# CHOICE BASED CREDIT AND GRADING SYSTEM
# OF M.S.W. CURRICULUM

## 1. Introduction :

Master of social work is a post graduate degree programme conducted by Dr. Babasaheb Ambedkar Marathwada University. This course is recognized by dept. of Social Justice, Maharashtra State as a professional course and UGC as a Master of Social Work Curriculum consists of four semester spread over two academic years. The curriculum of this course is redesigned so as to implement Choice Based Credit and Grading System with effect from academic year June 2015-16.

**Choice Based Credit System (CBCS) :**

Choice based credit and grading system is conducted under the academic flexibility programme of the university in response to changing needs of the learners, professionals and society. It provides greater freedom to students to determine their own pace as well as scope of study as per their choices.

## 2. Key Concepts :

**2.1 Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

**2.2 Credit Point :** It is the product of grade point and number of credits for a course.

**2.3 Credit :** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/ field work per week.

**2.4 Cumulative Grade Point Average (CGPA):** It is a measurement of overall cumulative performance of a student over all semesters. The CGPA is the ratio to total credit points secured by a students in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

**2.5 Grade Point :** It is a numerical weight allotted to each letter grade on a 10point scale.

**2.6 Letter Grade :** It is an index of the performance of students in a said course. Grades are denoted by letters O, A, A+, A, B+, B, C, D and F.

**2.7 Semester Grade Point Average (SGPA) :** It is a measurement of performance of work done in a semester. It is ration of total credits points secured by a student in various courses registred in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

**2.8 Semester :** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and the even semester from January to June.

**2.9 Transcript or Grade Card or Certificate :** Based on the grades earned, a grade certificate shall be issued to all the registered and qualified students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA and CGPA earned till that semester.

## 3. Admission / Promotion :

Admission to the course will be finalised on the basis of performance in College Entrance Test (CET) score, as per University norms. The eligibility for the addmission to MSW Course is mentioned as below :

**3.1 Eligibility :** The candidates who have passed the Bachelors Degree Examination in any faculty from the recognized University with at least 40% marks, shall be considered eligible for admission to first year of master of social work course.

**3.2 Admission Committee :** There shall be admission committee constituted by concerned college headed by Principal/ Hod.

**3.3** The Committee shall look after the entire selection and admission process right from registration to final admissions, by strictly following the government and university guidelines in this regards.

**3.4 Admission Rules :**

**3.4.1** 70% of the sanctioned seats shall be reserved for the candidates of home university.

**3.4.2** Out of remaining 30% seats, 28% seats shall be reserved for qualifying candidates from other universities in Maharashtra state and 2% seats shall be reserved for candidates from Indian universities.

**3.4.3** Among qualified candidates in entrance test, B.S.W. candidates shall be given first preference within the frame prescribed by academic council.

**3.4.4** Reservation rules of Govt. of India shall be followed while selection of the candidates.

**3.5 College Entrance Test (CET) :** Test shall be conducted in two parts i.e. written test of – 80 marks and personal Interview – 20 marks, Total 100 marks.

**3.5.1** Written test shall consists of 60% objective type / multiple choice questions and 40% descriptive questions.

**3.6 Promotion :**

Once the student is admitted to the course, he/she will be promoted to next semester with full carryon; subject to registration of student in every consecutive semester. However students must have passed the first semester to be eligible to register for third semester, similarly the students must have passed the second semester exam, to be eligible to register for fourth semester. Dropout student will be allowed to register for respective semester, Subject to the condition that his/her tenure should not exceed more than twice the duration of course from the date of first registration. The admission of concerned student will be automatically get cancelled if he/she fails to complete the course in maximum period of Four years (eight semesters.)

**4. Courses :**

**4.1 Core Course (CC) :** A core course is a course that a student admitted to M.S.W. P.G. programme must successfully complete as core requirement, to receive the degree. Each core course shall have 03 credits.

**4.2 Foundation Course (FC) :** The course that based upon the content that leads to knowledge enhancement.

**4.3 Elective Course (ECSW) :** Elective course is a course which can be chosen from a pool of papers from the basic subject or specialization.

**4.3.1** Each student shall have to select the elective courses from the list of electives I to IV immediate after the completion of admission process, so as to commence the curriculum of elective courses from I to IV semester.

**4.3.2** Minimum intake of each elective course should be ten.


**5. Departmental Committee :**

M.S.W. P.G. programme shall be monitored by a committee constituted for this purpose by the Department / college. The Committee shall consist of H.O.D. / Principal as Chairperson and all the teachers as its members. This committee shall take the academic decisions in interest of the students as and when required.

# 6 M.S.W. Course Structure :

| Sem - I | Sem - II | Sem – III<br>Compulsory Paper | Sem – IV<br>Compulsory Paper |
|---|---|---|---|
| *CC: Development of Social Profession | CC: Working with Community | CC: Integrated Social Work Practice | CC: Social Policy and Social Development |
| CC: Working with Individuals | CC: Administration of Welfare and Developmental Services | CC: Counselling Theory and Practice | CC: Social Work Personnel: Training and Development |
| CC: Working with Group | CC: Social Work Research | FC: Law and Social work | EC: Select any two from list of Elective IV |
| *FC: Human Development and Behavior | EC: Select any two from list of Elective II | EC: Select any two from list of Elective III | ECSW - 16) Rural Community Development |
| FC: Basic Social Sciences | ECSW - 05) Prblems of Differently Challenged and Intervention | ECSW - 10) Social Work Practice in the field of Health | ECSW - 17) Urban Society and Urban Governance |
| *EC : Select any one from list of Elective I<br>ECSW- 01) Family and Child Welfare | ECSW - 06) Women And Development | ECSW - 11) Social Work Practice in the field of Mental Health | ECSW - 18) Social Work in Industry |
| ECSW-02) Youth Development | ECSW - 07) Welfare And Development of Weaker Section | ECSW - 12) Population and Environment | ECSW - 19) Tribal Anthropology and Social Work |
| ECSW-03) Social work with Aged | ECSW - 08) Crime And Correctional | ECSW - 13) Human Resource Development | ECSW - 20) Social Work with Special Groups |
| ECSW-04) Contemporary Ideologies of | | ECSW - 14) Disaster Manegment | ECSW - 21) Political Economy and Development |
| | | ECSW - 15) Personal and Professional Growth | |

| | | | |
|---|---|---|---|
| Social Work | Administration.<br><br>ECSW - 09) Communication for Social<br><br>Work Practice | | |
| CC - 03, FC - 02, EC -01 =<br><br>06 Theory Courses | CC - 03,  EC -02 = 05 Theory Courses | CC - 02, FC - 01, EC -02 = 05 Theory Courses | CC - 02,  EC -02 = 04 Theory Courses |
| Social Work Practicum – I<br><br>LSA I - Case Presentation / Book review/Seminor | Social Work Practicum – II<br><br>LSA II - Base Line Survey / PRA/ Practical Assignment | Social Work Practicum – III<br><br>Research Project<br><br>LSA III - Outreach Activity on Electives/ Seminar/ Case Study<br><br>**Service course Corporate social responsibility** | Social Work Practicum – IV<br><br>Research Project<br><br>LSA IV - Research outline Presentation/<br><br>Issue Base Seminar/ Surprise Test<br><br>Block Placement (vocational training) |
| **Sem I Credits – 25** | **Sem II Credits – 23** | **Sem III Credits – 26** | **Sem I Credits - 30** |

**Total Credits    I        II        III        IV        Total**

               25      23      26      30      104

**\*CC : Core Course,            \*FC : Foundation Course,                    \*EC : Elective Course ECSW- 01  to ECSW -21**

## 6.1 Semester – I

| Cource Code | Course Title | No. of Credits | No. of Hours / Week | Total Marks – 100 | |
|---|---|---|---|---|---|
| | | | | **External** | **Internal** |
| DSWP – 01 | Development of Social Work Profession | 03 | 3 Hrs. Per week | 80 | 20 |
| WWI – 02 | Working with Individuals | 03 | 3 Hrs. Per week | 80 | 20 |
| WWG – 03 | Working with Group | 03 | 3 Hrs. Per week | 80 | 20 |
| HDB – 04 | Human Development and Behaviour | 03 | 3 Hrs. Per week | 80 | 20 |
| BSS – 05 | Basic Social Sciences | 03 | 3 Hrs. Per week | 80 | 20 |
| ECSW | *EC: Select any one from list of Elective I | 03 | 3 Hrs. Per week | 80 | 20 |
| SWP – I | Social Work Practicum – I | 06 | 180 Hrs. | 25 | 75 |
| LSA – I | Case Presentation / Book Review / Seminar | 01 | 15 Hrs. Per Week | -- | 10 |
| | **Total No. of Credit In Sem I** | **25** | | **505** | **205** |

## 6.2 Semester – II

| Cource Code | Course Title | No. of Credits | No. of Hours / Week | Total Marks – 100 | |
|---|---|---|---|---|---|
| | | | | **External** | **Internal** |

| | | | | | |
|---|---|---|---|---|---|
| WWC – 07 | Working with Community | 03 | 3 Hrs. Per week | 80 | 20 |
| AWDS – 08 | Administration of Welfare and Developmental Services | 03 | 3 Hrs. Per week | 80 | 20 |
| SWR – 09 | Social Work Research | 03 | 3 Hrs. Per week | 80 | 20 |
| ECSW | EC: Select any two from list of Elective II | 03 + 03 | 3 + 3 Hrs. Per week | 80 + 80 | 20 + 20 |
| SWP – II | Social Work Practicum – II | 07 | 210 Hrs. | 50 | 100 |
| LSA – II | Base Line survey /PRA/ Practical Assignment | 01 | 15 Hrs. Per Week | -- | 10 |
| | **Total No. of Credit In Sem II** | **23** | | **450** | **210** |

## 6.3 Semester – III

| Cource Code | Course Title | No. of Credits | No. of Hours / Week | Total Marks – 100 | |
|---|---|---|---|---|---|
| | | | | External | Internal |
| ISWP – 12 | Integrated Social Work Practice | 03 | 3 Hrs. Per week | 80 | 20 |
| CTP – 13 | Counselling Theory and Practice | 03 | 3 Hrs. Per week | 80 | 20 |
| LSW – 14 | Law and Social Work | 03 | 3 Hrs. Per week | 80 | 20 |
| ECSW | EC: Select any two from list of Elective III | 03 + 03 | 3 + 3 Hrs. Per week | 80 + 80 | 20 + 20 |
| | Social Work Practicum – III | 06 | 180 Hrs. | 25 | 75 |
| | Research Project | 03 | 90 Hrs. | - | - |
| LSA – III | Out Reach Activity Based on Elective/ Seminar/ Case Study | 02 | 30 Hrs. Per Week | -- | 20 |
| | **Total No. of Credit In Sem III** | **26** | | **425** | **195** |

## 6.4 Semester – IV

| Cource Code | Course Title | No. of Credits | No. of Hours / Week | Total Marks – 100 | |
|---|---|---|---|---|---|
| | | | | External | Internal |

| | | | | | |
|---|---|---|---|---|---|
| SPSD – 17 | Social Policy and Social Development | 03 | 3 Hrs. Per week | 80 | 20 |
| SWPTD – 18 | Social Work Personnel: Training and Development | 03 | 3 Hrs. Per week | 80 | 20 |
| | EC: Select any two from list of Elective IV | 03 +03 | 3 +3 Hrs. | 80 + 80 | 20 + 20 |
| SWP – IV | Social Work Practicum – IV | 07 | 210 Hrs. | 50 | 100 |
| RD – V | Research Project | 04 | 120 Hrs. | 50 | 100 |
| LSA – IV | Research Outline Presentation/ Issue Base Seminar/ Surprise Test | 01 | 15 Hrs. | -- | 10 |
| | Block Placement (Vocational Training ) | 06 | 180 Hrs. | -- | -- |
| | **Total No. of Credit In Sem IV** | **30** | | **340** | **290** |

**7. Components of Social Work Practicum :**

### Iˢᵗ Semester

1) **Orientation Visits** (Orientation session, Reflection session)
2) Concurrent Field work practice –I (Orientation session, Reflection session)
3)  Individual & Group conference

### IIⁿᵈ Semester

1) Concurrent Field work practise-II  (Orientatin session, Reflection session)
2) Individual & Group conference
3) Communication Skills Exercise
4) Rural Camp / Extension Work

### IIIʳᵈ Semester

1) Orientation Visits (Orientation session, Reflection session)
2) Concurrent Field work practice -III (Orientatin session, Reflection session)
3) Individual & Group conference

### IVᵗʰ Semester

1) Research Based Field Work - Practice - IV (Orientatin session, Reflection session)
2) Individual & Group conference
3) Study Tour / Extension Work

**7.1 Conduct and Assessment of Social Work Practicum :**

**7.1.1** Social Work Practicum shall be a subject of internal and external assessment. The prescribed components of social work practicum shall be conducted in sequence over the span of academic year. Therefore, the social work practicum shall be a subject of continuous evaluation.

**7.1.2** There shall be a social work practicum co-ordinator from amongst the social work teachers on rotation basis from senior teachers preferably. She/he may be assisted by one or two teachers. Social Work Practicum coordinator shall look after the tasks of smooth conduct of Social Work Practicum. The Tasks are -

- Prepare time schedule of various components of Social Work Practicum, in each semester.
- Communications with the students, Agency and Faculty,

- Intervention in order to sort out problems confronted by the students in the field work setting to facilitate the fieldwork activities by effective way of coordination, recording, organizing meetings etc.
- Arranging for timely assessment and compilation.

**7.1.3** For the purpose of decentralization of internal marks of social work practicum each student shall be assigned to different teachers for different components of social work practicum to be conducted over the period of two years of course (Four Semesters).

**7.1.4** Grouping of the students also should be changed while placing them for concurrent Field Work over four semesters

**7.1.5** Students shall be placed in appropriate agency / field work concurrent field work and she / he shall have to put in 15 hours of field work per week including individual conference, Group conference and Report writing etc. Minimum 5 hours exposure of concurrent field work on each field work day shall be arranged for.

**7.1.6** The students should be given an exposure of various types of agencies and field areas. Updated independent lists of such agencies for first and second year orientation visits as well as for concurrent field work shall be prepared by the field work coordinator. In the beginning of the academic year this list should be revised on the basis of reflection by the students and faculty members.

**7.2 Conduct of Orientation Visits :**

Orientation visits to selected welfare and developmental service organizations shall be conducted to provide an exposure and understanding of the services provided in response to people's needs.

**7.2.1 Learning objectives of orientation visits :**

a) Acquire skills of systematic observation and develop a spirit of inquiry about the institutional work.

b) Understand society's response to social problems through various institutional services.

c) Understand, appreciate and develops ability to critically evaluate the initiative of voluntary and govt. programmes.

d) To understand the structure, functions, policies and programmes of the institution / agency and intervention utilized by the agency / institution.

**7.2.2 Conduct of Orientation Visits :**

a) In the beginning of I$^{st}$ and III$^{rd}$ semester, under the supervision of faculty member / members, the orientation visits are organized and the students shall be informed.

b) There shall be minimum seven orientation visits in $^{Ist}$ semester and minimum five orientation visits based on the elective courses in IIIrd semester.

c) An orientation session shall be organized by field work co-ordinator, to guide the students about components of orientation visits and report writing.

**7.2.3 Assessment of orientation visits :**

1) The faculty visiting to agency along with students shall be the authority to assess the performance of the students on following criteria -

A) Attendance and general discipline –                    05

Report Writing (Timely submission, content, compliance) –    <u>20</u>

**Total -                                                     25**

2) The assessment sheets of the allotted students shall be handover to the fieldwork coordinator by concerned faculty within week after the orientation visit.

3) Performance of the students in seven visits shall be compiled together and average marks scored by each student out of 25, shall be considered and informed to the students.

The Proportion of range of marks and range of grades shall be as follows :

| 21 & above Marks | A | 12 – 14 Marks | D |
|---|---|---|---|
| 18 – 20 Marks | B | 9 – 11 Marks | E |
| 15 – 17 Marks | C | Below 11 Marks | F |

**7.3 Concurrent Field Work :**

Concurrent fieldwork is an ongoing central learning apportunity, to develop understading and intervention skills among students in reality situations.

**7.3.1 Learning Objectives :**

a) Understand client and agency both as client system.

b) Develop knowledge of administrative procedures, programme management and utilizing these skills in practice.

c) Develop knowledge and skills of problem solving processes.

d) Acquire skills in communication, writing client's records, documentation of agency records.

e) Achieve professional development in terms of knowledge, attitude and skills.

**7.3.2 Conduct of Concurrent Fieldwork :**

a) Concurrent fieldwork shall be conducted by placing the students in social work agency under the supervision of teaching faculty.

b) An orientation session to concurrent fieldwork shall be arranged before the commencement of concurrent fieldwork.

c) The students shall be given an opportunity to perform concurrent field work and research based field work in different types of intuitional settings under the supervision of different teachers. Grouping of the students also should be changed while placing them for concurrent field work over four semesters.

d) Fieldwork shall be conducted on two days (fifteen clock hours) during every week, including individual conference, group conference, report writing etc.

e) The department / college shall arrange 40 visits for each student during first year, 15 visits in first semester and 25 visits in second semester.

f) The total number of visits in concurrent field work of second year students shall be 50, 20 visits in third semester and 30 visits in fourth semester

g) Concurrent field work plan is designed in consultation with the agency supervisor taking into consideration the curriculum of that field of social work and the tasks assigned to students, during scheduled visits.

h) A weekly individual conference shall be conducted by fieldwork supervisor to counsel the student to facilitate professional roles and to bridge the gaps in learning process. Period for individual conference shall be two hours per week.

i) A group conference shall also be conducted regularly by fieldwork supervisor, to guide the students for understanding the problem solving process and to relate theory into practice. Performance of the student in individual and group conference is assessed out of 10 marks.

j) Proper record of fieldwork attendance and individual and group conference of the allotted students shall be maintained by fieldwork supervisor.

k) Every student shall put in at least 90% attendance in social work practicum. The fieldwork supervisor shall issue necessary instructions to the defaulting students from time to time.

l) In case any session laps on part of the student, the supervising teacher shall report the matter to the principal through field work coordinator and action against him/her shall be finalized by departmental / college committee.

**7.3.3 Assessment of Concurrent Field Work :**

a) Assessment of concurrent field work shall be on the basis of knowledge, skills, acquired by the students.

b) For the assessment of the concurrent fieldwork, the performance of the student is assessed through his/her presentation on the fieldwork tasks achieved, in presence of concerned personnel of fieldwork agency, preferably.

c) The performance of the student in concurrent fieldwork shall be assessed twice and informed the grades obtained by the students so as to improve the performance in the semester.

d) The criteria of assessment shall be as follows. It shall be informed to students in advance.

A) Understanding the agency – 10 Marks

B) Understanding the client – 10 Marks

C) Understanding the problem solving process – 10 Marks

D) Recording – 10 Marks

**7.4 Conduct & Assessment of communication skills exercises:**

In this exercise a group of students shall select a theme with social work approach and compose a script and present it to communicate selected messages aimed at to bring about desired changes in mindsets of targeted section of community.

**7.4.1 Learning Objectives :**

a) develop an understanding about the situations, where in social workers role is vital.

b) Develop an insight for identifying the various social work options.

c) Develop writing, presentation and articulations skills.

**7.4.2 Conduct of communication skill exercises :**

a) The student shall present the exercises before students and teachers.

b) The communication skill may comprised the variety of exercises such as role plays, street plays, story telling, demonstration of exhibits etc.

**7.4.3 Assessment :** The criteria for the assessment of communication skills exercises shall be –

a). understanding about social work situations – 10 Marks

b). understanding about social work options – 10 Marks

c). presentation skill – 05 Marks

**7.5 Conduct and Assessment of Rural Camp :**

A rural camp shall be organized to experience rural life, analyse rural dynamics and oberve the local self government and volantary organisations.

**7.5.1 Learning objectives :**

a)   understand rural social system, problems and mindset of the rural people.

b)   Understand the approaches and strategies of intervention used by organization working at the local level.

c)   Acquire skills in planning, organizing, communication, implementing the programmers in the camp, team spirit, handling relationships and conflicts with peer groups.

**7.5.2 Conduct of Rural Camp :**

a)   A camp in rural community of M.S.W. I semester students shall be organized for 5 days, during second semester. It is compulsory activity.

b)   A rural camp in charge shall design the activities, to be conducted, in accordance with the theme selected, in consultation with principal and faculties.

c)   The students shall submit a report of various activity conducted and rural participation in it. A sort of self assessment by each student.

d)   In unusual situations, extension activity shall be organized, in place of rural camp.

e)   If a student fails to attend this activity on genuine ground with due permission of the principal she/he shall be given the assignments in the form of field based research, extension activity etc.

**7.5.3 Assessment Criteria :**

a)   Understanding the rural society – 08

b)   Understanding of social work intervention – 07

c)   Skills acquired – 10

**7.6 Conduct and Assessment of Study Tour :**

A study tour either urban or rural shall be organized to provide an apportunity, to study and appreciate innovative efforts by individuals and groups towards meeting peoples core needs and initiate development.

**7.6.1   Learning Objectives :**

a)   Understand the nature and scope of developmental services in emerging social realities.

b)    Understand the role of social work and other disciplines' in relation the service development programmers.

c) Develop responsibility sense towards self and profession, through group living and inter personal relationships.

d) Acquire skills in planning, organization and evaluation of the study tour and coping skills in unusual situations, with cooperation and coordination.

**7.6.2 Conduct of Study Tour :**

a) Study Tour of M.S.W. IVth semester students shall be organized for 5 days during 4th semester to the innovative social work projects, to meet the above learning objectives.

b) The agency visits shall be based on te elective courses chosen by the students

c) The students shall prepare the reports, on the agency visits during study tour.

d) In unusual situation, extension activity shall be organized in place of study tour.

**7.6.3 Assessment Criteria :**

a) Understanding about the project – 10 Marks.

(aims programmers, target groups funding pattern, intervention strategy)

b) Professional Development – 8 Marks (Punctuality, time management, responsible behavior discipline)

c) Skills Achieved – 7 Marks

(Coping skills, co-operation, co-ordination)

**8. Viva :**

**8.1** At the end of Ist and IVth semester the viva-voce on orientation visits and concurrent fieldwork shall be conducted by internal and external examiner, to assess the performance on knowledge and skill basis.

**8.2** Out of the total 25 marks of viva-voce, 10 marks shall be for O.V. Viva and 15 marks for concurrent fieldwork viva.

**8.3** The viva-voce on Social Work Practicum at the end of Ist semester shall be conducted by the internal and external examiner.

**8.4** At the end of IInd and IVth semester a comprehensive viva-voce examination shall be conducted by panel of examiners appointed by the University along with internal examiner, based on social work practicum of Ist and IInd sem and IIIrd and IVth semester respectively.

**9. Research Project :**

Every student shall complete a research project, commencing at the IIIrd semester and ending at the IVth semester.

**9.1 Learning objectives :**

    a)  Provide an learning exposure for the systematic study of social phenomenon / social work practice.

    b)  Develop knowledge of research methodology.

    c)  Acquired data analysis and research report writing skill.

**9.2  Conduct of Research Project. :**

9.2.1  Every student is required to select a topic for research related to the social problems and areas of social work at the end of II$^{nd}$ semester and follow the scientific process and methods of social work research and social research.

9.2.2  For this activity students shall be as far as possible equally allotted amongst all teachers. While making these allotments care should be taken to avoid repetition of allotments in respect of major activities of social work practicum.

9.2.3  The research project shall consist of –

    i)  Introduction to the topic. ii) Review of Literature iii) Research Methodology

    iv) Tabulation, Presentation and analysis of data v) Findings and conclusions, suggestions vi) Bibliography

9.2.4  At the end of IVth semester, the research project shall be submitted in 2 copies, one copy of project signed by the principal shall be returned to the students before the schedule of external assessment & viva-voce.

9.2.5  The Research project shall carry in all 150 marks having internal assessment for 100 marks. For internal assessment of this activity performance of the student during the stages of research process i.e. selection of the topic, design of interview schedule, data collection, coding, tabulation, drawing conclusions and report writing shall be considered.

9.2.6  A viva-voce of 50 marks shall be conducted by external examiner panel of university.

9.2.7  In case the student does not perform for research project in regular time schedule, she/ he shall be allowed to complete the research project within forth coming academic year.

9.2.8  In case a student fails to fulfill the academic requirements to pass in research project, such students shall have to seek fresh admission by depositing the fees for admission, research project and identity card.

**10  . Block Placement (Vocational Training) :**

10.1 Candidate shall be required to complete one month's Block Placement within 40 days after examinations of IVth semester and produce a report of work done certified by the concerned organization. It carries 6 credits.

10.2 This shall be non graded activity. Necessary guidance will be provided to the students for the purpose.

10.3 Results of M.S.W. IV$^{th}$ semester shall not be declared unless the Certified report of Block Placement is produced by the student.

**11. Registration for Examinations :**

To be eligible to appear for M.S.W. examination, the candidate must have fulfilled 75% classroom attendance in each core and elective course and 90% attendance in social work practicum. However student having 65% class attendance and 80% Social Work Practicum attendance with medical certificate may apply to the HOD/Principol for condonation of attendance.

**12. Evaluation Method :**

The evaluation of each of the components of M.S.W. Course i.e. Theory Course (TC), Social Work Practicum (SWP), learning supportive activities (LSA) and Research Dissertation (RD) shall be done internally and externally. The details of each of the component shall be as follows :

**12..1 Theory Course :** Each theory course shall be of 100 marks, divided into internal examination (Seasonal/Test of 20 marks and semester end examination of 80 marks.)

**12.1.1 Internal Examination :** There should be 2 mid semester examinations, 1$^{st}$ based on 40% portion taught and the 2$^{nd}$ on 60% portion taught of each course. The subject teacher shall conduct this exam and average score obtained out of 2 mid semester examinations may be considered for the preparation of final marks / grade.

**12.1.2 Term End Examination (20 + 60) :** Each theory course question paper shall consists of 2 sections. Section A (20 Marks) shall be objective types, carrying 2 – 3 marks of each question (i.e. fill in the blanks, multiple choise questions, match the column, true of false, answer in one sentence, covering entire syllabus.) It is compulsory to attempt this section for the all students.

**12.1.3** Section B shall carry 60 marks consisting 7 questions out of which any four shall be attempted.

## 12.2 Evaluation of Social Work Practicum :

### Iˢᵗ Semester

| Components | Marks |
|---|---|
| 1) Orientation Visits<br>(Orientation session, Reflection session) | 25 Marks |
| Concurrent Field work practice -I (CFW) - 40 Marks<br><br>(Orientation session)<br><br>Individual & Group conference - 10 marks | 50 Marks |
| 2) Viva by Internal and External Examiner (OV&CFW) | 25 Marks |
| **Total** | **75 Marks Internal**<br><br>**25 Marks External**<br><br>**Total 100 Marks** |

### IIⁿᵈ Semester

| Components | Marks |
|---|---|
| 1) Concurrent Field work practise-II 40 Marks<br>(Orientatin session)<br><br>Individual & Group conference - 10 marks | 50 Marks |
| 2) Communication Skills Exercise | 25 Marks |
| 3) Rural Camp / External Work | 25 Marks |
| 4) Comprehensive Viva (Internal & External) | 50 Marks |
| **Total** | **100 Marks Internal**<br><br>**50 Marks External**<br><br>**Total 150 Marks** |

## III<sup>rd</sup> Semester

| Components | Marks |
|---|---|
| 1) Orientation Visits<br>(Orientation session, Reflection session) | 25 Marks |
| 2) Concurrent Field work practice -III (CFW) - 40 Marks (Orientation session)<br><br>Individual & Group conference - 10 marks | 50 Marks |
| 3) Internal Viva (OV&CFW) | 25 Marks |
| **Total** | **75 Marks Internal**<br>**25 Marks External**<br>**Total 100 Marks** |

## IV<sup>th</sup> Semester

| Components | Marks |
|---|---|
| 1) Research based Field Work - Practice - IV - 40 Marks(Orientation session)<br>Individual & Group conference - 10 marks | 50 Marks |
| 2) Study Tour / Extention Work | 25 Marks |
| 3) Field Work Presentation | 25 Marks |
| 4) External Viva | 50 Marks |
| **Total** | **150 Marks** |
| **Grand Total of Marks of Social Work I – II – III & IV** | **(500 Marks)** |

**12.3 Learning Supportive Activity (LSA) :**

It comprises of seminars, outreach activities, presentations, fieldwork, assignments, case study, research outline, issue base seminar, surprise test. The LSA incharge shall design the activities of Ist to IVth semester condisering the course content of the semesters. The students are allotted among the teaching faculties for the conduct and assessment of such activities. The record of LSA

activity of such allotted students is mandetary. The concerned teacher shall decide the LSA activity and maintain the record. The total marks of LSA from Ist to IVth semester = 50.

(I$^{st}$ Sem. – 10 Marks, II$^{nd}$ Sem. – 10 Marks, III$^{rd}$ Sem – 20 Marks, IV$^{th}$ Sem – 10Marks = 50 Marks.)

**12.3.1** Field Based Research Project (PR) : 100 Marks (Internal) The research project shall be field based.

**12.3.2** Viva on Reseach Project : 50 Marks External

In order to have 100 percent impartial and transparent evaluation at different levels of MSW training the given formates for evaluation of each components of social work practicum, are to be used.

## 13. Scheme of Examination :

| Semester | Course Component | Internal 20 Marks Per Theory Course | External | Total |
|---|---|---|---|---|
| Sem I | 06 (Theory Courses) | 120 | 480 | 600 |
| | Social Work Practicum-I | 75 | 25 | 100 |
| | Learning supportive | 10 | -- | 10 |
| | Activity- 01 | | | |
| Sem II | 05 (Theory Courses) | 100 | 400 | 500 |
| | Social Work Practicum-II | 100 | 50 | 150 |
| | Learning supportive | 10 | -- | 10 |
| | Activity - 02 | | | |
| Sem III | 05 (Theory Courses) | 100 | 400 | 500 |
| | Social Work Practicum-III | 75 | 25 | 100 |
| | Learning supportive | 20 | -- | 20 |
| | Activity- 03 | | | |
| Sem IV | 04 (Theory Courses) | 80 | 320 | 400 |
| | Social Work Practicum-IV | 100 | -- | 100 |

| | | | | |
|---|---|---|---|---|
| | Research Disertation | 100 | -- | 100 |
| | Viva on Research Dissertation | -- | 50 | 50 |
| | Viva on Social Work Practicum | -- | 50 | 50 |
| | Learning Supportive Activity- 04 | 10 | -- | 10 |
| **Total Marks I Sem to IV Sem** | **Sem I  Sem II   Sem III Sem IV**<br>**710       660       620     710** | **900** | **1800** | **2700** |
| **Grand Total** | **2700** | | | |

## 14. Standard of Passing :

Following shall be the heads of passing –

14.1 Examination of theory Courses (External and Internal Independent Passing.)

14.2 Social Work Practicum (Continuous Internal Assessment)

14.3 Research Dissertation (Continuous Process for Internal and External Assessment)

14.4 Viva-voce on Research Dissertation (External Assessment)

14.5 Viva-voce on Social Work Practicum IInd and IV semester. (External Assessment)

## 15. Rules of Passing :

**15.1** To pass the theory courses the student must obtain at least D grade in each subject.

**15.2** To pass in the courses of Social Work Practicum, Research Dissertation, Research Dissertation Viva and Social Work Practicum Viva, the student must obtain B fair grade in each head.

**15.3** For passing in social work practicum a candidate must obtain minimum 50%  marks.

**15.4** Students failing in Social Work Practicum, short of five shall be considered eligible for the benefit of maximum five grace marks internally, by the H.O.D. / principal.

**15.5** If the student has not scored 50 percent marks, to pass in social work practicum he/she shall be given the last opportunity to compensate for the loss up to 10 marks by fulfilling the work assignment in the vacation or assessment period, before end of the tearm.

**15.6** The students to pass in Social Work Practicum must attend and perform all components of social work practicum and have scored 50 percent marks. In case a student does not happen to

perform the minor activity such as orientation visit, rural camp, study tour and communication skills, due to inevitable and bonafied grounds, such students shall be given an opportunity to perform the activity or assign the work in the same semester.

**15.6.1** The fieldwork coordinator in consultation with principal will decide the assignment of that student.

**15.7** A Candidate failing in social work practicum at any semester of M.S.W. course i.e. I$^{st}$ to IV$^{th}$, but passing in theory examination, shall be exempted from theory examination, but shall not be eligible to seek addmission to the next semester

**15.8** In case of internal assment of social work practicum and research porject, revaluation/ moderation will not be conducted.

## 16.  Grade Awards :

**16.1** A ten point rating scale shall be used for the evaluation of the performance of the student to provide letter grade for each course and overall grade for the Master's Programme. Grade points are based on the total number of marks obtained by him/her in all the different heads of examination of the course. These grade points and their equivalent range of marks are shown separately in Table – 1.

### Table 1 : Ten point grades and grade description

| Sr. No. | Equivalent percentage | Grade points | Grade | Grade description |
|---|---|---|---|---|
| 1. | 90.00 – 100 | 9.00-10 | O | Outstanding |
| 2. | 80.00 – 89.99 | 8.00 – 8.99 | A++ | Excellent |
| 3. | 70.00 – 79.99 | 7.00 – 7.99 | A+ | Exceptional |
| 4. | 60.00 – 69.99 | 6.00 – 6.99 | A | Very Good |
| 5. | 55.00 – 59.99 | 5.50 – 5.99 | B+ | Good |
| 6. | 50.00 – 54.99 | 5.00 – 5.49 | B | Fair |
| 7. | 45.00 – 49.99 | 4.50 – 4.99 | C+ | Average |

| | | | | |
|---|---|---|---|---|
| 8. | 40.04 – 44.99 | 4.01 – 4.49 | C | Below average |
| 9. | 40 | 4.00 | D | Pass |
| 10. | < 40 | 0.00 | F | Fail |

**16.2** Non appearance in any examination / assessment shall be treated as the student has secured nil marks in that subject examination / assessment.

**16.3** Minimum D grade (4.00 grade points) shall be the limit to clear / pass the course / subject. A student with F grade will be considered as 'failed' in the concerned course and he / she has to clear the course by reappearing in the next successive semester examinations. There will be no revaluation or recounting under this system.

**16.4** Every student shall be awarded Grade points out of maximum 10 points in each subject (based on 10 point Scale.) Based on the Grade points obtained in each subject, Semester Grade Point Average (SGPA) and then Cumulative Grade Point Average (CGPA) shall be computed. Result will be announced at the end of each semester and cumulative Grade card with CGPA will be given on completion of the course.

Computation of SGPA (Semester grade point average) & CGPA (Cumulative grade point average)

**16.5** **The computation of SGPA and CGPA, will be as below :**

a) Semester Grade Point Average (SGPA) is the weighted average of points obtained by a student in a semester and will be computed as follows :

$$SGPA = \frac{\text{Sum (Course Credit + Number of points in concerned course grained by the student)}}{\text{Sum (Course Credit)}}$$

b) The Cumulative Grade Point Average (CGPA) will be used to measure or describe the overall performance of a student in all semesters of the course and will be computed as under :

$$CGPA = \frac{\text{Sum of Grade points earned of all four Semesters}}{\text{Total No. of Credits in all four Semesters.}}$$

The SGPA and CGPA shall be rounded off to the second place of decimal.

## 17. Award of Degree :

**17.1** A candidate who has successfully completed all the core courses. Foundation and Elective/Specialized courses and social work practical research dissertation and service course approved by the University for the programme with prescribed CGPA shall be eligible to receive the degree of M.S.W.

**17.2** Every student will have to complete at least 129 credits to obtain the masters degree in Social Work out of which 125 credits shall be from their respective subject and four credits from service courses.

## 18. Grade Card :

The University shall issue at the beginning of each semester a grade card for the student, containing the grades obtained by the student in the previous semester and his Semester Grade Point Average (SGPA).

## 19. The Grade Card list :

i) The title of the courses along with its code number taken by the student.

ii) The credits associated with the course,

iii) The grade and grade points secured by the student.

iv) The total credits earned by the student in that semester.

v) The SGPA of the student,

vi) The total credits earned by the students till that semester and

vii) The CGPA of the student (At the end of the IVth Semester.)

## 20. Cumulative Grade Card :

At the end of the IVth semester, the University shall issue Cumulative Grade Card to the Students showing details of Grades obtained by the student in each subject in all semesters along with CGPA and total credits earned.

# 21. Theory Course Content

## Semester I

**Course Title : DEVELOPMENT OF SOCIAL WORK PROFESSION**
**Course Code : DSWP– 01 (Core Course)**
**Level : PG I Semester I$^{st}$**

**Learning Objectives:-**

a)  To develop and understand about the Concepts of Social Work Related Terms.

b)  To develop the understanding of History and Philosophy of Professional Social Work.

c)  To understand the Approaches for Social Work Practice.

d)  To develop and understand about the Contribution of Social Movements in Social Work Practice in India.

e)  To understand the Values and Code of Ethics in Social Work Practice.

**Unit – I  Social Work:-**

- Meaning and Definition of Social Work.
- Scope and Functions of Social Work.
- Objectives, Goals and Process of Social Work and KVPS of Social Work.
- Approaches in Social Work.
- Role of Social Worker.

**Unit – II  Concepts in Social Work Practice:-**

- Social Work and its various forms e.g. Charity to sustainable development.
- Social Services.
- Social Welfare.
- Social Security.
- Social Development.
- Voluntary Social Work.
- Social Defense.
- Social Movement
- Social Reform.
- Empowerment.
- Sustainable Development

**Unit – III  Social Movements and Development Perspective:-**

- Dalit Movement.
- Tribal Movements.
- Peasant Movements.
- Working Class Movements.
- Women's Liberalization.
- Environment and Ecological Movements.

**Unit – IV Social Work as a Profession :-**
- Definition and Characteristics of Professional Social Work.
- Principles and Philosophy of Professional Social Work.
- Skills and techniques of professional social work.
- Present Status of Professional Social Work and Challenges Ahead.

**Unit – V Indian History of Social Work Profession:-**
- History of Social Work in India.
- Beginning of Social Work Education in India.
- **Approaches to Professional Social Work-** Welfare approach, Remedial and therapeutic approach, Social development approach and Conflict oriented approach

**Unit – VI Values and Ethics of Professional Social Work:-**
- Code of Professional Ethics and Values.
- Ethical Responsibilities.
- Spirituality and Social Work.

**Learning Outcomes:-**
1. The learner will be able to understand the concept of Professional Social Work.
2. The learner will understand the evolution of Professional Social Work through various stages.
3. The learner will be able to practice Professional Ethics of Social Work.
4. The knowledge base of Professional Social Work will be developed among learners.

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**Course Title : WORKING WITH INDIVIDUALS**
**Course Code : WWI– 02 (Core Course)**
**Level : PG I Semester Ist**

**Learning Objectives:-**

a) Understand case work method and its contribution to social work practice.
b) Understand the Values and principles of working with individuals.
c) Understand the developmental and preventive goals in working with individuals.
d) Develop ability of establishing and sustaining a working relationship with client system.
e) Develop appropriate skills and attitudes to practice working with individuals.

**Unit – I Social Case Work:-**

- Concept and Definitions of Social Case Work.

- Introduction of Case Work as Methods of Social Work.

- History of Case Work:- India, UK and USA.

- Components of Case Work (Perlman Models).

- Person – Client, Significant other and Collaterals.

- Problem- Need, Impaired Social Functioning.

- Place- Agency Objectives, Functions, Policies and Resources.

- Process- Case Work Intervention.

- Professional Social Worker as a Mediator of Intervention.

**Unit – II Values and Principles of Social Case Work:-**

- Values of Social Case Work.

- Principles of Social Case Work.

**Unit – III Theories and Approaches:-**

- Psycho-Social Approach, Functional Approach, Problem Solving Approach, Crisis Theory.

- Family Intervention, Behavioral Modification, Transaction Analysis and Holistic Approach.

**Unit – IV Tools and Techniques of Case Work:-**

- Case Work Tools - Interview, Home Visit, and Rapport Building.

- Recording Tool - Nature, types, purpose and Principles of Recording.

- Techniques- Supportive, Resource Enhancement and Counseling.

**Unit – V The Process of Intervention with Client:-**

- Client

- Study – Case study and Mapping Relations Ecomap of  Genogram

- Continuous Assessment and Analysis.

- Psycho-Social Diagnosis.

- Intervention Plan.

- Terminator

- Follow-up.

**Unit – VI Role of Social Worker:-**

- Skill Qualities Required for casework practice.
- Role of Social Worker- Enabler, Facilitator, Mediator, Therapist, Resource Mobilizer and Guide.

**Learning Outcomes:-**
1. The learner will be able to handle the cases.
2. The analytical ability among the learner will be developed.
3. The learner will understand the problem solving process for individuals.
4. The foundation for developing client worker relationship is build up through this method.
5. It helps to develop professional attitude among learners.

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**Course Title : WORKING WITH GROUP**
**Course Code : WWG 03** (Core Course)
**Level : PG I Semester Ist**

**Learning Objectives:-**

a) Understand place of group work in social work intervention.

b) Understand the group process and group dynamics in group work practice.

c) Develop Skills to work with different stages and record the process.

d) Understand applicability of group work and group processes in different settings.

e) Understand the recording and evaluation process in social group work method.

**Unit – I Understanding Group Work:-**

- Definition and Objectives of Group Work.

- Characteristics of Group Work.

- Principles of Group Work.

- Historical Development of Group Work.

- Group Work as a Method.

**Unit – II Theories and Models of Group Work:-**

- Goals and Values of Group Work.

- Theories Applicable to Group Work Practice.

- Models in Group Work Practice.

**Unit – III Group Process and Group Dynamics :-**

- Basic Group Processes - meaning and its role in intervention.

- Tuckman's group formation process

- Group Dynamics- meaning and significance of dynamics, group dynamics- an interdisciplinary field.

- Leadership- concepts and qualities.

- Group decision making and problems solving approach.

**Unit – IV Types of Groups :-**

- Types of groups

- Types of membership.

- Time duration.

- Analysis of Group Process.

**Unit – V Group Development :-**

- Stages of Group Development.

- Techniques and Skills in Group Work.

- Communication- Concepts, Definition, Process and Barriers.

- Recording in Group Work- Importance, Types and Principles.

- Evaluation of Social Group Work.

**Unit – VI Role of Group Worker in Different Setting:-**

- Group Worker- Role and Functions.

- Group Work practice in Different agencies.

- a) Community Setting, b) Medical Psychiatric Setting, c) De-Addiction Centers,    d) Correctional Institutions, e) Schools, f) Industries, g) institutions working for special groups and h) Aged Homes.

**Learning Outcomes:-**

1. The learner acquires the ability to handle the groups.
2. The learner will understand to practice group work in different settings.
3. The learner will understand the group as a tool for individual development.

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**Course Title : Human Development and Behavior**

**Course Code : HDB – 04 (Foundation Course)**

**Level : PG I Semester Ist**

**Learning Objectives :**

a) To understand the process of human development and factors affecting on it.

b) To understand factors influencing human behavior.

c) Acquire the knowledge of psychological processes in development of behavior.

**Unit – I Development life span approach:-**

- Concept of human growth and development
- Principles of human development
- Stages of human development - conception to old age.

**Unit – II Determinants of Human Development:-**

- Heredity - concept and its role in human development
- Environment - concept and influence of social, physical and family environment on human development.
- Self

**Unit – III Theories of Human Development:-**

- Freud's Psychosocial Theory
- Erikson's Psychosocial Theory
- Piaget's Theory of Cognitive Development

**Unit – IV Psychological Bases and Processes in Behavior:-**

- Needs, Motives, Emotions
- Perceptions
- Learning and Intelligence
- Motivation

**Unit – V Adjustment and Maladjustment:-**

- Concept and factors
- Stress and frustration
- Conflicts and coping mechanism
- Ego defence mechanism

**Unit – VI Social bases of Behaviour:-**

- Social perception - attitude, prejudices, biases, stereotyping

- Individuals in groups - group norms, group conformity Vs deviation, development of leadership.
- Propaganda, public opinion, collective behavior

**Learning Outcomes:-**

1. The learner will understand the significance of stages of human development in human life cycle.
2. The learner will acquire the knowledge About the influencing factors of human behavior.
3. The learner will understand the psychological bases for development.
4. The learner will be able to adopt the ways to resolve the conflicts.

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**Course Title :** BASIC SOCIAL SCIENCES
**Course Code : BSS– 05 (Foundation Course)**
**Level : PG I Semester Ist**

**Learning Objective:-**

a) To understand about the concepts of social sciences and related terms.

b) Understanding the Indian society in social work practice.

c) To develop the understanding of economic and development model of social sciences.

d) To understanding of political science, population and environment.

e) To understand the anthropology in social work practice.

**Unit – I The Meaning and Scope of Sociology:-**

- Meaning , Scope and Significance of Sociology.

- Society and Culture:- Society as a System of Relationship.

- Social Structure:- Meaning, Status and Roles.

- Indian Society:- The Concept of Unity and Diversity.

- Social Stratification in India:- Meaning Caste, Class, Division.

- Socialization Meaning, Process of Socialization, Agencies of Socialization, Social Mobility.

**Unit – II Basic Concepts in Economics and Developmental Model:-**

- Characteristics of Development, Under Development Countries.

- Natural Resources and Poverty.

- Globalization.

- Welfare State.

- Role of International Financial Institution.

- Human Development Index.

- Models of Development- Capitalistic, Socialistic, Mixed Economy and Welfare State.

- Types of Sectors- Public Sector, Private Sector.

**Unit – III Meaning of Political Science and Politics:-**

- Liberty, Equality and Social Justice.

- Social Ideas of Indian Constitution.

- Fundamental Rights.

- Human Rights.

- Political Factors for Social Development.

- Political Socialization.

**Unit – IV Population and Environment:-**

- Population, Determinants of Growth, Global Concerns.
- Concept of Environment, Dimensions of Environment.
- Natural Environmental Problem and Causes- Imbalance Pollution (Air, Water, Land, and Noises), Population Growth, Forest Cutting, Wild Life
- Role of Central and State Government to Solve Environmental Problems.

**Unit – V Anthropology:-**
- Historical Development of Anthropology.
- Objective and Scope of Anthropology.
- Anthropology and Social Work.

**Learning Outcomes:-**
1. The learner will understand the relationship of Social Work with other Social Sciences.
2. The learner will understand the importance of interdisciplinary approach to understand the social situations.
3. Learner will be able to understand the linkages of emerging concepts in social sciences to social work practice.


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**Course Title :** **Family and Child Welfare**
**Course Code : ECSW– 01 (Elective Course)**
**Level : PG I Semester Ist**

**Learning Objectives :-**

a) To understand family as a institution.

b) To understand alternate family and marriage patterns and structure.

c) To understand interventions required for working with families.

d) To understand the situation of children in India.

e) To know the programs and services for child welfare.

**Unit I – Family as a social institution:-**

- Concept of family

- Types of family

- Functions of family

- Family dynamics power, myth, role and patriarchy of family

- Concept of marriage

- Review of changing situations in marriages and marital relationship

**Unit II – Alternate family and marriage patterns and structure:-**

- Changing nature of family

- Dual earner / career families

- Single parent families

- Re-constituted families

- Child less families

- Live-in-relationship

**Unit III – Family Issues and Intervention:-**

- Family violence and abuse

- Desertion, separation and divorce

- Family centered social work

- Family programs

- Family life education

**Unit IV – Situations of children in India:-**

- Demographic characteristics

- Needs and problem of children in India

- Special need children
- Characteristics and Problems

## Unit V – Categories of children and their problems:-

- Children in need of care and protection
- Children in conflict with law
- Child labour
- Street Children
- HIV-AIDS affected children
- Trafficking and abused children

## Unit VI – Child welfare programme and services:-

- Institutional services for children. Juvenile homes, Special home
- Adoption foster care non institutional services and sponsorship
- Family strengthening programs –
- ICDS, Child guidance clinic, Creches
- Child Line
- Rehabilitation Programs for special need children.

## Learning Outcomes:-

1. The learner will be able to understand the family dynamics, so as to analyze the family conflicts.

2. The learner will be able to identify the areas of family intervention.

3. The learner will understand the various programs for family intervention and their role in handling the problems of alternate families.

4. The learner will understand the various issues of children and special need children to be addressed.

5. The learner will develop the base for the practice of child welfare, by way of understanding the various programmes and services for child welfare.

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**Course Title : Youth and Development**
**Course Code : ECSW– 02 (Elective Course)**

**Level : PG I Semester I<sup>st</sup>**

**Learning Objectives :-**

    a) Understand the needs and problems of youth.

    b) Understand the challenges before youth.

    c) Understand the policies & Programs for youth development.

**Unit I – Situational Analysis of Youth :-**

- Concept, Definition and characteristics of youth
- Demographic profile of youth in India.
- Youth in various category - gender, student, non-student, (characteristics, situational analysis)
- Youth in various groups - caste, class, religion, (characteristics, situational analysis)

**Unit II – Needs of Youth:-**

- Psycho - social
- Health
- Education
- Employment

**Unit III – Problems Among Youth:-**

- Compitition
- Unemployment
- Maladjustment
- Addiction
- Violence
- Sexuality
- High risk behavior

**Unit IV – Issues And Challenges:-**

- Employability
- Identity crises
- Value crises
- Unrest
- Challenges before urban & rural youth.

**Unit V –  Youth in Various Sector:-**

- Youth and Agriculture.

- Youth and Service sector.

- Youth and Industry.

- Youth and Entrepreneurship.

## Unit VI – National Policy and Programmes:-

- Govt. schemes & programmes for youth welfare

- Youth counselling - currier counselling, pre-marriage counselling, marriage counselling.

## Learning Outcomes:-

1. The learner will be able to understand the problems of youth & ways to handle it.

2. The learner will be able to face the challenges of youth.

3. The learner will develop an perspective for prevention of risk factors.

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**Course Title : Social Work With Aged**
**Course Code : ECSW– 03 (Elective Course)**
**Level : PG I Semester Iˢᵗ**

**Learning Objectives :-**

a) Develop an understanding about physical mental socio- economic aspects of the aged and emerging needs.

b) Develop an perspective about the psychology of aged

c) Understanding & analyze the policies, laws, programs, affecting older persons.

d) Study the intervention programs for welfare of aged.

**Unit I – Ageing  :-**

- Concept of Ageing

- Process of Ageing

- Demography of Ageing

- Concept of gerontology

**Unit II –  Aged and Family:-**

- Roles power and status of older persons in family.

- Emerging issues and trends among aged.

- Adjustment and maladjustment with new generation.

- Issues of division of property, housing & social security.

**Unit III – Needs of Older Persons :-**

- Physical needs.

- Psychological needs.

- Economic needs.

- Need with regard to health.

- Engagement in leisure time activity.

**Unit IV –  Problems of Aged :-**

- Major & minor common health problems.

- Disabilities.

- Mental health

- Emotional problem.

- Depression

- Anxiety.

- Neglect  Abuse and Violence of Aged.

**Unit V –  Psychology of Ageing:-**

- Impact of ageing on psychological functions.

- a) Memory

- b) Intelligence
- c) Coping ability
- d) Personality

**Unit VI – Policy, Legislation, Programs and Schemes :-**

- National policy for older persons.
- Maintenance and welfare of parents and senior citizen act 2007.
- Institutional care and non- institutional services.
- Raising family and community awareness about ageing and death.

**Learning Outcomes:-**

1. Learner will be able to relate the problems of aged in the family.
2. Learner will develop the empathy towards aged.
3. Learner will be able to apply intervention strategies for wellbeing of aged.

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             Journal of Gerontological Social Work.

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**Course Title : Contemporary Ideologies of Social Work**
**Course Code : ECSW– 04 (Elective Course)**
**Level : PG I Semester I$^{st}$**

**Learning Objectives :-**

a) Gain information about contemporary ideologies of social work and social change.

b) Understand values of social work and apply it in practice.

**Unit I – Intrduction**

- Public private partnership for development.

- Neoliberalism and globalization.

- Post modernism.

- Feminism.

- Resurgence of civil society.

- Multiculturalism.

## Unit II – Ideologies for social change

- Ideology of sustainable and people centred development

- Idelogy of action group and social movements.

- Ideology of non-govt.organisations.

## Unit III – Social change concept and theories

- Meaning of social change

- Areas of social change

- Social change, social transformation and social development.

- Theories of social change.

## Unit IV – Contemporary ideologies of social work profession

- Marginalization of vulnerable groups and limitations of professional social work

- Emerging ideologies of professional social work.

- Social work values.

## Unit V - Social work in different countries

- Contemporary social work ideologies in different countries.

- Goals, values, functions, roles and process of social work

- Personal attributes of a social worker

## Unit VI - Social work ethics

- Concept and philosophy of ethics.

- Ethical responsibilities in social work.

- Ethical decision making and dillemmas in macro and micro social work practice.

## Learning Outcomes:-

1. Learner will be able to develop the relevance of social work in changing society.

2. Learner will be able to understand the emerging ideologies of profesional social work.

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# Semester – II

**Course Title:WORKING WITH COMMUNITY**
(Community Organization and Social Action)
**Course Code: 201 WWC (Core Course)**


**Level: PG I Semester IInd**
**Learning Objectives:-**
   a) To understand the elements of community organization process.

   b) To enhance understanding of the models and strategies for community organization.

c) To develop conducive attitude for participatory activities with civil society.

**Unit I-Community Organization:-**
- Concept, Structure and Functions of Community.
- Concept of Community Organization.
- Development of Community Organization as a Method.
- Principles of Community Organization.

**Unit II-Process and Approaches in Community Organization:-**
- Community Organization Process. (Steps)
- Approaches - Directive and Non-Directive, External Agent and Internal Resource.
- Issues in Community Organization : Class, Caste and Gender

**Unit III-Models and Strategies of Community Organization:-**
- Models: Locality Development Model, Social Planning Model, Social Action Model.
- Strategies: Public Interest Litigation, Protests and Demonstrations, Dealing with Authorities, Public Relation, Planning, Monitoring and Evaluation.

**Unit IV-Community Organization Techniques:-**
- Participatory Learning Appraisal (PLA).
- Capacity Building of Community Level Institutions and Marginalized Groups.
- Skills Required in Community Organization Practice - Problem Analysis, Committee Formation, Organization of Meetings, Conflict Resolution, Recording and Resource Mobilization, Networking and Training.

**Unit V -Social Action:-**
- Meaning and Definitions, Weberion concept of Social Action.
- Social Action: its Philosophy and Objectives.
- Evolution of Social Action as a method of Social Work.

**Unit VI- Social Action and Social Change:-**
- Meaning and nature of social change.
- Social Action as means of Social change.
- Issues dealt with the help of Social Action: Protection of Human Rights, Atrocities on Women and Child Abuse.
- Strategies of Social Action:Unionization, Advocacy, Pressure groups.
- Concept of power, Power structure.

**Learning Outcomes:-**

   a) Learner will be able to understand the various issues and their linkages in the society.

   b) Learner will be able to gain knowledge of intervention skills, strategies to be adopted to handle the social issues.

   c) Learner will be able to organize the community to address the community issues.

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2. Development and Change Hague Blackwell publishers
3. Social action A quarterly review of social trends and social action trust Delhi
4. Seminar New Delhi
5. Maintenance perspective publication New Delhi
6. Lokayan bulletin New Delhi
7.

**Course Title: ADMINISTRATION OF WELFARE & DEVELOPMENTAL SERVICES**
**Course Code: 202 AWDS (Core Course)**
**Level: PG I Semester IInd**
**Learning Objectives:-**

a) To understand the overall social environment and its impact on the nature, structure and development of organizations in corporate, public and voluntary sectors.

b) To understand administration of welfare and Developmental services at different levels.

c) To develop ability to analyze the work practices adopted in different settings.

**Unit I -Administration:-**
- Meaning, Definitions, Importance, Goals and Types of Administration.

- Definitions, Scope and Functions of Social Work Administration.
- History and Philosophy of Social Welfare Administration.
- Principles of Social Welfare Administration.

## Unit II- Social Welfare Administration in India:-

- Structure and Functions of Central Social Welfare Board.
- Structure and Functions of Department of Social Justice and Empowerment. (State to District Level).

## Unit III- Areas of Administration:-
- Policy, Planning, Organization, Staffing, Decision making, communication, Co-ordination, Training, Supervision, Reporting, Budgeting, Fund-raising and Evaluation.

## Unit IV- Human Service Organizations:-
- Concept and Types.
- Registration under Society's Registration Act 1860, Bombay Public Trust Act 1950.
- Additional functions of the Administrator: Resource mobilization, Time management, Creating positive climate in organization and conducting meetings, Maintenance and Utilization of administrative records, Conflict resolution.

## Unit V- Programme Development:-
- Programme management: Long term, short term, documentation.
- Need Based Project Proposal, Nature of Resources, Eligibility Criteria, Records, Evaluation.
- Impact Analysis-Qualitative, Quantitative.

**Learning Outcomes:-**

1. Learner will be able to understand the various functions of administration of services.
2. Learner will able to acquire the knowledge about the programme development and impact analysis.
3. Learner will gain the knowledge about the functioning of social welfare department and non-government organization.

### Recommended Readings

1. Choudhari, D. P. (1983), Social Welfare Administration, Delhi, Atma Ram and Sons.

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**Course Title:SOCIAL WORK RESEARCH**

**Course Code: 203 SWR (core course)**

**Level: PG I Semester IInd**

**Learning Objectives:-**

a) To develop an understanding about scientific enquiry.

b) To understand the research process.

c) To develop the attitude, skills for social work research.

**Unit I -Scientific Research:-**

- Characteristics of Scientific method.
- Social research & Social work research.
- Purpose of Social Work Research.
- Approaches of Research: Quantitative, Qualitative.

**Unit II -Research Designs and Methods:-**

- Concept and Purpose of Research Design.
- Types of Research Designs: Exploratory, Descriptive, Analytical, Experimental, Participatory.
- Methods of Social Research: Survey, Case Study, Content Analysis, Existing Data Analysis, Ethnography.

**Unit III -Research process:-**

- Formulation of Research Problem.
- Concepts and its Operationalization, Constructs and Variables.
-  Significance of review of literature.

- Hypothesis: Meaning, Functions and Types, Attributes of Sound Hypothesis, Formulation of Hypothesis.
- Preparation of Research Design.

## Unit IV- Sampling and Data Collection:-

- Meaning of Sampling and Related Concepts, Types of Sampling.
- Sampling methods: Probability and Nonprobability.
- Determining Sample Size.
- Data Collection: Sources of Data: Primary and Secondary, Tools of data collection.
- Data Processing: Editing, Classification, Coding, Tabulation, Graphical Presentation.

## Unit V -Data Analysis Techniques:-

- Qualitative and Quantitative.
- Various scales & techniques used for measurement of social data.
- Statistics in social research: It's Scope and limitations.
- Measures of Central Tendency: mean, mode, median; their computation, <span style="color:red">its</span> strengths and limitations, Deviation and Correlation.

## Unit VI - Research Report:-

- Structure of Research Report.
- Essentials of Good Report.
- Research proposal - a) Researchproblem b) Research plan.

## Learning Outcomes:-

1. Learner will gain the basic knowledge of research methodology.
2. Learner will be able to understand the requirement of conducting research.
3. Learner will be able to conduct the survey

## Recommended Readings

1. Ackoff, R.L. (1962),          Scientific Method:Optimizing Applied Research Design, New

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**Course Title:PROBLEMS OF DIFFERENTLY CHALLENGED AND SOCIAL WORK INTERVENTION**
**Course Code: 204 PDCSWI (Elective Course)**
**Level: PG I Semester IInd**

**Learning Objectives:-**

a) To develop understanding about conceptual clarity of disability, impairment and handicap

b) To understand the types of disability, their problems and rehabilitation, process.

c) To understand place of social work intervention in problem of disability.

**Unit I- Disability and related terms:-**

- Concept of disability, Impairment and Handicap, Multiple disability.

- Social Construction of Disability-Attitude, Stigma, and Discrimination attached to Disability.

- Disabling and Enabling Environment.

**Unit - II- Overview of disability problem:**

- Types, Nature and Magnitude.

- Classification of Disabilities from Various Perspectives.

- Causes and Consequences of Various Types of Disabilities: Physically challenged- Visually impaired, Hearing impaired, Locomotors disability.

- Mentally Challenged: Mentally retarded,Autism, Cerebral Palsy.

- Learning Disability: Dyscalculia, Dysgraphia, Dyslexia.

**Unit III -Needs and Services:-**

- Needs and problems of Persons with Disability and their families at different levels.

- Psychology of disability, Adjusting to one's own disability and self-esteem.

- Problems of disabled persons at various levels: Physical, Mental, Educational, Health & Occupational.

- Services: Education- Special and Inclusive, Remedial Teaching, Vocational and Employment

## Unit IV- Approaches of intervention:-

- Different approaches to disability- medical, system, legal, socio-political, human right, psychological and social model.

## Unit V -Rehabilitation:-

- Rehabilitation- Introduction, types, persons with disability.

- Levels of rehabilitation- Preventive, Steps in rehabilitation of Promotive and Tertiary.

- Rehabilitation programs such as - Art, Dance, drama and music therapy.

- Social work intervention for Differently Challenged in Different Settings.

- Community Based Rehabilitation. (CBR), Its components.

## Unit VI -Legislations related to disability:-

- UN Conventions on Rights of persons with disability.

- Legislations- 1- Rehabilitation Council Act 1992,  2- Persons with Disability Act 1995, 3- National Trust Act 2000.

- Government Provisions and Schemes for Rehabilitation of Differently Challenged Persons.

## Learning Outcomes:-

1. Learner will be able to understand the types of disabilities and their magnitude.
2. Learner will acquire knowledge of various approaches of intervention.
3. Learner will understand the scope of professional social work in tackling the emerging needs of persons with disabilities.
4. Learner will gain knowledge about the legislations related to disability.

### Recommended Readings

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**Course Title: WOMEN AND DEVELOPMENT**

**Course Code: 205 WD (Elective Course)**
**Level: PG I Semester II$^{nd}$**

**Learning Objectives:-**

   a) To understand the status of women in different Indian communities.

   b) To understand the nature & types of violence against women

   c) To develop an insight about the protective legislations for women.

**Unit I–Concept & Significance of Women Studies:-**

- Concept of womanhood, significance of women studies in understanding women issues.

- Commodification of women.

- Approaches to study of women: Feminist approach, Psycho-analytical approach and Functional approach.

- Convention on elimination of all forms of discrimination against women 1979 (CEDAW)

**Unit II - Status of Women:-**

- Status of women in Rural, Tribal and Urban community.

- Status of women before and after Independence.

- Social reform movements for upliftment of women.

- Gender equity: Economical, Social and religious practices.

**Unit III – Women and Work:-**

- Concept of gender budget

- Problems of women in different set up - Organized, Unorganized and Household.

- Issues of women: Education, Health, Media, Politics, Family and Society.

- Issues of Disadvantaged women: Destitute, Deserted, Divorced, Widows, Single women and Commercial Sex Workers.

**Unit IV– Violence against Women:-**

- Concept, nature and types of violence.

- Health consequences of violence against women

- Theories of violence.

**Unit V– Legislations relating to violence against women:- An overview**

- Constitutional measures

- Important provisions under different legislations relating to violence against women.

**Unit VI – Women Empowerment and Development:-**

- Self-help groups and empowerment

- Role of Government and NGOs in development of women.

- National commission for women.

- Prominent schemes for women empowerment.

- Role of social worker in enhancing social consciousness for women development

**Learning outcomes:-**

1. Learner shall understand the status of women.
2. Learner shall understand the constitutional support for women.
3. Learner will be able to intervene into the problems faced by women.

**Recommended Readings**

1. Ahuja, R.(1995) ,           Violence Against Women, Jaipur & New Delhi, Rawa Publication.

2. Bahl,M.&Rawat,G.S.( 2007 ) ,     Violence on Women by Men, New Delhi.

3. Committee of Status of Women,(1974),     Towards Equality: A Report of the Committee of the Status of Women in India,New Delhi.

4. Desai, N .&Patel,V.( 1990 ),     Indian Women: Change and Challenge in the International Decade,Bombay, Popular Prakashan.

5. Everett, J. (1981),     Women and Social Change in India, New Delhi, Heritage Publishers.

6. Ghosh,S.K.(1981),     Indian Women through the Ages, New Delhi, Ashish Publishing House.

7. Muzumdar,V.(Ed),( 1979 )     Women in Changing Society, Symbols of Power, Bombay, Allied Publishers.

8. PanditS.K.( 1998 ),     Women in Society, New Delhi, Rajat Publication.

9. Pujari, P. Kaushik,V. (1994),     Women Power in India,New Delhi, Kanishka Publishers Distributors.

10. Sayapalan N.(2000 ),     Women Studies , New Delhi, Atlantic Publishers & Distributors.

11. Sinha, A .M. (1981), AshishPublishing     Women in a Changing Society,  New Delhi, House.

**12.** Sood,S.(2003),     Violence Against Women, Jaipur, Arihant Publishers.

**13.** Sharma, B. R. (1979),   Marriage Family, Violence & Divorce, Jaipur, Mangal
Deep             Publication..

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**Course Title:WELFARE AND DEVELOPMENT OF WEAKER SECTION.**
**Course Code: 206 WDWS (Elective Course)**
**Level: PG I Semester II<sup>nd</sup>**

**Learning Objectives:-**
   a) To understand the various categories of weaker sections.
   b) To acquire the knowledge about prevailing social inequalities.
   c) To understand the state initiative for the welfare and development of weaker sections.

**Unit I– Meaning & Classification:-**
   - Concept and Meaning of weaker sections.
   - Classification of weaker sections: SCs, STs, OBCs, NTs, DNTs, Minority groups, Backward classes, Agricultural and unorganized labour, Women and children.

**Unit II– Social Enequality:-**
   - Concept, Nature and consequences.
   - Major issues of weaker sections: Education, Health, Housing, Transportation, Communication, Political representation.

**Unit III– Constitutional Provisions:-**

- Constitutional provisions and safeguards for weaker sections.
- Legislations to abolish untouchability and caste disability: The Scheduled Casts and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.
- Reservation policy.

**Unit IV–Developmental Programme:-**

- Special Component plan for SCs.
- Tribal sub-plan for STs.
- Structure of Tribal sub –plan (TSP) in Maharashtra

**Unit V–Special Measures for Development and Upliftment of Weaker Sections:-**

- Government sponsored schemes at central and states level for Education, Vocational training, Entrepreneurship Development and Financial support for Cottage Industries.

**Unit VI - NGOs and Development of weaker sections:-**

- Role of NGOs in the development of weaker sections.

**Learning outcomes:-**

1. Learner will be able to understand the nature and consequences of social inequalities in the society.
2. Learner will be able to understand the major issues of weaker sections.
3. Learner will understand the various developmental programs for weaker sections.

**Recommended Readings**

1. Agarwal, S.N. (Ed), (1960),      India's Population, Bombay, Asia Publication.

2. Beteille,A.(1966),      Caste, Class and Power, Bombay, Oxford University.

3. Bhardwaj,A.N. (1979),      Problemsof Scheduled Castes and Scheduled Tribes in India,

      New Delhi, Light and Life Publishers.

4. Ghurye,G.S.( 1983) ,      The Scheduled Tribe, Bombay, Popular Prakashan.

5. Government of India ,       Annual Reports of the Commissioner for SC & ST New
   Delhi.
   ( 1987-89.),

6. Jose,K ( 1983 ),       Scheduled Castes & the Struggle,

7. Nair T.K.(1973),       Development Of Weaker Section, Madras,  Association of
   School of Social Work.

8. Singh,P. (1982),       Equality, Reservation and Discrimination in India,  New
   Delhi

         Deep and Deep Publication.

9. Singh S.K. (1971),       Tribal Situation in India, Simla, Indian Institute of
   Advanced

         Studies.

10. Singh,T. (1945),       Poverty & Social Change in India,A study in the
    economic reorganization of Indian rural society , Landon.

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**Course Title:CRIME AND CORRECTIONAL ADMINISTRATION.**

**Course Code: 207 CCA (Elective Course)**
**Level: PG I Semester II<sup>nd</sup>**

**Learning Objectives:-**

a) To acquire information about the various types of crimes.

b) To develop an understanding of the correctional system in India.

c) To develop the interface between correctional laws and social work practice.

d) To develop an understanding of punishment theories and correctional methods.

**Unit I – Concept, Casuses and Classification of crime:-**

- Concept and definition of crime , Criminal and Criminology

- Under trial criminals.

- Causes of crime.

- Classification of crime.

**Unit II– Theories of crime:-**

- An overview of different relevant theories of crime.

**Unit III – Criminal Justice System in India:-**

- Police – structure, power and functions and their role in maintaining law and order in the society.

- Prosecution –Its role in justice to criminals.

- Judiciary – Powers and Functions of Supreme Court, High Court, District Court, Session Court and Magistrate Court.

**Unit IV– Crime and Correctional laws:-**

- Corrective measures as per criminal procedure code.(CPC- 1908)

- Probation of offenders Act1958.

- Juvenile justice Act 2000.

- Legislations related to cybercrime.

**Unit V– Punishment and correctional methods:-**

- Theories of Punishment: Retributive, Deterrent, Preventive and Reformative.

- Correctional Methods: Prison based (Probation and parole), Community based (Open prison and Prisoner's colony).

- Measures for protecting prisoner's rights, minimum standard rules for prisoners

**Unit VI– Correctional Measures:-**

- Measures for the mainstreaming of prisoners.

- Role of Social Worker in correction of offenders

**Learning outcomes:-**

1. Learner will be able to understand various types of crime and correctional services.
2. Learner will have information about the justice systems in India.
3. Learner will develop understanding about the role of social worker in correctional field.

**Recommended Readings**

1. Agarwal, A.R. (2000),  Criminology,Jaipur, Rawat Publication.

2. Aranha, T.(1982),  Social Advocacy: Perspective of Social Work, Bombay

3. Chakrabathi, N.K.(1999),  Juvenile Justice, New Delhi, Deep and Deep Publication
   Pvt.           Ltd.

4. Curry, J. C. (1977),  Indian Police,New Delhi ,Indian Police Publication.

5. Gandhi, B. M. (1996),  Indian Penal code, Lucknow, Eastern Book Company.

6. Khana, H.R.(1985) ,  Judiciary in India and Judicial Process, Calcutta, S.C.
   Sarkar

             & Sons Pvt. Ltd.

7. Martin, R. H. and Lewis,  Criminology: Crime of Criminality, Chicago,  R and Mc
   Nally
   Y.(1993)       Publication Co.

8. Pankaj, J. J. and Gokhale,  Crime and Corrections in India, Bombay,Rate Institute of
   S.D (1989),     Social Sciences.

9. Paranjape, N. V.(2000),  Criminology and Penology, Allahabad, Central Law
             Publication.

10. Sharma, K. R.(1998),       Criminology and Penology, New Delhi, Atlantic Publisher
    and

                             Distributor.

11. Shrivastava, S. S.(1996),  Criminology and Criminal Administration, Allahabad,
    Central                          Law Agency.

12. Sirohi, J. P.( 2002 ),     Criminology and Crime Administration, Allahabad, Law
                                   Agency.

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**Course Title: COMMUNICATION FOR SOCIAL WORK PRACTICE.**

**Course Code: 208 CSWP (Elective Course)**
**Level: PG I Semester II<sup>nd</sup>**

**Learning Objectives:-**

    a) To acquire the knowledge about the communication process and its functions.

    b) To understand the use of - communication in community work practice.

    c) To develop an understanding about media and its use in social work intervention.

**Unit I– Concept and Functions:-**

- Concept, definitions and scope of communication

- Objectives and importance of communication in social work.

- Functions of communication.

- Significance of effective communication in social work practice.

**Unit II–Communication Process:-**

- Meaning and components of communication process.

- Selection of communication channels.

- Barriers in communication.

**Unit III–Rethinking Communication:-**

- Communication as transmission.

- Communication as representation.

- Communication as cultural representation.

- Client-Worker communication.

**Unit IV– Communication for Group / Community Work:-**

- Planning for communication.

- Types & Characteristics of group and community.
- Selection of means of communication. (Exhibition, Role play, Street play, Story telling, Simulation games, mono act).
- Use of creative literature in communication.
- Impact assessment.

**Unit V– Media and Communication**

- Types of visual media Tables, Charts, Graphs, Posters, Still photographs, Flip charts, OHP, Transparencies slides, Bulletin Board/Flannel graph.
- Types of Audio visual media: clips and Video films.
- Types of Audio visual film.
- Folk media, Electronic media.

**Unit VI–Communication Skills:-**

- Writing skills: News release feature, reports, case studies, stories, and letters.
- Verbal skills : Presentation skills and public speaking
- Campaigns for development issues
- Interfacing with Mass Media (Films, T.V., Press, Radio, Video-conferences and Interviews)

**Learning outcomes:-**

1. Learner will gain conceptual understanding of communication process, channels and barriers.
2. Learner will be able to understand the role of communication in effective social work practice.
3. Learner will be able to acquire knowledge necessary for effective communication.

**Recommended Readings**

1. Berger, A.A.( 1982),        Media Analysis Techniques, London, Sage Publication.

2. Brown, J. W.&Hill,A.V.     Instruction Technology, Media and Methods, New York,
   (1985),                    MC Graw - Hill.

3. Gandhi, V.P.(1995),        Media and Communication Today, New Delhi, Vol. 1,2
   and 3,                           Kanishka Publishers.

4. Goffman ,E.(1979),           Gender Advertisements, Lanodn, Macmillan.

5. Hawkes, T.(1977),          Struralism and Semiotics, Landon, Methuen Publication.

6. Herger, H.(1972),          Ways of Seeing,London, BBC and Penguin.

7. Kumar, K.(1981),          Mass Communication in India, Mumbai, Jai Publishing House.

8. Melkote, Srinivas R.(1991),    Communication for Development in the Third World, New                Delhi, Sage Publication.

9. Mody,B.(1991),          Designing Messages for Development Communication, New                Delhi, Sage Publication

.

10. Saunders, D J.(1984),       Educational, Visual Communication Handbook, Landon, Lutterworth.

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*\*SSF-271015/-s*

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# APPENDIX

## Performa for Assessment of  Orientation Visits

### P-I

**Name of the College :**
**DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S**
**COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,**
**AURANGABAD**

Internal Assessment of Orientation Visits.　　Class : I/II$^{nd}$ year.　　Sem: I$^{st}$/III$^{rd}$

Name of the Agency…………………………………………...

Day, ……………..Date & Time……………………..……...

Name of the Supervisor………………….…………………….

| Sr.No. | Name of Students | Attendance & General discipline | Report writing (Timely submission content, compliance) | Total |
|---|---|---|---|---|
| 1. | | 05 | 20 | 25 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Marks obtained in words……………………………………………….

Grade: …………………………　　　Name & Signature of Examiner………………………………….

Date:　/　/20

**Proforma for Compilation of Orientation Visits Assessment**

# P-II

**Name of the College :**DR.BABASAHEB AMBEDKAR MARATHWADA
**UNIVERSITY'S**
**COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS, AURANGABAD**

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Compiled Statement of Orientation Visits Assessment | | | | | | | | | | | |
| Sr.No | Name of Students | Marks scored in | | | | | | | | Total Marks | Average Marks |
| | | $Ov_1$ | $Ov_2$ | $Ov_3$ | $Ov_4$ | $Ov_5$ | $Ov_6$ | $Ov_7$ | | | |
| | Date→ | | | | | | | | | | |
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| | Name & Signature of …………………………  Field work Coordinator…………………………. | | | | | | | | | | |

# Performa for Assessment of Concurrent Fieldwork Practice I
# P-III

**Name of the College: DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S**

**COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS, AURANGABAD**

| Internal Assessment of Concurrent Fieldwork   Class - I<sup>st</sup> year        Sem - I<sup>st</sup> | | | | | |
|---|---|---|---|---|---|
| Period: From…………………………….to…………...………………………… | | | | | |
| Name of the Student………………………………………………... <br><br> Name of the Agency…………………………………………….... <br><br> Number of Visits Attended out of Fifteen…………………………… <br><br> Total number of absent visits……………………………………. | | | | | |
| Marks obtained in 15 visits | | | | | |
| Sr.No | Criterion/Heads | Marks to be given out of - Tick () <br><br> Mark on appropriate column | | | | Marks obained out of 40 |
| | | 13 - 15 visits | 10 - 12 visits | 7 - 9 visits | Below 7 visits | |
| | | A | B | C | D | |
| 1 | Understanding the Agency | 10 | 09 | 08 | 06 | |
| 2 | Understanding the Client | 10 | 09 | 08 | 06 | |
| 3 | Understanding the Problem Solving Process | 10 | 09 | 08 | 06 | |

| 4 | Recording (Timely Submission & Compliance) | 10 | 09 | 08 | 06 | |
|---|---|---|---|---|---|---|
| | Total | 40 | 36 | 32 | 24 | |

(Please use only vertical column i.e. either A or B or C or D as the case may be)

Marks obtained in words………………………..…………………….

Grade: ………………………      Name & Signature of Examiner………………………………….

Date:　/ 　/20

Performa for Assessment of Concurrent Fieldwork Practice II P-IV

# DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S

# COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,

## AURANGABAD

## Academic Year 2015-2016

Internal Assessment of Concurrent Fieldwork  (Phase One)    **Class - I$^{st}$ year**    **Sem - II$^{nd}$**

Period: From………………………….to………...…………………………

Name of the Student……………………………………………...

Name of the Agency……………………………………………...

Number of visits attended out of Fifteen…………………………

Total number of absent visits…………………………………….

| | | Marks obtained in 15 visits | | | | |
|---|---|---|---|---|---|---|
| | | Marks to be given out of - Tick ( √ ) Mark on appropriate column | | | | Marks obtained out of 40 |
| Sr. No | Criterion/Heads | 13 - 15 visits | 10 - 12 visits | 7 - 9 visits | Below 7 visits | |
| | | A | B | C | D | |
| 1 | Understanding the Agency | 10 | 09 | 08 | 06 | |
| 2 | Understanding the Client | 10 | 09 | 08 | 06 | |
| 3 | Understanding the Problem Solving Process | 10 | 09 | 08 | 06 | |
| 4 | Recording (Timely Submission & Compliance) | 10 | 09 | 08 | 06 | |
| | Total | 40 | 36 | 32 | 24 | |

(Please use only vertical column i.e. either A or B or C or D as the case may be)

Marks obtained in words………………………………..…………………….

Grade: …………………………            Name & Signature of Examiner………………………………….

Date:    /    /20

# Proforma for Assessment of Concurrent Fieldwork Practice II P-V
## SOCIAL WORK PRACTICUM

## DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S

## COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS, AURANGABAD

Internal Assessment of Concurrent Fieldwork  (Phase Two)     Class - I$^{st}$ year     Sem - II$^{nd}$

Period: From…………………………….to…………..……………………………

Name of the Student……………………………………………...

Name of the Agency…………………………….…………...

Number of visits attended out of Ten……………………………

Total number of absent visits…………………………………….

| | Marks obtained in 10 visits | | | | |
|---|---|---|---|---|---|
| Sr.No | Criterion/Heads | Marks to be given out of - Tick (     )  Mark on appropriate column | | | Marks obtained out of 40 |
| | | 08 - 10 visits | 06 - 08 visits | 04 - 06 visits | Below 4 visits | |

79

|   |   | A | B | C | D |   |
|---|---|---|---|---|---|---|
| 1 | Understanding the Agency | 10 | 09 | 08 | 06 |   |
| 2 | Understanding the Client | 10 | 09 | 08 | 06 |   |
| 3 | Understanding the Problem Solving Process | 10 | 09 | 08 | 06 |   |
| 4 | Recording (Timely Submission & Compliance) | 10 | 09 | 08 | 06 |   |
|   | Total | 40 | 36 | 32 | 24 |   |

(Please use only vertical cloumn i.e. either A or B or C or D as the case may be)

Marks obtained in words……………………………..…………………….

Grade: ………………………                 Name & Signature of Examiner………………………………….

Date:     /    /20

# Performa for Assessment of Concurrent fieldwork Practice III
## P-VI

**Name of the College:  DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS, AURANGABAD**

| Internal Assessment of Concurrent Fieldwork  (Phase One)     Class - IInd year     Sem - IIIrd | | | | | |
|---|---|---|---|---|---|
| Period: From………………………….to…………..………………………… | | | | | |
| Name of the Student………………………………………………... | | | | | |
| Name of the Agency………………………………………………... | | | | | |
| Number of visits attended out of Ten…………………………… | | | | | |
| Total number of absent visits…………………………………….  | | | | | |
| Marks obtained in 10 visits | | | | | |
| Sr.No | Criterion/Heads | Marks to be given out of - Tick ()<br><br>Mark on appropriate column | | | | Marks obained out of 40 |
| | | 08 - 10 visits | 06 - 08 visits | 04 - 06 visits | Below 4 visits | |
| | | A | B | C | D | |
| 1 | Understanding the Agency | 10 | 09 | 08 | 06 | |
| 2 | Understanding the Client | 10 | 09 | 08 | 06 | |
| 3 | Understanding the Problem Solving Process | 10 | 09 | 08 | 06 | |
| 4 | Recording (Timely Submission & Compliance) | 10 | 09 | 08 | 06 | |
| | Total | 40 | 36 | 32 | 24 | |

(Please use only vertical cloumn i.e. either A or B or C or D as the case may be)

Marks obtained in words…………………………...…………………….

Grade: ………………………               Name & Signature of Examiner………………………………….

Date:    /   /20

# Performa for Assessment of Concurrent fieldwork Practice III
## P-VII
**Name of the College: DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,**

**AURANGABAD**

| Internal Assessment of Concurrent Fieldwork (Phase Two)   Class - II$^{nd}$ year        Sem - IV$^{th}$ | | | | | |
|---|---|---|---|---|---|
| Period: From………………………….to…………...………………………… | | | | | |
| Name of the Student……………………………………... | | | | | |
| Name of the Agency……………………………………………... | | | | | |
| Number of visits attended out of Ten…………………………… | | | | | |
| Total number of absent visits……………………………………. | | | | | |
| Marks obtained in 10 visits | | | | | |
| Sr.No | Criterion/Heads | Marks to be given out of - Tick ()  Mark on appropriate column | | | | Marks obained out of 40 |
| | | 08 - 10 visits | 06 - 08 visits | 04 - 06 visits | Below 4 | |

| | | A | B | C | D | visits |
|---|---|---|---|---|---|---|
| 1 | Understanding the Agency | 10 | 09 | 08 | 06 | |
| 2 | Understanding the Client | 10 | 09 | 08 | 06 | |
| 3 | Understanding the Problem Solving Process | 10 | 09 | 08 | 06 | |
| 4 | Recording (Timely Submission & Compliance) | 10 | 09 | 08 | 06 | |
| | Total | 40 | 36 | 32 | 24 | |

(Please use only vertical cloumn i.e. either A or B or C or D as the case may be)

Marks obtained in words…………………………..…………………….

Grade: ………………………                     Name & Signature of Examiner………………………………….

Date:    /    /20

# Performa for Assessment of Concurrent Fieldwork Practice IV
## P-VIII
**Name of the College: DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS, AURANGABAD**

Internal Assessment of Concurrent Fieldwork  (Phase One)        Class - II$^{nd}$ year        Sem - IV$^{th}$

Period: From………………………….to…………..…………………………

Name of the Student………………………………………………...

Name of the Agency………………………………………………...

Number of visits attended out of Fifteen…………………………

Total number of absent visits……………………………………..

| | | Marks obtained in 15 visits | | | | |
|---|---|---|---|---|---|---|
| Sr.No | Criterion/Heads | Marks to be given out of - Tick ()   Mark on appropriate column | | | | Marks obained out of 40 |
| | | 13 - 15 visits | 10 - 12 visits | 7 - 9 visits | Below 7 visits | |
| | | A | B | C | D | |
| 1 | Understanding the Agency | 10 | 09 | 08 | 06 | |
| 2 | Understanding the Client | 10 | 09 | 08 | 06 | |
| 3 | Understanding the Problem Solving Process | 10 | 09 | 08 | 06 | |
| 4 | Recording (Timely Submission & Compliance) | 10 | 09 | 08 | 06 | |
| | Total | 40 | 36 | 32 | 24 | |

(Please use only vertical cloumn i.e. either A or B or C or D as the case may be)

Marks obtained in words………………………………..…………………….

Grade: ………………………          Name & Signature of Examiner………………………………….

Date:     /    /20

# Performa for Assessment of Concurrent Fieldwork Practice IV
## P-IX
### Name of the College: DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS, AURANGABAD

Internal Assessment of Concurrent Fieldwork  (Phase Two)      Class - IInd year      Sem - IVth

| | | Period: From………………………….to…………..………………………… | | | | |
|---|---|---|---|---|---|---|

Name of the Student…………………………………………...

Name of the Agency…………………………………………...

Number of visits attended out of Fifteen…………………………

Total number of absent visits…………………………………….

<table>
<tr><td colspan="7" align="center">Marks obtained in 15 visits</td></tr>
<tr>
<td rowspan="2">Sr.No</td>
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<td>Below 7 visits</td>
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<td>2</td><td>Understanding the Client</td><td>10</td><td>09</td><td>08</td><td>06</td><td></td>
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<td>3</td><td>Understanding the Problem Solving Process</td><td>10</td><td>09</td><td>08</td><td>06</td><td></td>
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<tr>
<td>4</td><td>Recording (Timely Submission & Compliance)</td><td>10</td><td>09</td><td>08</td><td>06</td><td></td>
</tr>
<tr>
<td></td><td>Total</td><td>40</td><td>36</td><td>32</td><td>24</td><td></td>
</tr>
</table>

(Please use only vertical cloumn i.e. either A or B or C or D as the case may be)

Marks obtained in words……………………………..…………………….

Grade: ………………………         Name & Signature of Examiner………………………………….

Date:   /   /20

## Performa for Assessment of Performance in Individual and Group Conference

## P-X
**DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S
COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,**

Internal Assessment of Individual Conference

| Sr. No. | Name of the Students | Regularity & Punctuality 05 Marks | Participation in discussions 05 Marks | Total 10 Marks |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

Grade: …………………………

Name & Signature of Fieldwork Supervisor………………………………….

Date:      /     /20

**Performa for Assessment of Performance in Communication Skill Exercise**

## P-XI

**DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S**
**COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,**
**AURANGABAD**

Internal Assessment of Communication  Skill

Theme of Communication skill……………………………………………………………………

Mode of Presentation………………………………………………………………………………

| Sr.No. | Name of the Students | Understanding about the social situation<br><br>10 Marks | Understanding about the social work options<br><br>10 Marks | Presentation Skills<br><br>05 Marks | Total<br><br>25 Marks |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Grade: …………………………

Name & Signature of Concerned Supervisor………………………………….

Date:    /    /20

## Performa for Assessment of Performance in Rural Camp

**P-XII**
**DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S**
**COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,**
**AURANGABAD**

| Internal Assessment of Rural Camp | | | | | |
|---|---|---|---|---|---|
| Sr.No. | Name of the Students | Understanding the Rural Society 08 Marks | Understanding Social work intervention 07 Marks | Skills Acquired 10 Marks | Total 25 Marks |
| | | | | | |
| | | | | | |
| Grade: ………………………… Name & Signature of Rural Camp In charge ……………………………. Date:    /   /20 | | | | | |

**Performa for Assessment of Performance in Study Tour**
**P-XIII**
**DR.BABSAHEB AMBEDKAR MARATHWADA UNIVERSITY'S**
**COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,**
**AURANGABAD**

| Internal Assessment of Study Tour | | | | | |
|---|---|---|---|---|---|
| Sr. No. | Name of the Students | Understanding about the Project 10 Marks | Professional Development 08 Marks | Skills Acquired 07 Marks | Total 25 Marks |
| | | | | | |
| | | | | | |

Grade: …………………………

Name & Signature of Study Tour In charge ………………………………….

Date:    /    /20

# DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S

# COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS, AURANGABAD

MSW IInd / IVth Semester Year : 2015-2016

## Concurrent field attendance  sheets

## Month: ............................................

| Sr.No | Name of the Agency | Name of the Students | Dates of Visits | | | | | |
|-------|--------------------|----------------------|-----|---|---|---|---|---|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 7. | | | | | | | | |
| Signature | | | | | | | | |

# DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD

# Course Structure of  Master of Social Work Program

## SEM-I

### Core Courses (Compulsory Subjects)

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|---|---|---|---|---|---|
| 1 | 101   DSWP | Development of Social Work Profession | 03 | 80 | 20 |
| 2 | 102  WWI | Working with Individuals | 03 | 80 | 20 |
| 3 | 103 WWG | Working with Groups | 03 | 80 | 20 |
| 4 | 104   HDB | Human development and Behaviour | 03 | 80 | 20 |
| 5 | 105   BSS | Basic Social Sciences | 03 | 80 | 20 |

### Elective  Courses  (Any One)

| S.N. | Subject | Title | Credits | Marks in Theory | Marks in Internal |
|---|---|---|---|---|---|

| | Code | | | Exam | Exam |
|---|---|---|---|---|---|
| 6 | 106 FCW | Family and Child Welfare | 03 | 80 | 20 |
| 7 | 107 YD | Youth Development | 03 | 80 | 20 |
| 8 | 108 SWWA | Social Work with Aged | 03 | 80 | 20 |
| 9 | 109 CISW | Contemporary Ideologies and Social Work | 03 | 80 | 20 |
| **Social work Practicum (Compulsory )** | | | | | |
| 10 | 110 SWP-I | Social Work Practicum-I | 06 | - | 75 |
| 11 | 111 SWPVV-I | Social Work Practicum :Viva Examination-I | - | 25 ( External) | 25( Internal) |
| 12 | 112 LSA-I | Learning Supporting Activity-I (Case presentation/ Book review / Seminar) | 01 | - | 10 |

Total Credits  = 25                    Total Marks  =735

# Course Structure of Master of Social Work Programme

## SEM-II

## Core Courses (Compulsory Subjects)

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|--------------|-------|---------|----------------------|------------------------|
| 1 | 201   WWC | Working with Communities | 03 | 80 | 20 |
| 2 | 202   AWDS | Administration of Welfare and Developmental Services | 03 | 80 | 20 |
| 3 | 203  SWR | Social Work Research | 03 | 80 | 20 |

## Elective Courses (Any TWO)

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|--------------|-------|---------|----------------------|------------------------|
| 4 | 204   PDCSWI | Problems of Differently Challenged& | 03 | 80 | 20 |

| S.N | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|-----|--------------|-------|---------|----------------------|------------------------|
| | | Social Work Intervention | | | |
| 5 | 205  WD | Women and Development | 03 | 80 | 20 |
| 6 | 206  WDWS | Welfare and Development of Weaker Sections | 03 | 80 | 20 |
| 7 | 207   CCA | Crime and Correctional Administration | 03 | 80 | 20 |
| 8 | 208 CSWP | Communication for Social Work Practice | 06 | 80 | 20 |

## Social Work Practicum (compulsory )

| S.N | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|-----|--------------|-------|---------|----------------------|------------------------|
| 9 | 209  SWP-II | Social Work Practicum-II | 07 | - | 100 |
| 10 | 210 SWPVV-II | Social Work Practicum: Viva –voce Examination-II | - | 25 ( External) | 25( Internal) |

| 11 | 211 LSA-II | Learning Supporting Activity-II<br><br>(Base Line Survey / PRA / Practical Assignment) | 01 | - | 20 |
|----|-----------|------|----|----|----|

Total Credits = 23          Total Marks =670

**Performa for Assessment of Learning Supportive Activity (LSA) :**

**DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S**
**COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,**
**AURANGABAD**

MSW Ist / IIIrd Semester                    AcademicYear : 2015-2016

**Name of the activity**--------------------------------------------------------------------------------------------------------------

| Sr. No. | Name of the Students | Date of presentation | Content 05 Marks | presentation 05 Marks | Total 10 Marks |
|---------|---------------------|---------------------|------------------|----------------------|----------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |

**Name & Signature of Fieldwork Supervisor…………………………………**

**Date:    /    /2016**

# Performa for Assessment of Performance in Individual and Group Conference P-X

## DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY'S

## COLLEGE OF SOCIAL WORK, UNIVERSITY CAMPUS,

## AURANGABAD

MSW Ist / IIIrd Semester                    AcademicYear : 2015-2016

**Internal Assessment of Individual Conference**

| Sr. No. | Name of the Students | Regularity & Punctuality 05 Marks | Participation in discussions 05 Marks | Total 10 Marks |
|---------|----------------------|-----------------------------------|---------------------------------------|----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

**Name & Signature of Fieldwork Supervisor……………………………….**

**Date:     /     /2016**

# SEM-III

## Core Courses

## (Compulsory Subjects)

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|--------------|-------|---------|----------------------|------------------------|
| 1 | 301    ISWP | Integrated Social Work Practice | 03 | 80 | 20 |
| 2 | 302    CTP | Counselling : Theory & Practice | 03 | 80 | 20 |
| 3 | 303  LSW | Law and Social Work | 03 | 80 | 20 |

## Elective  Courses  (Any Two)

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|--------------|-------|---------|----------------------|------------------------|
| 4 | 304  SWPH | Social Work Practice in the Field of Health | 03 | 80 | 20 |
| 5 | 305  SWMPH | Social Work Practice in the Field of Mental Health | 03 | 80 | 20 |
| 6 | 306  PE | Population & Environment | 03 | 80 | 20 |
| 7 | 307    HRM | Human Resource Management | 03 | 80 | 20 |
| 8 | 308 DM | Disaster Management | 03 | 80 | 20 |
| 9 | 309PPG | Personal & Professional Growth | 03 | 80 | 20 |

## Sem-III

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|-------------|-------|---------|---------------------|------------------------|
| 10 | 310 SWP-III | Social Work Practicum-III | 06 | - | 75 |
| 11 | 311 SWPVV-III | Social Work Practicum: Viva Voce Examination-III | - | 25 ( External) | 25( Internal) |
| 12 | 312 RP-I | Research Project-I Up to Completion of Data Collection (Internal Assessment) | 03 | - | 50 |
| 13 | 313 LSA-III | Learning Supportive Activity-III | 02 | - | 30 |

Total Credits = 26          Total Marks=705

# SEM-IV

## Core Courses

## (Compulsory Subjects)

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|------|------|------|------|------|
| 1 | 401    SPSW | Social Policy & Social Development | 03 | 80 | 20 |
| 2 | 402    SWPTD | Social Work Personnel: Training & Development | 03 | 80 | 20 |

## Elective  Courses  (Any Two)

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|------|------|------|------|------|
| 3 | 403 RCD | Rural Community Development | 03 | 80 | 20 |
| 4 | 404 USUG | Urban Society& Urban Governance | 03 | 80 | 20 |
| 5 | 405 SWI | Social Work in Industry | 03 | 80 | 20 |
| 6 | 406 TASW | Tribal Anthropology & Social Work | 03 | 80 | 20 |
| 7 | 407SWSG | Social Work with Special Groups | 03 | 80 | 20 |
| 8 | 408 PED | Political Economy& | 03 | 80 | 20 |

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|--------------|-------|---------|----------------------|------------------------|
| | | Development | | | |

## SEM-IV

| S.N. | Subject Code | Title | Credits | Marks in Theory Exam | Marks in Internal Exam |
|------|--------------|-------|---------|----------------------|------------------------|
| 09 | 409 SWP-IV | Social Work Practicum-IV | 07 | - | 75 |
| 10 | 410 SWPVV-III | Social Work Practicum: Viva –Voce Examination-IV | - | 25 ( External) | 25( Internal) |
| 11 | 411 RP-II | Research Project-II ( Data Processing &Report Writing) | 04 | - | 50 |
| 12 | 412 RPVV | Research Project Viva –Voce (Average marks by External & Internal) | - | 50 | - |
| 13 | 413 LSA-IV | Learning Supportive Activity-IV | 01 | - | 20 |
| 14 | 414 BP(VT) | Block Placement(Vocational Training) | 06 | - | - |

Total Credits  = 30          Total Marks=590

# Total Marks  =   735  +670    + 705 +  590=2700

**Semester III**

Course Title       :       **Integrated Social Work Practice**

Course Code      :       **301 ISWP (Core Course)**

Level        :       **PG- II, Semester III**

**Learning Objectives :**
   a) To
      understand  the perspectives underlying the practice of social work at        various levels.
   b) To
      develop ability to connect interventions to the theoretical perspectives of  practice.

   c) To study the challenges emerging from local & global influence on practice.
   d) To study the need of integration in social work practice.

**UNIT I -  Systems and Social Work :**
* Concept of Social System.
* Characteristics of social Systems.
* Units of social work intervention : Individual, Family, Groups, Communities and Organizations.

**UNIT II -  Integrated Social Work :**
* Concept of Integrated Social Work practice.
* Significance of Integrated Social Work approach.
* Evolution of Integrated practice :
* Historical     evolution     from     Charity     to     integrated     practice; the remedial, developmental and radical paradigms.

**UNIT III - Approaches To Integration :**
* The systems Approach.

- Environmental and Holistic Approach.
- Understanding of life sustaining elements and their inter relationships.

  .

- The Ecological model of integrated practice : Person in environment ; the micro, meso and macro levels of intervention.
- System change and System maintenance as goals of integrated practice.
- Critique of the integrated approach to social work.

### UNIT IV - Action for and Action In :

- Action for : The client system, the problem, process and phases.
- Action in :
  **Initial Phase**- Initiating contact, collecting data, assessment, negotiation of contract.
  **Middle Phase**-Intervention &Problem solving,
  **Final Phase** -termination and evaluation and follow-up for integrated practices.

### UNIT V - Integrated Social Work Roles :

- Role –theories- theoretical insights.
- Role tasks, skills and techniques, outcome.

### UNIT VI  -  Social Work profession and Practice :

- Social Work professional as a single change actor in the team.
- Place of Integrated Social Work in Social Work
- Philosophy of Social Work
- Changing Role of Social Work profession in the context of neo- liberalism
- Issues emerging from ' Corporatization ' and 'New managerial ' techniques  in Social Work; evidence- based practice

### Learning Outcomes :

- The learner will be able to develop the holistic understanding of social work practice as a unitary process.
- The learner will develop an ability for application of different approaches of social work practice.

- The learner will understand enacting of different roles to be used for initiating change process.

**REFERENCES**

1. Barborka, G.A (1972)      The Devine Plane, Adyar ,Chennai, India, The Therosophical Publishing House.
2. Barlett Harriett, (1970)      The common base of social work practice., National Association of social workers.
3. Connaway Ronda, S (1988)      Social work Practice , New Jersey: Prentice Hall.
4. Goldsterin, Howard (1973)      Social Work Practice: A Unitary Approach, Columbia University.
5. Johnson Louise C (1983)      A Generalist Approach (3rd) Eds. Boston.
6. Lippit, R.J Watson (1958)      The dynamics of planned changes, New York.
7. Parsons Ruth, J Jorgensen (1984)      The Integrated social work practice, California.
8. Pincus, Allen and anne minaham (1973)      Social work practice: Model And Method, Illnois.
9. Specht. Harry and Anne Vickery (1977)      Integration Social Methods, London: George Allen and Unwin.
10. Swamy Chinmayananda (2000)      Atema Bodha –A Contemporary of Swamy Chinmayananda Mumbai Central Chinmaya Mission Trust.
11. Uberroi N.K (1995)      Professional Competency in Higher education, Centre for Professional Development in Higher education

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**Semester- III**

Course Title     :     **COUNSELLING THEORY AND PRACTICE**
Course Code    :     **302 CTP (Core course)**
Level             :     **PG II,**                    **Semester : III**

**Learning Objectives :**
a) To develop an understanding of counselling process.
b) To acquire knowledge of various approaches to counselling.
c) To understand counselling   techniques and areas  of counselling .
**Learning Outcomes :**
a. The learner will be able to understand the process of counselling .
b. The learner will understand the application of counselling techniques.
c. The learner will understand the major areas of counselling.

### UNIT I - Concept and Goals :
- Concept , meaning and scope of counselling.
- Counselling and related terms : Guidance , Psychotherapy and Case Work.
- Counselling Situations: Developmental, Preventive, Facilitative & Crises.
- Goals of Counselling : Short term , Long term.
- Types of Counselling

### UNIT II - Client :
- Client as a  Person.
- Client system as a unit : Voluntary and non-voluntary.
- Expectations and Behaviour.
- Communication: Verbal and non-verbal.

### UNIT III - Counselling Process :
- Various phases : Attending , Exploration, Understanding, Problem Analysis , Action , Termination.
- Egan's SOLER formula for counselling process.
- Factors influencing counselling.

### UNIT IV - Therapeutic Intervention :

- Client -centred therapy.
- Transactional analysis.
- Rational Emotive and Behaviour Therapy.
- Psychotherapy : individual, couple, family, group.

**UNIT V - Techniques :**
- Initiating contacts , Establishing structure, Intake, Rapport building, Interaction , Attending behaviour , Observation, Responding,  Rating and its interpretation.
- Essential qualities of a Counsellor.
- Ethical Issues in Counselling.

### UNIT VI - Areas of Application :
- Counselling in the Field of Education.
- Counselling in the Field of Health.
- Career Counselling.
- Pre-Marital Counselling.
- Marital Counselling.
- Medical Counselling.
- Child Counselling

## RECOMMENDED READINGS

1. Association of Psychological Education Counsellors of (APECA), (1982)
Counselling in Asia : Perspectives and And Practice, Fourth Biennial conference Asia workshop, Philippines.

2. Bessell, R. (1971)
Interviewing and Counselling, London : B. T. Botsford.

3. Brown, D. & Srebalu D. J. (1988)
In Introduction to Counselling Profession, Benlewood Cliff : Prentice Hall

4. Butler, C. And Joyce, V. (1998)
Counselling Couples in Relationships, An Introduction to the Related Approach, New York : John Wiley and Sons

5. Carkhuff, R. R. And Bereason
Beyond Counselling and Therapy, (1977) London : Reinhart and Winston.

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The art of helping, Better yourself

And Cannon. (1978)  Books, Bombay. Carkhuff institute of Human Technology.

7. Currie. Fr. C, (1976)  Barefroot, Counsellor – A Primer in building relationships, Bangalore : Asian Trading Corporation.

8. Dave, Indu. (1983)  The Basic Essentials of Counselling, New Delhi, sterling publishers private limited.

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

10. Fuster, J. M.  Helping in Personal Growth – a new approach to counselling, Bombay : Society of St. Paul.

11. Harms, E. And Schreiber, P. (1963)  Handbook of Counselling Techniques, Oxford: Pergamon Press.

12. Kennedy, E. (1977)  On Becoming and Counsellor – A basic guide for non professional counsellors, Delhi : Gill and Macmillan.

13. Krumboitz, J.D. and Thoresen, C.E. (1942)  Counselling and Psychotherapy, New York : Houghton Mifflin, Co.

14. Nelson, Jones, R. (1982)  The Theory and Practice of Counselling Psychology, London : Cassell Education Ltd.

15. Noonan, E. And Spring. L, (eds.) (1992)  The Making of a Counselling, London, Routledqe.

16. Ontario Secondary Education Commission (1972)  Counselling Services – A resource booklet, The Ontario Secondary School Teachers' Federation.

17. Peitrofesa, J.J. et. Al. (1984)  Counselling an Introduction, Chicage: Rand Mcnally College of Commerce.

18. Pepinsky, H.B. and Pepinsky, P.N. (1954)  Counselling Theory and Practice, New York : Ronald Press.

19. Ragg, N. M. (1977)  People not cases : a philosophical approach to social work, London : Routledge and Kegan  Paul.

20. Counselling in Action – Series.     London, Sage Publication
(for different approaches.)

## Semester- III

**Course Title**      :      LAW AND SOCIAL WORK
**Course Code**      :      **303 LSW (Core course)**
**Level**      :      **PG-II,**            **Semester : III**

**Learning Objectives :**
**Learning Objectives :**

a) To understand the basic concepts related to social justice, social legislation, fundamental rights and human rights etc.
b) To understand social legislation related to children, women and marginalized group.
c) To understand relevance of law and legal system in social work practice.

## UNIT I – Social Legislation :
- Concept and objectives of social legislation.
- Need of social legislation.
- Law and social change
- Role of social worker in promotion of social legislation.

## UNIT II – Human Rights :
- Concept of Human Rights.
- The Universal Declaration of Human Rights, 1948.
- The protection of Human Rights Act, 1994.
- Fundamental Rights
- Classification of Human rights.

## UNIT III – Laws related to children :
- Juvenile Justice Act, 2000.
- Right to Education Act, 2009.
- The Child Marriage Restraint Act, 1976.
- Protection of children from sexual offences Act, 2012.
- Child Labour Act 1986

## UNIT IV – Laws related to women :
- Protection of Women against Domestic Violence Act, 2005.
- Protection of Women from Sexual Harassment at Workplace Act, 2013.
- Prohibition of Dowry Act, 1961.
- Pre-conception and Pre-natal Diagnostic Techniques Act, 1994.
- Medical Termination of Pregnancy, 1971.

## UNIT V – Other Legislation :
- Maintenance and Welfare of Parents and Senior Citizen Act, 2007.
- Mahatma Gandhi National Rural Employment Guarantee Act, 2005.

- Prevention of Human Trafficking Act 1956

## UNIT VI – Constitution and Functions of National Commissions :
- National commission for scheduled caste and schedule tribes.
- National commission for minority communities and other backward classes.
- National commission for women and children.

## Learning Outcomes :
a) The learner will  be able to understand the Indian constitution and social legislation.
b) The learner will be able to gain detail knowledge of social legislation.
c) The learner will develop required insight of legal system.

## RECOMMENDED READINGS

1. Deasai A.E., (1986)     Voilence of Democratic rights in India, Vol-I.
2. Donnolly, J. (1973)     The Concept of Human Right, Landon, Bodely Head.
3.  Govt. Of India's (Women related law) website : www.wcd.nic.in.
4. Jadhav P. B., (2010)     Dalit and Human rights Emerging Scenario, Vital publication, Jaipur.
5. Juvenile Justice Act     Eastern Bool Company, Delhi.
6. Mishra P.K., (2012)     Human Rights, Ritu Publication, Jaipur.
7. National Human Right Commission, Annual Report, New Delhi.
8. Newman, G. (1999)     Global report on crime and justice, Newyork, Oxford University Press.
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11. Rahaman M.     Human Rights in India, Problems andProspects, (1995) Deep and Deep Publication, New Delhi.
12. Sarode Aseem     Family Violence and Law, Manovikas Publication, Narayan Peth, Pune.
13. Sethana M.J.     Society and the crime, Kitab Mahal, Bombay.
14. Shirin Kudchedkar Others (1998)     Violence Against Women, Pencraft International, and Delhi

15. Tak T.M. (2002)        Child Labour in India, Institute of Social
Development, Udaipur, India.
16. The Indian Constitution (2012), Published by Govt. Of India.
17. The rights of Children to Free and Compulsory Education Act, 2009, Chaudhari
Law Publication, Pune.

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**Semester III**

**Course Title** : **Social Work Practice in the Field of Health**
**Course Code** : **304 SWPH (Elective Course)**
**Level** : **PG- II,**             **Semester- III**

**Learning Objectives :**
a) To develop an understanding about concept and dimensions of health.
b) To understand the issues related to prevention, clinical features and treatment of major communicable and non-communicable diseases.
c) To understand the intervention of and practice of social work professionals in health set up.
d) To understand the tenets of National Health Policy of India and modernization of community based health care services.
e) To acquire the knowledge about health care services at different levels.

**UNIT I -  Concept of Health**

- Meaning and Definitions of Health, Concept of Positive Health, Determinants of health.
- Physical, Social, Mental, Cultural and Spiritual dimensions of health, Inter-dependence of all Dimensions of Health.
- Health as a determinant of development, Indicators of health; Health as a Fundamental Right.
- Health situations of India
- New Philosophy of health

## UNIT II - Concept of Prevention :
- Levels of prevention.
- Hygiene, preventive medicine, social medicine, community medicine.
- Health Care of the Community; Concept, Levels and its principles.

### UNIT III - Health Services in Community :

- Concept of Public & Community Health.
- Mother and Child Health Services and Immunization Programs in India.
- Methods of family planning, Social, Cultural & Religious factors influencing acceptance of family planning.
- School Health Programmes: Need & Organization of Health Programmes in School.
- National & International Health Organizations and their contribution.
  WHO, UNICEF, USAID , NACO, Indian Red Cross Society.
- Corporate Sector Responsibility in Health.
- Impact of globalization on Health Sector and Health Services.

### UNIT IV - Types of Diseases :

- Communicable and Non-communicable Diseases, life style diseases, Nutrition Deficiency Diseases & Preventive Measures.
- Tuberculosis, , Sexually Transmitted Diseases (STDs), HIV/AIDS, HIV counselling and ART counselling.
- Cancer, Hypertension, Occupational Diseases, Sickle- Cell Anaemia Disease.
- Women's & Geriatric health problems, Accidents and Primary Aid.
- Social Consequences of Diseases and social work intervention in prevention and treatment.

### UNIT V - Social Work  Intervention in Health Set up :

- Concept and Scope.
- Historical background of Medical Social Work in India and Abroad.
- Team work and Multidisciplinary approach in health care.
- Role of Social Worker in : understanding the patient as a person and his family, illness behaviour, Impact of illness and treatment behaviour of the patient,
  Rehabilitation of patient.
- Health education and its importance in Health Sector. Role of social worker in Health Education.
- Communication in Health Education.

### UNIT VI - Health Policies & Programmes :

- National Health Policy. 1983.
- The People's Charter on Health, Health vision 2020.

- Health Programs in India; NRHM, NUHM, Janani Shishu Suraksha Karyakram and achievement.
- New Health related Programmes launched by Govt.; Total Sanitation Program, Clean village and City campaign.

**Learning Outcomes :**
   a) The learner will understand about different dimensions of health.
   b) The learner will gain an insight of prevention of communicable and non-communicable diseases.
   c) The learner will be able to explore the significance of social work practice in the field of health.

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1. Smith O.C.                          Community Health.
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3. Singh, Surendra and Misra P.D.      Health and Diseases : Dynamics and Dimensions.
4. Mahajan, B.K.                       The Text Book of Social & Preventive Medicine.
5. Singh, Surendra and P. D. Misra     Health and Diseases: Dynamics and Dimensions.
6. Preventive and Social Medicine      Park & Park.
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10. Clark, D. W.                       Preventive and Community Medicine,
11. Banerjee, G. R.                    Social Service Department : Its organization and Funtions (TISS, Bombay)
12. Pathak, S. H. (1961)               Medical social Work in India, Delhi :

School of Social Work

13. Sathe, R. V. (1897 Ed.)          You and Your Health, India :
D. Bhave Book Trust

14. Werner David (1994 Ed.)     Where there is no doctor, New Delhi :
VHAI (Voluntary of Health Association
of India)

15. Wikocks C. (1967)          Manson's Tropical Deseases Bailliere,
Tindall : Cassell Ltd

16. Dora, Gold Stien (1954)     Expanding Horisons in Medical Social Work,
Chicago : The University of Chicago Press

17. Dora, Goldstain (1954)          Readings in Theory and Practice in Medical
Social Work, Chicago : The University of
Chicago Press

18. Park, J. E & Park, K.(1997)     Preventive and Social Medicine, Jabalpur :
Banaridas Bhanot

19. Javeri D. R. (1996)          Social Work in Hospital Set up,
KEM Hospital, Mumbai

20.P.M.Shahapurkar          Evolution of Social Work Profession
Vidyabhartee, Latur.

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## Semester III

**Course Title    :    Social Work Practice in the Field of Mental Health**
**Course Code    :    305 SWPMH (Elective Course)**
**Level    :    PG- II, Semester- III**

### Learning Objectives :

a.  To understand the concepts; 'mental health' and 'mental illness'.
b.  To understand the signs and symptoms, diagnosis and treatment of mental illness.
c.  To understand the nature of psychiatric social work services and relevance of team work in rehabilitation of mentally ill persons.
d.  To develop an understanding about issues related to psychiatric social work in hospitals and community mental health settings.

### UNIT I - Mental Health and Mental Health Education :

*   Concept of Mental Health, its definitions ,dimensions, importance and determinants.
*   Life-Skill learning for promoting mental health.
*   Mental Health Education and its relevance.
*   Status of Mental Health in India.
*   Attributes of Mental Illness.

### UNIT II - Classification of Mental disorders :

*   General Classification : Psychosis, Neurosis & Psychosomatic Disorders.
*   Specific Classification   :    ICD-  10 &11 &   DSM – IV & V.

- Major psychological illnesses : Schizophrenia, Bipolar disorders, Schizotypal Delusional Disorder.
- Minor psychological Illnesses : Depression, Anxiety. Phobia, OCDs

### UNIT III - Other Mental disorders :

- Developmental disorders.
- Degenerative disorders : Alzheimer's, Dementia.
- Substance abuse , Drug abuse and Alcoholism as psychological illnesses
- Epilepsy.
    Disorders related to women- Empty Nest Syndrome ,hormonal imbalances, hysteria , Menstruational and Post delivery Depression , Menopause – symptoms, treatment, implications
### Stress Management :
- Concept of Stress, its types, factors responsible for it.
- Coping with stress and crisis; Use of internal and external resources in coping

### UNIT IV - Evolution of Psychiatric Social Work :
- Need of Psychiatric Social Work.
- Historical Development of Psychiatric Social Work : Major milestones.
- Changing perspectives of psychiatric social work; changing trends in mental health care.
- Etiology: Bio-Psycho-Social factors in psychological disorders.
- Mental illness as stigma and societal attitude about mental health problem.

### UNIT V - Social Work Intervention :
- Community Psychiatry : History, Principles,
- National Mental Health Act – 1987.
- National Mental Health Program of India and its features.
- Role of Psychiatric Social Worker as Family Educator for Mentally ill & Mental Challenged.
- Principles of Psychiatric interviewing, Case History taking and Mental Status Examination.
- Role of Psychiatric Social Worker in the treatment and rehabilitation of Mentally ill

**UNIT VI - Different Therapies :**

- Psychotherapy.
- Occupational Therapy.
- Family and Group Therapy.
- Electro Convulsive Therapy.
- Psychodrama, Crises Card, Weightage Grid etc.
- Indigenous Methods like Yoga, Vipsyana, Meditation.

**Learning Outcomes :**

a) The learner will understand the basic concepts : Mental health and Mental illness.
b) The learner will develop ability to analyse, interpret and intervene in the issues of mentally ill persons.
c) The learner will be able to equip himself / herself with thorough knowledge of different services and programmes meant for mentally ill persons.

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# Semester III

**Course Title** : **Population and Environment**
**Course Code** : **306 PE (Elective Course)**
**Level** : **PG- II,** **Semester- III**

**Learning Objectives :**
a) To understand characteristics and determinants of population growth.
b) To develop a critical perspective about population policy, plan and initiatives.
c) To understand inter-relatedness of human life, living organisms and environment.
d) To understand patterns of utilization and management of resources.

## UNIT I - **Characteristics of population :**

* Population, determinants of population growth, causes of overpopulation & global concerns.
* Distribution of Indian population by age, sex, literacy and occupation; Characteristics of Indian Population, Population policies of India.
* Population structure; Fertility and methods of its measurement; Mortality and its measurement, construction of Life Table; Birth and death ratio; World Action Plan.
* Need of population studies in India and measures for population control.

## UNIT II - Theories of Population :
* Malthusian and Neo-Malthusian theory.
* Optimum theory of population.
* Theory of Demographic transition.
* Biological and natural theories.
* Theory of population and economic growth.
* Theory of surplus population. **And**
* Theory of increasing prosperity.

## UNIT III - Family Planning :
* Concept of Family Planning and its importance.
* Objectives, scope, methods, implementation, mechanisms and new advancement.
* Concept and Scope of Population education, family life education.
* Sex- education, and family planning education.

- Impact of increasing population on development.

**UNIT IV - Environment** :

- Concept of Environment, Concept of ecosystem, Various ecosystems and their functioning.
- Population and Environment: Interrelatedness of human life, living organisms; - Environment and natural resources, impact of population growth on Environment
- Urbanization, policy on urbanization, unplanned urban growth.
- Environment management, maintaining, improving and enhancing.
- Current environmental issues.

**UNIT V - Natural Resources and Diversity** :
- Various Natural Resources, Types of pollution – Soil, water, air, noise, Factors responsible for pollution **,** preventive measures.
- Programmes for forest, land and water management.
  Management Aspects of Natural Resources : Water conservation, rain water harvesting, watershed management,
  - Role of Social Work,Role of Rural institutions & various other mechanisms in the protection of Natural resources.
  - Policy related to Natural Resources : Forest land policy, protected forest, reserved forest and wild life sanctuaries.

**UNIT VI - Laws Related to Environmental Issues and Movements:**
- Laws related to environmental protection – Forest conservation - Water pollution – Standards and tolerance levels
- An overview of International Environment Movements,
- Grass root environment Movement in India.
- International and Local Scenario- climate change, Global warming, acid rain, ozone layer depletion.

- Social Work Intervention : Role of Social Worker in Environmental Protection and Development. Application of Social Work methods and techniques in creating awareness on various Environmental Issues.

**Learning Outcomes :**

a) The learner will understand the determinants and causes of over population and measures to control it.
b) The learner will gain the knowledge about the theories of population.
c) Learner will develop an insight about the environmental issues and pollution control strategy.

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**Semester III**

Course Title     :     **Human Resource Management**
Course Code     :     **307 HRM (Elective Course)**
Level     :     **PG II,     Semester- III**

**Learning Objectives :**
a) To develop the understanding about the concept and functions of Human Resource Management.
b) To develop an insight about group dynamics in Human Resource Management planning.
c) To orient about new trends in Human Resource Management.

### UNIT I - Origin And Growth of Human Resource Management :
- Human as a Resource.
- Concept and Evolution of Human Resource Management.
- Scope, objectives and significance of Human Resource Management.
- Principles of Human Resource Management.
- Role of Human Resource Management in Organisational Development, Industry & Corporate Relations.

### UNIT II - Group Dynamics and  Human Resource Management Planning :
- Concept of Group Dynamics in organisational life.
- Types of Groups and Characteristics.
- Functioning and Relation to Human Behaviour.
- Role of Group Dynamics in effective  Human Resource Management Planning.

### UNIT III - Functions of Human Resource Management :
- Vision and mission along with objectives of Setting.
- Manpower planning, Recruitment, Job Descriptions, Job satisfactions, Job skill requirements and SWOT Analysis, Quality enhancement through training and development.
- Employee engagement & development of healthy atmosphere and relations through Work Culture and TEAM Work.
- Employee relations, retentions and grievance handling with stress management.
- Superannuation Schemes.

- Techniques of Quality management-Quality Circle, KAIZEN Technique.

### UNIT IV – Motivation and Career Planning :
- Employees needs, Motivation and its need in Job.
- Career Planning & Career Development.
- Training and Development: Meaning, Importance and Purpose, Types and Methods.
- Performance Appraisal: Meaning, Methods: Traditional and Modern, problems in Appraisal.
- ISO 9000,14000.
- Promotion and Transfer : Meaning, purpose and types.

### UNIT V - New Trends in Human Resource Management :
- Talent acquisition and retentions.
- Compensation and benefit management.
- Total Quality Management.
- Corporate Social Responsibility.

### UNIT VI - Case Studies on Best Human Resource Management Practises :
- Reputed Companies efforts for HRM e.g. WIPRO,VEDANTA Group, Aditya Birla Group, TATA Group, Godrej, INFOSYS, Kirloskar etc.

### Learning Outcomes :
a) The learner will be able to understand the importance of human resource management in organisational setup.
b) The learner will gain the knowledge about the functions of Human resource management.
c) The learner will be exposed / oriented to the new trends in human resource management.

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Course Title      :      **DISASTER MANAGEMENT**
**Course Code**    :      **308 – DM (Elective Course)**
**Level**      :      **PG. II,**                      **Semester III**

## Learning Objectives :

**a.** To understand concepts related to disaster management.
b. To acquire the knowledge about the types of disasters.
c. To develop an understanding about pre, actual and post disaster management.

## UNIT I - Concepts in Disaster Management :

- Disaster, Risks, Hazards, Vulnerability, and Disaster Cycle.
- The General effects of Disasters.
- Disaster Preparedness, Education and Awareness.
- Disaster and Development.

## UNIT II - Types of Disasters :

- **Natural** : Famine , Drought ,Floods, Storms, Cyclones, Earthquakes and Eviction.
- **Manmade** : Riots, biological warfare, industrial accidents, militancy, insurgency, Road –Air-Rail Accidents, Bomb-blast and Explosion.

## UNIT III - Issues and Impact :

- **Issues :** Policy issues, Politics of AID, Gender.
- **Impact :** Physical , Economical, Spatial and Psycho-social .
- International Decade for Natural Disaster Reductions and UN Resolutions.
- Disaster Management Act-2005.

## UNIT IV - Disaster Management :

- **Pre disaster** Prevention, preparation, education, preparedness, evacuation and rescue.

- **Actual Disaster** :Short term Plans: Aid and Administration , Stress and Trauma Management, Relief emergency supplies, early warning systems, Recovery and Restoration.
- Disaster Financing.


**UNIT V - Post Disaster Management :**
- **Relief :** Damage and Need assessments, Addressing specific needs of vulnerable groups, Therapeutic and Action Oriented Approaches for Intervention.
- **Rehabilitation and Recovery** : Planning , Displacement and Resettlement.
- Community Participation and Capacity Building for facing Disasters.
- Disaster and Basic Services , Health , Hygiene.

**UNIT VI - Intervening Parties :**
- Government Organisations.
- Voluntary  Organisations.
- Local Groups.
- Community Participation.
- Volunteers and Social Workers.
- Social Work Response to disaster management. Specific role of professional .

**Learning Outcomes :**
a. The learner will be able to understand the concept of disaster and related terms.
b. The learner will gain information about natural and manmade disasters.
c. The learner will develop an insight about the action to be taken to prevent and to rehabilitate the victims of disasters.

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## Semester III

**Course Title** : **Personal and Professional Growth**

**Course Code** : **309 PPG (Elective Course)**

**Level        :        PG II,                Semester III**

**Learning Objectives :**

**d.** To understand 'self' as a being, as one in the process of becoming and experience self awareness.

**e.** To examine own values and attitude and explore choices made to express self in own environment.

**f.** To understand and uphold professional values and ethics.

**UNIT I – Self and Self Awareness :**

- Understanding about 'self', own strengths and weaknesses,   Awareness about own needs, humanitarian principles, innate dignity as a human being.
- Understanding 'self' through a cognitive construct – Rational Emotive Therapy, Gestalt Approach, Transactional Analysis, Reality Therapy, Yoga Therapy, Meditation Techniques.
- Explore self as a being and understand the process of becoming through observation, refrection and practice.

**UNIT II – Emotions and their Expressions :**

- Emotions, Nature of Expressions
- Choices made to express emotions,modes used.
- Understand own pattern of communication
- Examine need for change in patterns of communication.

**UNIT III  Creativity and Self**

- Understanding brain functions creativity, need and development

**UNIT IV – Life Style :**

- Conscious life style : Factors influencing on developing life style.
- Enhanced life skills : Communication, skills of rapid reading, writing, creative writing, report writing and public speaking, decision making, use of time and money.
- Building and sustaining bonds : relational, colleagical and personal.
- Self defeating behaviour : nature and impact, choices for change.

**UNIT V – Stress, burn out – self help methods :**

- Stress, nature and impact of stress, its expression and burn out.
- Explore and experience methods to work out stress for greater harmony and joy.

**UNIT VI – Values, Attitudes and Professional Ethics :**
- Values and attitudes, their role in life, Value conflict and its impact, Value clarification.
- Study of professional ethics.
- Enhance conscious behaviour and application of continued awareness in day to day functioning and professional practice.

**Learning Outcomes :**
   a) The learner will be able to understand the self and self awareness.
   b) The learner will understand enhanced life skills and professional ethics.
   c) The learner will be able to practise self help method for integration and for stress reduction.

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**Course Title** : **Social Policy and Social Development**

**Course Code** : **401 SPSD (Core Course)**

**Level** : **PG II,** **Semester -IV**

**Learning Objectives:**
e) To develop an understanding about inter-relationships between social policy, planning and development.
f) To understand various approaches to social policy.
g) To develop appreciation of the relevance of social policy and planning to social work practice.

## UNIT I - Social Policy :
- Concept, aims and objectives.
- Relationship between Social policy, planning and social development.

## UNIT II - Sources of Policy :
- Indian Constitution – fundamental rights and directive principles of state policy.
- Evolution of social policy in India – a historical perspective.
- Planning as an instrument and source of policy.
- Role of ideology.

## UNIT III - Approaches To Social Policy :
- Approaches and tools; Political Economy, Gender Analysis/ Gender Budgeting, Diversity and uniformity, Thematic Vs. Analytical approaches, Human rights approach.
- Different models of social policy and their applicability to the Indian situation.

## UNIT IV – Policy Formulation Process:

- Process of social policy formulation.
- Role of various factors in policy formulation.

- Policy and the four traditions of planning thought – Policy analysis, social learning, social reform and social mobilization.
- Relevance of social policy and planning to social work practiced.

## UNIT V – Planning in India:

- Historical perspective, constitutional position of planning in India.
- Federal political system and the planning process.
- The legal status of the planning commission. Role of centre and state in planning.
- Implementation of social planning at various levels.
- Monitoring & evolution of planning.

## UNIT VI - Social Policy in India - Areas:

- Different sect oral policies and their implementation
- Policies concerning education, Health, Housing, Environment and ecology, population and family welfare.
- Social Security, Food Security, Employment and Labour.
- Social Welfare policy. Policy related to Children, Women, Elderly, Persons with Disabilities.
- Policy for poverty alleviation.

## UNIT VII - Social **Policy and Social Development:**

- Concept of social development, current debates of development.
- Sustainable development, concept, strategies and critical issues.
- Silent features of social development.
- The historical and social context of development in India.

## Learning Outcomes:

- The learner will be able to understand the role of social policy in social Development.
- The learner will understand the features of Indian policies for major issues.
- The learner will develop an understanding about place of social work in planning and policy.

## RECOMMENDED READINGS

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## Semester IV

**Course Title   :   Social Work Personnel : Training and Development**

**Course Code   :   402   SWP:TD  (Elective Course)**

**Level : PG II, Semester IV**

**Learning Objectives :**

a) To understand the structure of social work education in India and its ideological framework.

b) To develop skills through training.

c) To develop an attitude to equip 'self' as facilitator / trainer.

**Unit I – Training for Personnel :**

- Need for training personnel for social work.

- Structure of social work training at different levels.

- Social work curriculum in relation to changing social reality.

- Educational goals of social work training.

**Unit II – Learning and Principles :**

- Concepts; learning, adult learning, Principles of adult learning.

- Practice learning, Instructional process in practice learning.

- Role of instructor learner relationship in professional learning.

**Unit III – Motivation in Learning :**

- Nature of learner

- Motivation and training needs of learner at UG and PG level.

- Role of supervision in social work training.

**Unit IV - Training Programme Design :**

- Designing, implementing and evaluting training programme for social work personnel.

- Methods of instructions in social work training: Lecture, discussion,

conference, workshop, presentation, seminar and simulation games.

- Use of modern technology : methods and tools.

## Unit V – Staff Development :
- In service short term and long term / continuous.
- Enhancing training
- Facilitation for skill development.

## Unit VI – Professional Development :
- Concept of self and professional self.
- Process of development of professional self.
- Essential skills and techniques for professional roles.

## Learning Outcomes :
a) The learner will be able to understand the need for training personnel.
b) The learner will understand the features of teaching methods in social work education.
c) The learner will develop an insight for professional development.

## Recommended Readings

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**Semester IV**

**Course Title** : **Rural Community Development**

**Course Code** : **403 RCD (Elective Course)**

**Level** : **PG II, Semester IV**

**Learning Objectives :**

d) To understand different characteristics of rural community.

e) To understanding rural economy and problems in context of Globalization.

f) To understand issues in rural development.

g) To know various programs, schemes & initiatives for rural development.

**Unit I - Rural Community :**

- Socio, economic and political characteristics of Indian rural community.
- Structure and functions of rural community.
- Power structure and role of rural ethics in Indian context.
- Analyzing community.
- Reconstruction of community.

**Unit II - Rural Community Development :**

- Meaning, concepts and objectives of rural community development.
- Historical background of community development.
- Relationship of rural development with agriculture, industries and education.

**Unit III - Issues in Rural Development :**

- Politics in Panchayat Raj.
- Employment generation in rural development.
- Migration.
- Environmental issues.
- Indebtedness.

- Health.
- Drought Prone Situation.

## Unit IV - Approaches to rural development :

- Gandhian Model of Rural Development.
- Phule and Ambedkar Ideologies for Agricultural Development.
- Agro based industries for rural Development.

## Unit V - Statutory Provision's :

- The constitution 73$^{rd}$ amendment.
- Panchayat Raj Act 1993.
- Mahatma Gandhi National Rural Guarantee Act 2006.
- The constitutional 110$^{th}$ Amendment.

## Unit VI - Rural Development Institution :

- Structure and function's of three tyre system.
- Role of Cooperative institutions in rural development.
- Impact of micro policies on rural development.
- Voluntary organization in rural development perspectives.

## Unit VII - Programmes for rural development :

- Integrated rural development programme.
- National Policy for water.
- Promotion of rain water harvesting.
- Jalyukta Shivar Yojana.
- Poverty elevation programme.

## Learning Outcomes :

a) Learner will be able to understand the structure of rural community.

b) Learner will understand various issues in rural development.

c) Learner will acquire knowledge about Panchayat Raj System for rural development.

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8. Gyanmundra (2007)     Farmer Suicide in India, Dynamic & Strategies of Prevention, New Delhi, Deep & Deep Publications, Pvt. Ltd.

9. Pathak, R. S. (1991)     Farmers participation in Irrigation Water Management, New Delhi, GOI Min of water resources, command area development Division.

10. Verma S. B.,     Rural Based Development Strategies,
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**Course Title** **:** **Urban Society & Urban Governance**

**Course Code** **:** **404 USUG (Elective Course)**

**Level** **:** **PG -II,** **Semester- IV**

**Learning Objectives :**

f) To understand different characteristics of urban community.

g) To orient about various urban problems in present context.

h) To gain information about various urban community development policies and Programmes.

**Unit I - Urban Society :**

- Meaning, objective and characteristics of urban society.

- Growth of urban society in India.

- Problems of urban society : slums and gunthewari, commercial sex

workers, crime, alcoholism, urban unemployment, pollution.

**Unit II - Urbanism and Urban Ecology :**

- Urbanism – meaning, characteristics, way of life.

- Urban Ecology – Meaning and definition, Geographic condition,

transport and communication, trade and industry.

- Concept of over urbanization – urbanization as a way of life.

**Unit III - Urban Governance :**

- Concept, Meaning and significance.

- History of local self government in India.

- Forms of local self government – Municipal council, municipality and municipal corporation.

- Concept of town planning.

**Unit – IV Policies and Programmes :**

- Urban growth and planning, concept of regional planning.

- Policies related to urban slums.

- Urban housing and development schemes –

HUDCO, CIDCO, JNNURM etc.

- Policies related to urban development.

- Urban development schemes.

## Unit V - Statutory provisions :

- 74th constitutional Amendment Act 1992.

- Bombay Municipal corporation Act

## Unit VI - Role of State and NGO's in Urban Development :

- State control over urban local bodies.

- NGO's working in urban development.

- Contribution of corporate sector in urban development – infrastructure and service sector.

## Learning Outcomes :

a) The learner will be able to understand the urban way of life and problems of urban life.

b) The learner will gain the knowledge about urban governance.

c) The learner will be explored to urban development policies and programmes.

## RECOMMENDED READINGS

1. Sudha Mohan (2005)  Urban development new localism – Rawat Publication Jaipur.

2. D. Wasudevarao  Urban development problems – Lancers Books, New Delhi 1990.

3. Das G.  Urban Sociology, King Book Publication Delhi.

4. Dubey M. K.,  Rural and Urban Development in India, Commonwelth Publication Delhi.

5.  Yadav C. S.            Urban Planning and Policies, Concept Publication, New Delhi.

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10. K. C. Shivramkrishna    Urbanization in India.

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**Semester IV**

**Course Title**    :    **Social Work in Industry**

**Course Code**    :    **405 SWI (Elective Course)**

**Level**    :    **PG- II,**          **Semester- IV**

**Learning Objectives :**

a)  To understand  the nature and importance of welfare measures for industrial workers.

b)  To gain the knowledge about the problems associated with the administration and management of welfare measures in industrial set up.

c)  To understand the role of social work intervention in industry.

**Unit I -  Industrial Growth :**

• Industrial evolution in India.

- Indian economy : industrial growth, service sector, Gross Development Product (GDP), employment ratio.

**Unit II -  Labour Welfare :**

- Organised labour, Contract labour.

- Concept, nature and definitions of labour welfare.

- Objectives of labour welfare.

- Need and scope of labour welfare.

- Changing concepts of labour welfare and management.

**Unit III – Labour Welfare in India :**

- Historical development of labour welfare in India.

- National policy on labour welfare.

- Agencies of labour welfare.

- Welfare by Central Government.

- Welfare by State Government.

- Welfare by the employers.

**Unit IV – Welfare Measures :**

- Labour welfare legislations : Concept and programmes like : canteen, Creche, safety and accident prevention.

- Different methods and philosophies of social security.

- Co-operatives, housing, health care, family counselling.

**Unit V – Financing Welfare Measures :**

- Budget and finance of welfare measures.

- Personnel for welfare.

- Role of labour welfare officer.

- Role of trade unions in welfare.

- Welfare programme management in Industry.

**Unit VI – Labour Welfare Board :**

- Maharashtra Labour welfare board : structure, activities and contribution to wellbeing of worker's community.
- Problems and practices of welfare in industrial settings.
- Scope of corporate social responsibility.

**Learning Outcomes :**

a) The learner will be able to understand the concept, need and scope of labour welfare.

b) The learner will understand the various welfare measures in industry.

c) The learner will understand the role of social work intervention in industry.

## RECOMMENDED READINGS

1. Giri, V. V., (1972)    Labour Problems in Indian Industry, Bombay : Asia Publishing House.

2. Hallen, G. C., (1967)    Dynamics of Social Security, Meerut, Rastogi Publications.

3. Hemming, R. (1984)    Poverty and Incentives : The Economics of Social Security, London, Oxford University.

4. Jois, P.V. (1981)    Labour Welfare : New Outlook of Industry and Labour in Modern Society, Bombay : Somaiya Publications Limited.

5. Moorthy, M. V. (1982)    Principles of Labour Welfare, (2nd Ed.) New Delhi: Oxford and IBH Publishing Company.

6. Punekar, S. D. Others (1980)    Labour Welfare, Trade Unionism and Industrial and Relations, Bombay : Himalaya Publishing House.

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8. Saxena, R. C. (1958)    Labour Problems and social Welfare, Meerut, Jai Prakash Nath and Company.

9. Srivastava, P. C. (1964)    Social Security in India, Allahabad : Lokbharati Publications.

10. Thomas, B. (1949)    Welfare in Industry, London, The Caxton Publishing Company Limited.

11. Vaid, K. N. (1970)    Labour Welfare in India, New Delhi, Shri Ram Centre of Industrial Relations.

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## Semester IV

**Course Title   :   Tribal Anthropology and Social Work**

**Course Code     :     406 TASW (Elective Course)**

**Level     :     PG -II,          Semester- IV**

**Learning Objectives :**

    a) To orient with Tribal anthropology as branch of study of Tribal society.

    b) To gain information about tribal way of life.

    c) To develop an understanding about the various programmes for tribal development.

## Unit I -  Tribal Communities in India :

- Tribal : The concept and various definitions.

- Distribution of majors tribes in Maharashtra and India.

- Major characteristics of Tribal community

- Tribal welfare approaches : isolation, assimilation and integration.

## Unit II – Tribal Social Institutions :

- Family.

- Marriage.

- Clan and Kinship.

- Culture.

- Value system.

## Unit III – Tribal Problems and Development Issues :

- Tribal economy.

- Education, Health, Poverty, alcoholism and exploitation as Tribal developmental issues.

- Impact of urbanisation and globalaisation on Tribal society.

## Unit IV – Tribal Development Administration (TDA) :

- Structure of Tribal development administration (TDA).
- Special initative by Medha-Lekha in Tribal Administation.

**Unit V – Statutory Safeguards :**

- Constitutional provisions for education, employment, political participation.
- Tribal welfare commission.
- PESA Act 1996.
- Tribal Forest Act 2005.
- Atracities Prevention Act 1989.

**Unit VI – Tribal Development :**

- Tribal Development Policy – 2004.
- ITDP and TSP
- NGOs intervention for Tribal development.
- Contribution of Thakkar bappa, Neharu, Birsa Munda.

**Unit VII – Problems of Noma------ Tribes :**

- Migration, Suttlement, Minority, recongnization by various states.
- Constitutional provisions for NTs.
- Problems recognisation after changing states, e.g. reservations.
- Dislocation and resettlement.
- Scope for social work intervention in tribal development and rol of social worker.

**Learning Outcomes :**

a) The learner will be able to understand the approaches for tribal development.

b) The learner will understand the tribal culture and developmental issues in tribal society.

c) The learner will get an insight about the social work intervention for tribal development.

**Recommended Readings**

**12.**

**Course Title** : **Political Economy of Development**

**Course Code** : **408 (Elective Course)**

**Level** : **PG II, Semester IV**

**Learning Objectives :**

a. To understand political economy and systems for economic order.

b. To develop skills for social analysis.

c. To understand various economic development theories in the context of globalization.

**Unit I - Introduction to Political Economy :**

- Meaning of political economy.

- Significance of the study of political economy.

- Meaning and characteristics of development and under development.

- Universal values and objectives of development.

**Unit II - Socio Economic order and comparative economic system :**

- Capitalism, Socialism & Mixed economy, their features, merits & demerits.

- Marxian political economy.

- India as a welfare state.

**Unit III - Theories of Economic Development :**

- Stages of Growth theory, Ragnar Nurke's model of Development, Rostow's stages of economic growth, Big Push theory of economic development.

- Privatization, Liberalization.

- Globalization and its impact on economic development.

- Role of International financial Institutions in economic development – WTO, IMF, USAID, WB?????.

**Unit IV - Poverty in India – A structural problem :**

- Causes, effects and implications.

- Entitlement approach to understand poverty.

**Unit V - Social Analysis :**

- Significant methods of Social analysis, A Brief analysis of socio economic, political and cultural systems.

- Their interlinkages in the Indian context. ???????????????

**Unit VI -  Planning for Development in India :**

- World Hunger, Myths, Magnitude, Causes and Remedies.

- Development aid (assistance) to Developing Countries a Critique.

- Food Security Act.

**Learning Outcomes :**

a) The learner will be able to understand the economic system.

b) Learner will acquire knowledge and theories of economic development.

c) Learner will understand role of financial institutions in economic development.

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| 13. | Sharma S. L. (ed.) (1986) | Development, Socio Cultural Dimensions, Jaipur, Rawat Publication. |

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