysis
- Participatory Project Planning & Non Participatory Project Planning
- Project Scheduling

Unit – 3:Resource Mobilization in Project Management.

15 Hours

- Fund raising
- Community resource mobilization
- Human Resources for Project Management
- National and International Funding agencies.

Unit – 4:Phases of project management.

15 Hours

- Need Identification & Initiation
- Planning & Executing
- Controlling & Closing
- Project Management Information System

TUTORIALS

{2 Credits=30 Hours}

Max. Marks=50

Min. Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Preparing a project proposal by the end of the course. Field tour and report, book review,

discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

Chandra Prasanna.(1988). *Project Preparations, Appraisal, Budgeting and Implementation*, Tata Mc. Raw Gills, New Delhi .

Choudry Sadhan.(1988). *Project Scheduling and Monitoring in Practice*, South Asian Pub., New Delhi, 1988.

Joseph Heagney.(2016). *Fundamentals of Project Management*. New York: American Management Association.

Vasanth Desai: *Project Management*, Himalaya Publishing house, Delhi1999.

S Choudhari.(2001). *Project Management*, Tata McGraw Hill Publishing Company, New Delhi.

Ghattas and Sandra L McKee. (2008) *Practical Project Management*. New Delhi, Pearson Education.

Leech Corinne. (2004) *Successful Project Management Open Learning Programme*. Oxford, Elsevier.

Lock, Dennis (1997), *Handbook of Project Management*. Delhi : Jaico Publishing House

Subject: Social work	Semester: Eight
Course Title: Essentials of Academic Communication	Credits: 3+1
Course Type: (Major) CT1	Course Code: SWK822N SWK822J1
Course Objectives The general objectives of the course are as follows: <ul style="list-style-type: none"> • To familiarize the students with the fundamentals of academic writing. • To engage the students in the academic writing process. • To enable the students to utilize the published sources for academic writing. • To expose the students to the varieties of academic writing. 	

Course Contents: (Theory)

Max. Marks=75

Min. Marks=27

Unit – 1: Academic Communication.

15 Hours

- Distinction between academic and personal communication and writing.
- Elements of academic writing -I: Argument, Cohesion, Comparison, Discussion.
- Elements of academic writing -II: Definitions, Quotations, Examples, Researching and writing, Plagiarism.
- Vocabulary and academic clarity, References.

Unit – 2: Academic writing Process and Strategies.

15 Hours

- Getting started.
- Getting to first draft - Getting ideas and starting to write, Preparing for a draft, Writing a first draft and getting feedback.
- Working with a draft - Focusing on main ideas, Developing and shaping ideas, Beginning and ending draft.
- Reworking the draft – Revising, Polishing revised draft.

Unit – 3: Writing Models.

15 Hours

- Writing CVs.
- Writing a book review.
- Reporting and designing surveys.
- Writing a research report.

TUTORIALS

{1 Credits=10 Hours}

Max. Marks=25

Min. Marks=09

Tutorials with duration of 15 Hours shall be based on the assignments given to course. A report, book review, CV writing, Designing a survey, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Baily, S. (2006). *Academic writing: A handbook for international students*. New Delhi: Routledge. (For units I and IV).
- Hamp-Lyons, L.&Heasley, B. (2007). *Study writing: A course in writing skills for academic purposes*. India: CUP.(For units I and IV).
- Leki, I. (2007). *Academic writing: Exploring processes and strategies*. Cambridge: CUP. (For units II and III)
- Brown, K. (2008). *Essay writing step by step*. New Delhi: Viva Books. Canagarajah,
- A. S. (2007). *A geopolitics of academic writing*. New Delhi: Orient Longman.
- Fry, R. (2001). *Your first resume for students and anyone preparing to enter today's tough job market*. Delhi: Pearson Education.
- Lannon, J. M. (1992). *The writing process*. New York: Harper Collins Publishers.
- Seely, J. (1998). *The Oxford guide to writing and speaking*. New Delhi: OUP. Seely, J. (2004) . *Writing reports*. New Delhi: OUP.

Subject: Social work	Semester: Eight
Course Title: Social Security and Labour welfare	Credits: 4+2
Course Type:(Major) CT2	Course Code: SWK822N SWK822J2
Course Objectives <ul style="list-style-type: none"> • 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 to employees, Management, Social security & Industrial relations. 	

Course Contents: (Theory)

Max. Marks=100

Min. Marks=36

UNIT – 1:Social Security I

15 Hours

- Definition and objectives of social security
- Need for social security In India
- Evolution of Social security
- Problems and issues in Social Security

UNIT – 2: Social Security II

15 Hours

- Social Security Schemes in India (Social Insurance)
- Social Security Schemes in India (Social Assistance)
- Social Security Protection for Informal Sector Workers in India
- Unemployment Insurance

Unit – 3: Introduction to Labor Welfare

15 Hours

- Labour Welfare- Definition & Concept
- Nature & Scope of Labor Welfare
- Principles of Labour Welfare
- Social Work and Labour Welfare.

UNIT – 4: Labour Welfare in India

15 Hours

- Nature & Characteristics of Labour Markets in India
- Statutory labour welfare programs in India
- Non-statutory labour welfare programs in India
- International Labour Organization - Objectives& impact on Labour Welfare in India.

TUTORIALS

{2 Credits=30 Hours)

Max. Marks=50

Min. Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Dayal, R (1987) *Text Book on Labour & Industrial Laws*, Allahabad Law Agency, Allahabad.
- India Migration Report (2010). *Governance and labour migration*. Routledge India.
- Mathur.A.S (1968) *Labour Policy and Industrial Relations in India*, Ram Prasad, Agra.
- Moorthy MV.(nd). *Principles of Labour Welfare*, Visakapatnam, Gupta Brothers.
- Nair N G and Latha Nair. (2001) *Human Resource Management*, Sultan Chand & Sons Publication, New Delhi
- Sarma A M (1990).*Aspects of Labour Welfare and Social Security*, Himalayan Book House, Bombay.
- Saxena R C (1995).*Labour Problems and Social Welfare*, K.Nath and Co, Meerut.
- Naidu, K.M.(ed.) (2003). *Social Security of Labour in India and Economics Reforms*, New Delhi: Serials Publication.
- Ratnam Venkata C S (2001). *Globalisation and Labour- Management Relations: Dynamics of Change*, New Delhi: Response Books
- Vaid K.N. (1970). *State and Labour in India*, Madras: Asia Publishing House
- Antoinette, R. (2019). *Gender mainstreaming in developing world*. New Delhi, India: Global Vision Publishing House.
- Kearney, R. C., & Mareschal, P. M. (2014). *Labor relations in the public sector*. Boca Raton: CRC Press.

Subject: Social work	Semester: Eight
Course Title: Social Work Interventions	Credits: 4+2
Course Type:(Major) CT3	Course Code: SWK822N SWK822J3
Course Objectives <ul style="list-style-type: none"> To familiarize students with basics of social work practicum. To develop critical thinking and practical skills among students in developing and running social work interventions with different kind of individuals, groups and communities. 	

Course Contents: (Theory)

Max. Marks=100

Min. Marks=36

Unit – 1: Social Work Practicum.

15 Hours

- Meaning and definition.
- Central themes of social work practicum.
- Types of social work practicum.
- Required competence for social work practicum.

Unit – 2: Social Case Work Interventions.

15 Hours

- Children with school adjustment problems.
- Youth victims of crime.
- Women in family dispute.
- Elderly with lack of social support.

Unit – 3: Social Group Work Interventions.

15 Hours

- Children group with learning disabilities.
- Youth group with addiction problem.
- Women group in need of livelihood support.
- A group with HIV/AIDS.

Unit – 4: Community Organization Interventions.

15 Hours

- Community livelihood generation.
- Girl child education.
- Maternal health.
- Access to drinking water.

TUTORIALS

{2 Credits=30 Hours}

Max. Marks=50

Min. Marks=18

Tutorials with duration of 30 Hours shall be based on the assignments given to course. Field tour and report, book review, discussion on select readings, screening of documentaries and other feasible activities that the tutor deems relevant for the course.

Suggested Readings:

- Foren, A., Bailey, R. (1969). *Authority in social case work*. London - Pergoman Press Ltd.

- Brill, Naomi I. & Joanne Levine (2002), *Working with People: The Helping Process*, 7th Ed., Allyn and Bacon, Boston
- Macarov, David (1995), *Social Welfare: Structure and Practice*, Sage Publications, Thousand Oaks, New Delhi.
- Mathew, Grace (1987), *Casework in Encyclopedia of Social Work in India*, Ministry of Social Welfare, Delhi.
- Mathew, Grace (1991), *An Introduction to Social Casework*, TISS, Mumbai.
- Boehm, Amnon and Esther Boehm, (2003) Community Theatre as a means of Empowerment in Social Work; A Case Study of Women's Community Theatre, *Journal of Social Work* 3; 283.
- Lillington, Barbara (1985), Psychosocial Response to Traumatic Physical Disability, *Social work in Health Care*, Volume 10(4), summer.
- Breman-Ross., Toby (1994), *Social Work: The Collected Writings of William Schwartz*, F.E.Peacock Publishers Inc. Itasca
- Brown, Allan (1994) *Group Work*, 3rd edition, Ashgate Publishing Limited, Hampshire.
- Dwivedi, K., N., and Robin Skynner(1993), *Group Work with Children and Adolescents: A Handbook*, Jessica Kingsley Publishers, London.
- Corey and Corey (1987), *Groups Process and Practice*, Third edition, Brook/ Cole Publishing Company, California.
- Cwikel J.G.& Behar L.C. (1999), *Psychosocial Response to Traumatic Physical Disability*, Social work in Health Care, Volume 29(4), Summer
- Greif, Geoffrey Land Paul Ephross(2005), *Group work with Population at risk*, Second edition, Oxford University Press, New York.
- Gravin et al. (2004), *Handbook of Social work with groups*, Rawat Publications, Jaipur.
- Siddiqui, H.Y. (2008), *Group Work, Theories and Practices*, Rawat Publications, Jaipur.
- Trecker, Harleigh (1972), *Social Group Work, Principles and Practices*, Follet Publishing Company, Chicago.
- Cox, F.M., et.al. (1987) (Fourth Editions) *Strategies of Community Organization*. Illinois : Peacock Publishers.
- Gangrade, K.D. (1971). *Community Organization in India*. Bombay : Prakashan.
- Kramer, Ralph M & Harry Specht. (1975). *Readings in Community Organization Practice*. New Jersey : Printice Hall Inc.
- Ross, M.G. (1955). *Community Organization*. New York : Harper and Row Publishers.

Subject: Social work	Semester: Eight
Course Title: Research Project	Credits: 12
Course Type: Project	Course Code: SWK822JP
Course Objectives <ul style="list-style-type: none">• To given hands on training to students on various research problems and make them write detailed project reports under faculty supervision.	