



SYLLABUS (NEP)

DEPARTMENT OF SOCIAL WORK

PSV

VISVA-BHARATI

Department of Social Work
Palli Samgathana Vibhaga
FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

Sl. No	Semester	Course Code	Course Name	Course Type	Course Credit	Contact Hours/week	Marks (TermExam+IntExam)
1	I	MJSW01	History and Philosophy of Social Work	Major	4	4	100(80+20)
2	I	MJSW02	Field Work I	Major	4	8	100(60Int+20Ext+20Viva)
3	I	MNSW01	Social Issues and Problems	Minor	4	4	100(80+20)
4	I	MDSW01	Social Work and Practice Settings	Multi	3	3	75(60+15)
5	I	SESW01	Life Skills for Social Workers	SEC	3	3	75(60+15)
6	I	CVAC01	Tagore Studies	CVAC	3	3	75
7	I	AECC01	MIL-I	AEC	2	2	50
			Total Sem I		23	27	575
8	II	MJSW03	Introduction to Sociology and Social Problems	Major	4	4	100
9	II	MJSW04	Field Work II	Major	4	8	100
10	II	MNSW02	Social Issues and Problems	Minor	4	4	100
11	II	MDSW02	Social Work and Practice Settings	Multi	3	3	75
12	II	SESW02	Computer Applications and Software	SEC	3	3	75
13	II	CVAC02	Environmental Studies	CVAC	3	3	75
14	II	AECC02	English Language- I	AEC	2	2	50
	EXIT-1	SWSI01	Summer Internship	SI	4	60 (tot)	100
			Total Sem II		23	27	575
EXIT-1	UG CERTIFICATE		Total 1st Year		46+4		1150+100
15	III	MJSW05	Working with Individuals	Major	4	4	100
16	III	MJSW 06	Field Work -III	Major	4	8	100
17	III	MNSW03	Introduction to Social Work	Minor	4	4	100
18	III	MDSW03	Social Work and Practice Settings	Multi	3	3	75
19	III	SESW03	Micro Planning, Campaigning and Advocacy Skills	SEC	3	3	75
20	III	AECC03	MIL-II	AEC	2	2	50
			Total Sem III		20	24	500

21	IV	MJSW07	Working with Groups	Major	4	4	100
22	IV	MJSW08	Working with Communities & Social Action	Major	4	4	100
23	IV	MJSW09	Psychology and Counselling	Major	4	4	100
24	IV	MJSW10	Field Work-IV	Major	4	8	100
25	IV	MNSW04	Introduction to Social Work	Minor	4	4	100
26	IV	AECC04	English Language- II	AEC	2	2	50
	EXIT-2	SWSI02	Summer Internship	SI	4	60(tot)	100
			Total Sem IV		22	26	550
EXIT-2	UG DIPLOMA		Total 2nd Year		42+4		1050+100
			Total upto 2nd Year (four semesters)		88+4 VOC		2200+100
27	V	MJSW11	Administration of Social Welfare Organizations	Major	4	4	100
28	V	MJSW12	Introduction to Social Work Research	Major	4	4	100
29	V	MJSW13	Field Work-V	Major	4	8	100
30	V	MNSW05	Primary Methods of Social Work	Minor	4	4	100
			Total Sem V		16	20	400
31	VI	MJSW14	Economic and Social Policies	Major	4	4	100
32	VI	MJSW15	Citizenship, Governance & Social Legislation	Major	4	4	100
33	VI	MJSW16	Field Work-VI	Major	4	8	100
34	VI	MNSW06	Primary Methods of Social Work	Minor	4	4	100
	EXIT-3	SWSI03	Summer Internship	SI	4	60(tot)	100
			Total Sem VI		16	20	400
EXIT-3	UG DEGREE		Total 3rd Year		32+4		800+100
			Total upto 3rd Year (six semesters)		120+4 VOC		3000+100
35	VII	MJSW17	Sustainable Livelihood Practices	Major	4	4	100
36	VII	MJSW18	Health and Mental Health	Major	4	4	100
37	VII	MJSW19	Field Work-VII	Major	4	8	100
38	VII	MNSW07	Secondary Methods of Social Work	Minor	4	4	100
39	VII	RSSW01	Advanced Qualitative and Quantitative Research	Major	4	4	100
			OR				
40	VII	MJSW20	Disaster Management and Social Work	Major	4	4	100
			Total Semester VII Research		20	24	500
			OR				
			Total Semester VII General		20	24	500

41	VIII	MJSW21	Criminal Justice and Social Work	Major	4	4	100
42	VIII	MJSW22	Field Work-VIII	Major	4	8	100
43	VIII	MNSW08	Secondary Methods of Social Work	Minor	4	4	100
44	VIII	RSSW02	Statistics and Software for Social Work Research	Major	4	4	100
45	VIII	RSSW03	Dissertation **	Major	4	4	100
			OR			4	
46	VIII	MJSW23	Child Rights and Protection	Major	4	4	100
47	VIII	MJSW24	Occupational Social Work	Major	4	4	100
	EXIT-4	SWSI04	Summer Internship	SI	4	60(tot)	100
			Total Sem VIII-Research		20	24	500
			OR				
			Total Sem VIII-General		20	24	500
EXIT-4	UG (HONS) DEGREE		Total 4 th Year		40+4		
			Total upto 4 th year (8 th Semesters)		160+4 (VOC)		4000+100
			AGGREGATE		164 CREDITS		4100

**** Students who opt for BSW (Hons) with research need identify an area of research, develop a research proposal and complete data collection before starting 8th Semester.**

***** Field Work duration from fifth semester onwards would be 14 hours per week as per the mandatory requirement of International Social Work Curriculum.**

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MULTIDISCIPLINARY)
SEMESTER-I

COURSE CODE: MDSW01
SOCIAL WORK AND PRACTICE SETTINGS

Time: 45 Hours
Credits: 3

Full Marks: 75
[Internal Assessment-15, End Sem Exam-60]

OBJECTIVES

- ☐ Develop an understanding about the concept of social work considering the past and present view.
- ☐ Develop commitment towards the goal of humanism.
- ☐ Imbibe values and attitude cherished by the social work profession.
- ☐ Develop an understanding about the social work practice or fields of social work.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Concepts Used in Social Work Domain	Meaning of charity, voluntary action, social service, social welfare, social reform, social defense, social movement, and social work; critically reviewing the old and new definitions of social work; cultural issues and indigenization of social work.	8	12
II	Core Issues in Social Work	Assumptions of social work, goals of social work, approaches of social work, principles of social work, values of social work, ethical responsibility of social workers, social work as a profession, role of professional social workers.	10	12
III	Practice of Primary Methods of Social Work	Social Casework: Concept, Objectives and Process (explain with an example); Social Group Work: Concept, Objectives and Process (explain with an example); Community Organization: Concept, Objectives and Process (explain with an example).	8	12
IV	Practice of Secondary Methods of Social Work	Social Welfare Administration: concept and elements; Social Action: Concept, Objectives and Process (explain with examples); Social Work Research: Concept, Objectives and Process (explain with examples).	7	12

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
V	Fields of Social Work	Child welfare, women welfare, youth welfare, welfare for the elderly people, social work in health and mental health setting, social work in correctional setting, social work in educational setting, urban and rural community development, welfare for the disadvantaged section, and social work in Industries.	12	12

LEARNING OUTCOMES

- ☐ Able to understand the basic concepts applied in social work practice.
- ☐ Able to get a knowledge on the primary and secondary methods of social work.
- ☐ Able to have an understanding on the different fields of practice of social work.

SUGGESTED READINGS

2. Sheafor, B.W. & Horejsi, C. R. (2014), *Techniques and Guidelines for Social Work Practice*, 10th Edition, London: Pearson Education.
3. Barker, R. L. (1999), *Milestones in the Development of Social Work and Social Welfare*, Washington, D.C.: NASW Press.
4. Dominelli, L. (2009), *Introducing Social Work*, Cambridge: Polity Press.
5. Friedlander, W.A (ed.) (1976), *Concepts and Methods of Social Work, Second Edition*, New Jersey: Prentice-Hall.
6. Johnson, Louise C. (1992), *Social Work Practice- A Generalist Approach*, Boston: Allyn and Bacon.
7. Pathak, S. H. (1981), *Social Welfare: An Evolutionary and Development Perspective*, New Delhi: MacMillan Publications
8. Payne, M. (2011), *Humanistic Social Work: Core Principles in Practice*, Chicago: Palgrave Macmillan.
9. Roberts and Nee (ed.) (1970), *Theories of Social Work*, Chicago: The University of Chicago Press
10. Skidmore, et al (1991), *Introduction to Social Work*, New Jersey: Prentice Hall.
11. Watts, T. D. E, Doreen, Mayadas, Nazneen S. (eds.) (1995), *International Handbook on Social Work Education*, London: Greenwood.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER-I COURSE

CODE: MJSW01

HISTORY AND PHILOSOPHY OF SOCIAL WORK

Time: 60 Hours

Credits: 4

Full Marks: 100

[Internal Assessment-20, End Sem Exam-80]

OBJECTIVES

- Develop an understanding about the concept of social work considering the past and present view.
- Develop commitment towards the goal of humanism.
- Imbibe values and attitude cherished by the social work profession.
- Review the historical development of social work in India, UK and USA.
- Understand the philosophy of social work including the contribution of eminent social philosophers and social movements initiated in India.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Concepts Used in Social Work Domain	Meaning of charity, voluntary action, social service, social welfare, social reform, social defense, social movement, and social work; critically reviewing the old and new definitions of social work; cultural issues and indigenization of social work.	10	16
II	Core Issues in Social Work	Assumptions of social work, goals of social work, approaches of social work, methods of social work, principles of social work, values of social work, and ethical responsibility of social workers.	10	16
III	Social Work as a Profession	Concept of profession, criteria of profession, social work as a profession, roles of professional social workers, professional associations of social workers in India, regulation of social work profession: Asian and Global view.	10	16
IV	History of Social Work in India, U.K and USA	History of social work in Ancient, Medieval, British and independent India; history and development of social work in U.K. and U.S.A; social work education in India.	12	16
V	Philosophy of Social Reform and Social Movements in India	Social reform movements of 19 th and 20 th century in India; social movements such as Dalit movements, Women's movements and Environment movements.	8	16

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
VI	Social Philosophy and Social Work	Philosophy of professional social work, religious philosophy (Christianity, Hinduism, Buddhism, Islam, Jainism and Sikhism), social philosophy of Rabindranath Tagore, Mahatma Gandhi and Swami Vivekananda,	10	16

LEARNING OUTCOMES

- Able to understand social work as a profession.
- Able to understand various ideologies of social work.
- Able to demonstrate awareness of ethics and values of social work as a profession.

SUGGESTED READINGS

1. Sheafor, B.W. & Horejsi, C. R. (2014), *Techniques and Guidelines for Social Work Practice*, 10th Edition, London: Pearson Education.
2. Barker, R. L. (1999), *Milestones in the Development of Social Work and Social Welfare*, Washington, D.C.:NASW Press.
3. Dominelli, L. (2009), *Introducing Social Work*, Cambridge: Polity Press.
4. Friedlander, W.A (ed.) (1976), *Concepts and Methods of Social Work, Second Edition*, New Jersey: Prentice-Hall.
5. Johnson, Louise C. (1992), *Social Work Practice- A Generalist Approach*, Boston: Allyn and Bacon.
6. Pathak, S. H. (1981), *Social Welfare: An Evolutionary and Development Perspective*, New Delhi: MacMillan Publications
7. Payne, M. (2011), *Humanistic Social Work: Core Principles in Practice*, Chicago: Palgrave Macmillan.
8. Roberts and Nee (ed.) (1970), *Theories of Social Work*, Chicago: The University of Chicago Press
9. Skidmore, et al (1991), *Introduction to Social Work*, New Jersey: Prentice Hall.
10. Watts, T. D. E, Doreen, Mayadas, Nazneen S. (eds.) (1995), *International Handbook on Social Work Education*, London: Greenwood.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MINOR)
SEMESTER-I
COURSE- MNSW01
SOCIAL ISSUES AND PROBLEMS

Time: 60 Hours
Credits: 4

Full Marks: 100
[Internal Assessment-20, End Sem Exam-80]

OBJECTIVES

- To provide knowledge on some selected social issues and problems in India
- To provide awareness about the causal relationships and the development programmes dealing with these social problems.
- To identify the scope of social work intervention to deal with these social problems.

COURSE CONTENT:

Unit No	Unit Title	Contents	Contact Hours	Minimum Marks Allotted
I	Introduction to Social Problems	Concept of social problems- meaning, nature, causes and their types. Theoretical explanation of social problems and their implications for social work.	8	16
II	Understanding Poverty and Unemployment	Concept of poverty- its causes, effects and poverty alleviation programmes. Unemployment- its types, causes, consequences and measures to control it.	10	16
III	Population Explosion, Migration	Population explosion- its meaning, causes of population growth and population Policy. Concepts, causes and consequences of migration.	10	16
IV	Problems related to Family, Marriage and Other Social Dependencies	Marital conflict: causes and consequences. Dowry system, atrocities against women and policies to control the problem. SC, ST and OBCs- their problems and welfare measures undertaken	10	16
V	Child Abuse and Child Labour	Concept and types of child abuse, causes of child abuse, victims and causes of abuse, Problems of child labour.	10	16
VI	Indian Knowledge System and Approaches to Social Issues	Traditional Indian perspectives on social harmony and community welfare — e.g., <i>Sarvodaya</i> (welfare of all), <i>Antyodaya</i> (upliftment of the last person), <i>Gram Swaraj</i> (village self-rule). Indigenous systems of conflict resolution — Panchayati Raj, caste/community councils	12	20

Unit No	Unit Title	Contents	Contact Hours	Minimum Marks Allotted
		<p>(<i>Khap, Nyaya Panchayat</i>), family councils, and their relevance and limitations today.</p> <p>Approaches to poverty alleviation and livelihoods— traditional occupations, rural crafts, cooperative models, and community-based resource management.</p> <p>Family and child welfare in Indian tradition — views on family, marriage, kinship and their roles in social cohesion. <i>Gurukul</i> system, <i>Guru-shishya parampara</i>, community responsibility for child upbringing.</p>		

Learning Outcomes

- By the end of the course, the students will learn about the different social issues and problems prevalent in India.
- Students will have an understanding of the different causes and consequences of the diverse social problems and the welfare measures undertaken in India to address those issues.
- Students will also learn about the theoretical explanation of social problems and their implications for social work practice.

Suggested Readings

Ahuja, R. (2014). *Social problems in India*, Jaipur: Delhi, Rawat Publication.

Dandekar, K. (1996). *The Elderly in India*, New Delhi: Sage publications.

DeSouza, P.R, Kumar, S & Shastri, S. (2009). *Indian Youth in a Transforming World*, New Delhi, Sage Publications.

Dhillon P.K. (1992) *Psycho-Socio Aspects of Aging in India*, New Delhi: Concept Publishing Company.

Gore M.S. (1977) *Indian Youth Process of Socialization*, New Delhi: Vishawa Yuva Kendra.

Janusz S (2003) *New Dimensions and challenges for Human Rights* (Eds), Jaipur and New Delhi: Rawat Publications.

John V.V.(1974) *Youth and National Goals*, New Delhi: Vishawa Yuva Kendra.

Kohli A.S, (2004) *Human Rights and Social Work*, New Delhi: Kanishka Publishers, Distributor.

Kumar, P (2011). *Communal Crimes and National Integration : A Socio Legal Study*, New Delhi: Read Worthy.

Madan, G.R. (2009). *Social Problems*, New Delhi: Allied Publisher Pvt. Ltd.

Metha, P. (1971). *Indian Youth* (Eds) Bombay: Somaiya Publications.

Ministry of Youth affair and Sports (2014). *National Youth Policy*, New Delhi: Government of India.

Sharma, R.K. (2007) *Demography and Population Problems*, New Delhi: Atlantic Publications

Widmalm, S(2008). *Decentralisation, Corruption and Social Capital: From India to the West*, New Delhi: Sage Publications

Gandhi, M. K. (1909). *Hind Swaraj or Indian Home Rule*. Navajivan Publishing House. (Original work published 1909)

Gandhi, M. K. (1997). *Selected works of Mahatma Gandhi: Volumes I–5*. Navajivan Publishing House.

Bhave, V. (1954). *Sarvodaya: The welfare of all* (A. R. L. Lasker, Trans.). Sarva Seva Sangh Prakashan. (Original work published 1954)

Eisenstadt, S. N., & Prasad, I. J. (1971). *Panchayati Raj in India: Retrospect and prospect*. Asia Publishing House.

Srinivas, M. N. (1962). *Caste in modern India and other essays*. Asia Publishing House.

Sinha, A. K. (1999). *Indigenous knowledge and sustainable development*. Concept Publishing Company.

Sarin, M. (Ed.). (2001). *Decentralized governance and planning: A comparative perspective*. Sage Publications.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER-I

COURSE: SESW01 LIFE SKILLS FOR SOCIAL WORKERS

Time: 45 Hours

Credits: 3

Full Marks: 75

[Internal Assessment-15, End Sem Exam-60]

OBJECTIVES

- Develop an understanding about the concept of life skills and its various components.
- Know in detail about each type of core life skills.
- Understand the universal human values and learn how to apply it.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Introduction to Life Skills	Meaning, importance, basic components, pillars and theories of life skills.	10	12
II	Core Life Skills: Social & Cultural Sensitivity Skills	Social skills: understating self, self awareness, self confidence and self reliance, empathy; cultural sensitivity: cultural diversity, cultural pluralism, cultural assimilation, and cross cultural communications.	08	12
III	Core Life Skills: Thinking & Coping Skills	Thinking skills: creativity, critical thinking, problem solving, and decision making; Coping skills: coping with emotion, coping with stress; coping mechanisms; stress management and resilience.	10	12
IV	Core Life Skills: Negotiation & Professional Skills	Negotiation skills: communication skills & interpersonal relationship skills; Professional skills: career skills, team skills, leadership and management skills.	10	12
V	Universal Human Values	Love and compassion, truth, non-violence, righteousness, peace, service, renunciation (sacrifice), constitutional values, justice, and human rights.	7	12

LEARNING OUTCOMES

- Able to understand life skills to overcome barriers in daily life.
- Able to understand and imbibe various universal human values.

SUGGESTED READINGS

Butterfield, J.(2011), *Soft Skills for Everyone*, New Delhi: Cengage Learning India.

Ghosh, S. (2004), *Universal Values as Reflected in Literature*, Kolkata: The Ramakrishna Mission Institute of culture.

James, L.(2016), *The First Book of Life Skills*, Mumbai: Embassy Books.

Rokeach, M. (1973), *The Nature of Human Values*, New York: The Free Press.

SOEDS, (2021), *BEDS-005: Life Skills Education, Vol-1(Block-1,2,3)*, New Delhi: IGNOU

Verma, S.(2015), *Development of Life Skills and Professional Practice*, New Delhi: Vikas Publishing House.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MULTIDISCIPLINARY)
SEMESTER-II

COURSE CODE: MDSW01
SOCIAL WORK AND PRACTICE SETTINGS

Time: 45 Hours
Credits: 3

Full Marks: 75
[Internal Assessment-15, End Sem Exam-60]

OBJECTIVES

- ☐ Develop an understanding about the concept of social work considering the past and present view.
- ☐ Develop commitment towards the goal of humanism.
- ☐ Imbibe values and attitude cherished by the social work profession.
- ☐ Develop an understanding about the social work practice or fields of social work.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Concepts Used in Social Work Domain	Meaning of charity, voluntary action, social service, social welfare, social reform, social defense, social movement, and social work; critically reviewing the old and new definitions of social work; cultural issues and indigenization of social work.	8	12
II	Core Issues in Social Work	Assumptions of social work, goals of social work, approaches of social work, principles of social work, values of social work, ethical responsibility of social workers, social work as a profession, role of professional social workers.	10	12
III	Practice of Primary Methods of Social Work	Social Casework: Concept, Objectives and Process (explain with an example); Social Group Work: Concept, Objectives and Process (explain with an example); Community Organization: Concept, Objectives and Process (explain with an example).	8	12
IV	Practice of Secondary Methods of Social Work	Social Welfare Administration: concept and elements; Social Action: Concept, Objectives and Process (explain with examples); Social Work Research: Concept, Objectives and Process (explain with examples).	7	12

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
V	Fields of Social Work	Child welfare, women welfare, youth welfare, welfare for the elderly people, social work in health and mental health setting, social work in correctional setting, social work in educational setting, urban and rural community development, welfare for the disadvantaged section, and social work in Industries.	12	12

LEARNING OUTCOMES

- ☐ Able to understand the basic concepts applied in social work practice.
- ☐ Able to get a knowledge on the primary and secondary methods of social work.
- ☐ Able to have an understanding on the different fields of practice of social work.

SUGGESTED READINGS

2. Sheafor, B.W. & Horejsi, C. R. (2014), *Techniques and Guidelines for Social Work Practice*, 10th Edition, London: Pearson Education.
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4. Dominelli, L. (2009), *Introducing Social Work*, Cambridge: Polity Press.
5. Friedlander, W.A (ed.) (1976), *Concepts and Methods of Social Work*, Second Edition, New Jersey: Prentice-Hall.
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7. Pathak, S. H. (1981), *Social Welfare: An Evolutionary and Development Perspective*, New Delhi: MacMillan Publications
8. Payne, M. (2011), *Humanistic Social Work: Core Principles in Practice*, Chicago: Palgrave Macmillan.
9. Roberts and Nee (ed.) (1970), *Theories of Social Work*, Chicago: The University of Chicago Press
10. Skidmore, et al (1991), *Introduction to Social Work*, New Jersey: Prentice Hall.
11. Watts, T. D. E, Doreen, Mayadas, Nazneen S. (eds.) (1995), *International Handbook on Social Work Education*, London: Greenwood.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)
SEMESTER II
COURSE: MJSW03
INTRODUCTION TO SOCIOLOGY AND SOCIAL PROBLEMS

Time: 3 Hours

Credits : 4

Full Marks: 100

[Internal Assessment-20, Exam-80]

OBJECTIVES:

1. To know the basic concepts in sociology and their use in social work practice
2. To understand the role of caste and class in Indian society.
3. To familiarize the students with social dynamics of contemporary Indian Society

COURSE CONTENT

Unit No	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Introduction to Sociology	Introduction to Sociology, Contribution of August Comte, Marx, Durkheim, Weber on Modern Sociology	10	12
II	Socialization	Meaning and Concept of Socialization and agencies of socialization. Role of culture in society	8	12
III	Social stratification	Role of Caste and Class system in Indian society, Concept of Purity and Pollution, Sanskritization and Westernization.	12	12
IV	Social Control and Social Change	Meaning of Social Control, Mechanisms of Social control, Definition, Theories and Factors of Social Change	10	12
V	Modern Sociology	Effects of Globalization in Society, Role of Mass Media and Social Media on Human Life	10	12
VI	Social Problems in India	Poverty, Unemployment, Population Explosion, Illiteracy, Pollution, Corruption, Child Labor, Addiction, Violence against Women, Communalism, Terrorism	10	12

LEARNING OUTCOMES.

To understand the basic theoretical concepts of sociology.

2. Able to understand the social processes, social structures, stratifications, social change in our ever changing society.
3. Able to gain an insight on the various social problems of Indian society.

SUGGESTED READINGS

1. Abraham, M. Francis: Modern Sociological Theory: An introduction. OUP, New Delhi. 1982
2. Sociology: Essays on Approaches and Methods: Andre Beteille. OUP, New Delhi. 2009
3. Haralombos & Holborn: Sociology: Themes and Perspectives, Collins, 2020
4. Cohn, A. K.: Deviance and Social Control, Prentice Hall, New Delhi. 1991
5. Desai, A. R. (ed): Rural Sociology, Asia pub. Bombay. 1968
6. Dube, S. C.: Understanding Society, NCERT, New Delhi. 1977
7. Giddens, Anthony: Sociology, Polity Press, London. 1993
8. Leonard,P.: Sociology and Social Work, London. 1971
9. Marriot, M (ed.): Village India, University of Chicago Press, Chicago. 1955
- 10.Mills, Theodor: Sociology of Groups, Prentice Hall, New Delhi. 1991
- 11.Srinivas, M. N.: Village India, Asia Publishing House, Bombay. 1995
- 12.Ahuja, Ram, Social Problems in India, Rawat Publications, New Delhi. 1996
- 13.Madan, G.R., Indian Social Problems, Rawat Publications, New Delhi. 1992
14. Horton & Hunt: Sociology, McGrawHill Education, Indian Edition. 2017
- 15.Haralmbos & Heald, Sociology, Oxford University Press New Delhi. 2011

16. [Bhushan & Sachdeva](#) , Introduction To Sociology, KitabMahal, New Delhi.2014

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MINOR)
SEMESTER-II
COURSE- MNSW02
SOCIAL ISSUES AND PROBLEMS

Time: 60 Hours
Credits: 4

Full Marks: 100
[Internal Assessment-20, End Sem Exam-80]

OBJECTIVES

- To provide knowledge on some selected social issues and problems in India
- To provide awareness about the causal relationships and the development programmes dealing with these social problems.
- To identify the scope of social work intervention to deal with these social problems.

COURSE CONTENT:

Unit No	Unit Title	Contents	Contact Hours	Minimum Marks Allotted
I	Introduction to Social Problems	Concept of social problems- meaning, nature, causes and their types. Theoretical explanation of social problems and their implications for social work.	8	16
II	Understanding Poverty and Unemployment	Concept of poverty- its causes, effects and poverty alleviation programmes. Unemployment- its types, causes, consequences and measures to control it.	10	16
III	Population Explosion, Migration	Population explosion- its meaning, causes of population growth and population Policy. Concepts, causes and consequences of migration.	10	16
IV	Problems related to Family, Marriage and Other Social Dependencies	Marital conflict: causes and consequences. Dowry system, atrocities against women and policies to control the problem. SC, ST and OBCs- their problems and welfare measures undertaken	10	16
V	Child Abuse and Child Labour	Concept and types of child abuse, causes of child abuse, victims and causes of abuse, Problems of child labour.	10	16
VI	Indian Knowledge System and Approaches to Social Issues	Traditional Indian perspectives on social harmony and community welfare — e.g., <i>Sarvodaya</i> (welfare of all), <i>Antyodaya</i> (upliftment of the last person), <i>Gram Swaraj</i> (village self-rule). Indigenous systems of conflict resolution — Panchayati Raj, caste/community councils	12	20

Unit No	Unit Title	Contents	Contact Hours	Minimum Marks Allotted
		<p>(<i>Khap, Nyaya Panchayat</i>), family councils, and their relevance and limitations today.</p> <p>Approaches to poverty alleviation and livelihoods— traditional occupations, rural crafts, cooperative models, and community-based resource management.</p> <p>Family and child welfare in Indian tradition — views on family, marriage, kinship and their roles in social cohesion. <i>Gurukul</i> system, <i>Guru-shishya parampara</i>, community responsibility for child upbringing.</p>		

Learning Outcomes

- By the end of the course, the students will learn about the different social issues and problems prevalent in India.
- Students will have an understanding of the different causes and consequences of the diverse social problems and the welfare measures undertaken in India to address those issues.
- Students will also learn about the theoretical explanation of social problems and their implications for social work practice.

Suggested Readings

Ahuja, R. (2014). *Social problems in India*, Jaipur: Delhi, Rawat Publication.

Dandekar, K. (1996). *The Elderly in India*, New Delhi: Sage publications.

DeSouza, P.R, Kumar, S & Shastri, S. (2009). *Indian Youth in a Transforming World*, New Delhi, Sage Publications.

Dhillon P.K. (1992) *Psycho-Socio Aspects of Aging in India*, New Delhi: Concept Publishing Company.

Gore M.S. (1977) *Indian Youth Process of Socialization*, New Delhi: Vishawa Yuva Kendra.

Janusz S (2003) *New Dimensions and challenges for Human Rights* (Eds), Jaipur and New Delhi: Rawat Publications.

John V.V.(1974) *Youth and National Goals*, New Delhi: Vishawa Yuva Kendra.

Kohli A.S, (2004) *Human Rights and Social Work*, New Delhi: Kanishka Publishers, Distributor.

Kumar, P (2011). *Communal Crimes and National Integration : A Socio Legal Study*, New Delhi: Read Worthy.

Madan, G.R. (2009). *Social Problems*, New Delhi: Allied Publisher Pvt. Ltd.

Metha, P. (1971). *Indian Youth* (Eds) Bombay: Somaiya Publications.

Ministry of Youth affair and Sports (2014). *National Youth Policy*, New Delhi: Government of India.

Sharma, R.K. (2007) *Demography and Population Problems*, New Delhi: Atlantic Publications

Widmalm, S(2008). *Decentralisation, Corruption and Social Capital: From India to the West*, New Delhi: Sage Publications

Gandhi, M. K. (1909). *Hind Swaraj or Indian Home Rule*. Navajivan Publishing House. (Original work published 1909)

Gandhi, M. K. (1997). *Selected works of Mahatma Gandhi: Volumes I–5*. Navajivan Publishing House.

Bhave, V. (1954). *Sarvodaya: The welfare of all* (A. R. L. Lasker, Trans.). Sarva Seva Sangh Prakashan. (Original work published 1954)

Eisenstadt, S. N., & Prasad, I. J. (1971). *Panchayati Raj in India: Retrospect and prospect*. Asia Publishing House.

Srinivas, M. N. (1962). *Caste in modern India and other essays*. Asia Publishing House.

Sinha, A. K. (1999). *Indigenous knowledge and sustainable development*. Concept Publishing Company.

Sarin, M. (Ed.). (2001). *Decentralized governance and planning: A comparative perspective*. Sage Publications.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)
SEMESTER-II
COURSE CODE: SESW02
COMPUTER APPLICATIONS AND SOFTWARE

Time: 45 Hours
Credits: 3

Full Marks: 75
[Internal Assessment-15, End Sem Exam-60]

OBJECTIVES

- To acquaint students about the fundamental concepts and functioning of computer devices.
- To brief the concept as well as the utility of operating system and windows.
- Help students to get aware about the facilities and services provided by an Internet.
- Help students to develop skills in MS Office for documentation and presentation.
- To acquaint them in other software for possible use in Social Work Research.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Basic Concepts in Computer Hardware	Types of Computers, Hardware, Storage Devices. Utility of Computer in Social Science. Use of Computer Software in Data Analysis	04	15
II	Basic Concepts in Computer Software	Meaning of Operating System, Internet: History of Internet, Essential components and Use of Internet, Internet Service Provider, Advantages of E-mail, Cyber security Issues, Components and Functions of Windows	05	15
III	MS Powerpoint and its Application	Utility of Power Point, Customizing Power Point, Preparing slides for PowerPoint presentation	12	15
IV	MS Word and its Application	Introduction to MS-Word, Skills of preparing, editing, and printing documents	12	15
V	MS Excel and its Application	Creating worksheets in Excel, Inserting data in Excel, Managing Worksheets	12	15

LEARNING OUTCOMES

- Students will be able to brief about the basic concepts of a computer system.

- They will be able to work on the Windows operating systems.
- Students will be getting familiar with the utility of Internet & its services.
- They will be able to get understand the use of other related software like SPSS etc.

SUGGESTED READINGS

- Computer Today, McGraw Hills
- Devendra Singh, Dynamic Computer Course, Fusion Books
- Computer Fundamentals, P K Sinha BPB Publication, N Delhi
- Akash Saxena & Sunil Chauhan, Fundamentals of Computer, University Science Press
- Rajaraman V, Fundamentals of Computers, Prentice Hall of India Pvt. Ltd.
- Peter Norton, Introduction to Computers, McGraw Hill Education (India) Pvt. Ltd

UNDERGRADUATE PROGRAMME – SOCIAL WORK (MULTIDISCIPLINARY)

SEMESTER-III

COURSE CODE: MDSW03

SOCIAL WORK AND PRACTICE SETTINGS

Time: 45 Hours

Credits: 3

Full Marks: 75

[Internal Assessment-15, End Sem Exam-60]

OBJECTIVES

- Develop an understanding about the concept of social work considering the past and present view.
- Develop commitment towards the goal of humanism.
- Imbibe values and attitude cherished by the social work profession.
- Develop an understanding about the social work practice or fields of social work.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Concepts Used in Social Work Domain	Meaning of charity, voluntary action, social service, social welfare, social reform, social defense, social movement, and social work; critically reviewing the old and new definitions of social work; cultural issues and indigenization of social work.	8	12
II	Core Issues in Social Work	Assumptions of social work, goals of social work, approaches of social work, principles of social work, values of social work, ethical responsibility of social workers, social work as a profession, role of professional social workers.	10	12
III	Practice of Primary Methods of Social Work	Social Casework: Concept, Objectives and Process (explain with an example); Social Group Work: Concept, Objectives and Process (explain with an example); Community Organization: Concept, Objectives and Process (explain with an example).	8	12
IV	Practice of Secondary Methods of Social Work	Social Welfare Administration: concept and elements; Social Action: Concept, Objectives and Process (explain with examples); Social Work Research: Concept, Objectives and Process (explain with examples).	7	12

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
V	Fields of Social Work	Child welfare, women welfare, youth welfare, welfare for the elderly people, social work in health and mental health setting, social work in correctional setting, social work in educational setting, urban and rural community development, welfare for the disadvantaged section, and social work in Industries.	12	12

LEARNING OUTCOMES

- Able to understand the basic concepts applied in social work practice.
- Able to get a knowledge on the primary and secondary methods of social work.
- Able to have an understanding on the different fields of practice of social work.

SUGGESTED READINGS

2. Sheafor, B.W. & Horejsi, C. R. (2014), *Techniques and Guidelines for Social Work Practice*, 10th Edition, London: Pearson Education.
3. Barker, R. L. (1999), *Milestones in the Development of Social Work and Social Welfare*, Washington, D.C.: NASW Press.
4. Dominelli, L. (2009), *Introducing Social Work*, Cambridge: Polity Press.
5. Friedlander, W.A (ed.) (1976), *Concepts and Methods of Social Work*, Second Edition, New Jersey: Prentice-Hall.
6. Johnson, Louise C. (1992), *Social Work Practice- A Generalist Approach*, Boston: Allyn and Bacon.
7. Pathak, S. H. (1981), *Social Welfare: An Evolutionary and Development Perspective*, New Delhi: MacMillan Publications
8. Payne, M. (2011), *Humanistic Social Work: Core Principles in Practice*, Chicago: Palgrave Macmillan.
9. Roberts and Nee (ed.) (1970), *Theories of Social Work*, Chicago: The University of Chicago Press
10. Skidmore, et al (1991), *Introduction to Social Work*, New Jersey: Prentice Hall.
11. Watts, T. D. E, Doreen, Mayadas, Nazneen S. (eds.) (1995), *International Handbook on Social Work Education*, London: Greenwood.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER – III

COURSE: MJSW 05

WORKING WITH INDIVIDUALS

TIME: 60 Hours

FULL MARKS:100

Credit : 4

[INTERNAL ASSESSMENT-20, EXAM- 80]

OBJECTIVES

- To know the basic concepts, tools, techniques, skills, and process of social casework.
- To develop abilities to critically analyze problems of individuals as well as families and factors affecting them.
- To develop the ability of establishing and sustaining a working relationship with the client.
- To understand social casework as a method of social work.

COURSE CONTENTS:

UNIT NO	UNIT TITLE	CONTENTS	Contact Hours	Minimum Percentage of marks
I	Introduction to social casework	Definitions, objectives and assumptions of social casework, casework principles, historical development of social casework with a focus on Indian situation.	10	16
II	Tools, techniques and skills of social casework	Interviewing, listening, observation, worker-client relationship, and home visit; techniques and skills of social casework.	10	16
III	Casework process	Study, social diagnosis, treatment, termination and follow up phases of social casework.	10	16
IV	Theoretical approaches of social casework	Existential casework, reality therapy, cognitive therapy, behavioral modification therapy, and crisis intervention.	10	16
V	Application of social casework	Application of social casework in various settings: medical setting, psychiatric setting, educational setting, & community setting.	10	16
VI	Case record and presentation	Casework recording: needs and types; presentation of case record.	10	16

LEARNING OUTCOME

1. Able to demonstrate familiarity with Casework processes, tools and techniques and their application in Professional Social Work Practice.
2. Able to develop skills of Observation, Listening, Interviewing and Home Visits, Rapport Building, Resource Mobilization and Recording.

SUGGESTED READINGS

Beistek, F.P. (1957). *The Casework Relationship*. Chicago :Loyola University Press.

Hamilton, G. (1956). *Theory and Practice of Social Casework*. New York: Columbia University Press.

Mathew, G. (1992). *An Introduction to Social Casework*. Bombay:Tata Institute of Social Sciences.

Pearlman, H.H. (1957). *Social Casework: A Problem Solving Process*. Chicago: The University of Chicago Press.

Skidmore, R.A. & Thakhary, M.G. (1982). *Introduction to Social Work*. New Jersey: Prentice Hall.

Timms, N. (1964). *Social Casework: Principles and Practice*. London:Routledge and Kegan Paul.

Timms, N. (1972). *Recording in Social Work*. London :Routledge and Kegan Paul.

Werner, H.D. (1965). *A Rational Approach to Social Case Work*. New York: Association Press.

Younghusband, E. (1966). *New Development in Case Work*. London:George Allen and Unwin.

UNDERGRADUATE PROGRAMME – SOCIAL WORK (MINOR)
SEMESTER III
COURSE – MNSW03
INTRODUCTION TO SOCIAL WORK

Time: 60 Hours
Credits: 4

Full Marks: 80
[Internal Assessment-20, Exam-80]

OBJECTIVES

- Develop an understanding about the concept of social work considering the past and present.
- Develop commitment towards the goal of humanism.
- Imbibe values and attitude cherished by the social work profession.
- Develop an understanding about the social work practice or fields of social work.

COURSE CONTENT

UNIT NO	UNIT TITLE	CONTENTS
I	Concepts Used in Social Work Domain	Meaning of charity, voluntary action, social service, social welfare, social reform, social defense, social movement, and social work; critically reviewing the old and new definitions of social work; cultural issues and indigenization of social work.
II	Core Issues in Social Work	Assumptions of social work, goals of social work, approaches of social work, principles of social work, values of social work, and ethical responsibility of social workers.
III	Social Work as a Profession	Concept of profession, criteria of profession, social work as a profession, roles of professional social workers, professional associations of social workers in India, regulation of social work profession: Asian and Global view.
IV	Practice of Primary Methods of Social Work	Social Casework: Concept, Objectives and Process (explain with an example); Social Group Work: Concept, Objectives and Process (explain with an example); Community Organization: Concept, Objectives and Process (explain with an example).
V	Practice of Secondary Methods of Social Work	Social Welfare Administration: concept and elements; Social Action: Concept, Objectives and Process (explain with examples); Social Work Research: Concept, Objectives and Process (explain with examples).
VI	Fields of Social Work	Child welfare, women welfare, youth welfare, welfare

UNIT NO	UNIT TITLE	CONTENTS
		for the older people, social work in health and mental health setting, social work in correctional setting, social work in educational setting, urban and rural community development, welfare for the disadvantaged section, industrial social work etc.

LEARNING OUTCOME

1. Able to understand the basic concepts in social work
2. Able to get a knowledge of the primary methods of social work
3. Able to have an understanding of the different fields of practice of social work.

SUGGESTED READINGS

1. Bradford, S.W (2003), *Techniques and Guidelines for Social Work Practice*, 6th Edition, London: Pearson Education Inc.
2. Barker, R. L. (1999), *Milestones in the Development of Social Work and Social Welfare*, Washington, D.C.: NASW Press.
3. Dominelli, L. (2009), *Introducing Social Work*, Cambridge: Polity Press.
4. Friedlander, W.A (ed.) (1976), *Concepts and Methods of Social Work*, Second Edition, New Jersey: Prentice-Hall.
5. Johnson, Louise C. (1992), *Social Work Practice- A Generalist Approach*, Boston: Allyn and Bacon.
6. Pathak, S. H. (1981), *Social Welfare: An Evolutionary and Development Perspective*, New Delhi: MacMillan Publications
7. Payne, M. (2011), *Humanistic Social Work: Core Principles in Practice*, Chicago: Palgrave Macmillan.
8. Roberts and Nee (ed.) (1970), *Theories of Social Work*, Chicago: The University of Chicago Press
9. Skidmore, et al (1991), *Introduction to Social Work*, New Jersey: Prentice Hall.
10. Watts, T. D. E, Doreen, Mayadas, Nazneen S. (eds.) (1995), *International Handbook on Social Work Education*, London: Greenwood.

UNDERGRADUATE PROGRAMME – SOCIAL WORK (MAJOR)
SEMESTER-III
SKILL ENHANCEMENT COURSE
COURSE: SESW03

MICRO-PLANNING, CAMPAIGNING AND ADVOCACY SKILLS

Time: 45 Hours
Credits: 3

Full Marks: 75
[Internal Assessment: 15, End Sem Exam: 60]

OBJECTIVES:

- To gain an understanding on participatory micro-planning at community level;
- To aware the students about the process of campaigning in social work context;
- To help to internalize the students the strategies as well as skills of advocacy and social activism.

COURSE CONTENTS:

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
1	Introduction to micro-planning	Concept and objectives of micro-planning, difference between micro-planning and macro-planning, understanding participatory micro-planning: concept of PRA and RRA, difference between PRA and RRA.	08	12
2	Methods of micro-planning and various stakeholders	Various methods such as transect walk, social mapping, time line analysis, resource mapping, mobility and hardship mapping, seasonal crop mapping, happiness mapping, problem prioritization (NSL chart), disease calendar, present condition of affected groups (High-Moderate-Low), and FGDs; roles and responsibilities of different stakeholders (community leaders, PRIs & CSOs) for micro-planning.	10	12

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
3	Introduction to campaigning	Concept, objectives and types of social work campaigning; understanding social media campaign; creating a campaigning map: preparing ground for campaigning, running the campaigning, and closure of campaigning; contemporary issues for national and international level social work campaign.	10	12
4.	Introduction to advocacy	Meaning, objectives and principles of advocacy; digital advocacy and lobbying tactics; understanding policy advocacy; challenges of advocacy.	08	12
5.	Tools, strategies and skills of advocacy and social activism	Tools: print and electronic media, social media and liberal arts, RTI and PIL; strategies and skills of advocacy; public opinion and social activism.	09	12

LEARNING OUTCOMES:

- Able to develop an understanding about various facets of micro-planning & campaigning.
- Equipped with skills of advocacy and social activism to work at the community level.

SUGGESTED READINGS:

- Chambers, R. (1994). Participatory rural appraisal (PRA): Challenges, potentials and paradigm. *World Development*, 22(10), 1437-1454.
- Nirmal, C. J. (2002). *Human rights in India: Historical, social and political perspective*. Oxford University Press.
- Galanter, M. (1993). *Law and society in modern India*. Oxford University Press India.
- Gangrade, K. D. (1978). *Social legislation in India*. Concept Publishing Company.
- Mukherjee, A. (2004). *Participatory rural appraisal: Methods and applications in rural planning*. Concept Publishing Company.
- Susan C. Mapp. (2008). *Human rights and social justice in a global perspective: An introduction to international social work*. Oxford University Press.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER – IV WORKING WITH GROUPS

COURSE: MJSW 07

Time: 60 hours
Credits: 4

Full Marks: 100
[Internal Assessment-20, Exam-80]

OBJECTIVES

- To develop an understanding of group work as a method of social work
- To develop theoretical understanding and practical implications on groups, group work, group process and group dynamics.
- To develop knowledge on skills and techniques of social group work
- To develop competence in applying group work method in various settings

COURSE CONTENTS

COURSE CONTENT	TITLE	CONTENT	Contact Hours	Minimum % of Marks Allotted
I	Basic concepts on Group	Definition and characteristics of social groups. Types of groups and significance of groups to individuals and society. Small Group Theories (System Theory; Field Theory; Social Exchange and Learning)	10	16
II	Introduction to Group Work	Basic Concepts—Objectives, Values and Principles of Social Group Work; Historical development of Group Work.	10	16
III	Group Structure, Group Processes and Group Development	Group formation, group processes and group development	10	16
IV	Models and Theories	Theories of Group Work: Ecological Perspective, Therapeutic Perspective. Models in Group work ---Social Goal, Remedial, Reciprocal	10	16
V	Skills, Technique, Programme Planning in Social Group Work	Skills and techniques of group work, programme planning	10	16
VI	Leadership, Practice of Group work in different settings and recording	Supervision, evaluation and leadership in Group Work. Group work in school, and community set-up; Recording: uses, types and its importance.	10	16

LEARNING OUTCOMES:

- Able to demonstrate the familiarity with Group Work process.

- Capable to understand various dimensions of group processes and group dynamic in different settings.
- Able to develop competence, various tools, techniques and skills required for working with groups.

SUGGESTED READINGS

1. Davies, B. (1975). *Use of Group in Social Work Practice*. London: Routledge and Kegan Paul.
2. Douglas, Tom. (1976). *Group Work Practice*. London: Tavistock.
3. Godwin, Charles D. (1981). *Contemporary Group Work*. New Jersey: Prentice Hall.
4. Konopka, Giselle. (1963). *Social Group Work: A Helping Process*. New York: Englewood Cliff Prentice Hall.
5. Lindsay, T & Orton, S. (2008). *Group Work Practice in Social Work*. Learning Matters Limited.
6. Nicoloson, Paula and Rowan Bayne.(1993).“*Social Group Work Skills*”, in Applied Psychology for Social Workers, MacMillan, New York.
7. Siddiqui, H.Y. (2008). *Group Work: Theories and Practices*. New Delhi: Rawat Publications.
8. Trecker, Harbigh B. (1970). *Social Group Work Principles and Practice*. Associated Press: New York.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)
SEMESTER-IV
COURSE: MAJOR-MJSW08
WORKING WITH COMMUNITIES & SOCIAL ACTION

Time: 60 Hours
Credits: 4

Full Marks: 100
[Internal Assessment: 20, End Sem Exam: 80]

OBJECTIVES:

- To promote an insight into community organization as method of social work.
- To understand various dimensions of community mobilization.
- To be acquainted with strategies of social action in streamlining community.
- To develop a critical understanding of perspectives and models of community organization in the context of Indian Knowledge System.

COURSE CONTENTS:

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Overview of Community	Definition of Community, Types of Community: Geographical, Functional and Virtual, Characteristics and functions of community: Political, Economic and Socio-Cultural.	8	15
II	Concept of Community Organization	Meaning and Definition of Community Organization, Historical Evolution, Principles, Processes in Community Organization: Study, Assessment, Discussion, Organization, Action, Evaluation and Community Study.	12	20
III	Models and Skills of Community Organization	Models of Community Organisation: Locality Development Model, Social Planning/Policy Model, Social Action Model, Coalitions Model, Social Movements Model. Skills: Consultation, Observation, Communication, Conflict Resolution, Negotiation, Mobilization, Recording.	12	20
IV	Community Organization and Indian Philosophy	Role of Vedanta in Community Welfare, Mahadev Govind Ranade's Philosophy of Theism, Sri Aurobindo's Philosophy on Supramental Society.	8	15
V	Concept of Social Action	Concept & Definitions, Principles of Social Action, Rights-based Approaches, Perspectives of Paulo Friere and Saul Alinsky, Role of Social Workers in Social Action.	10	15
VI	Social Action movements in India	Social Action in India: Chipko Movement, Narmada Bachao Andolan, Namantaran	10	15

		Andolan, 1978, Anna Hazare Movement, 2011.		
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LEARNING OUTCOMES:

- Competent with skills to facilitate community in working-out developmental plans.
- Having co-ordinated approach between the students and the neighbourhood community.
- Able to respond to various community-based challenges through a scientific approach.

SUGGESTED READINGS:

- Cox, F. (1987). *Community organization*. Michigan: F.E. Peacock Publishers.
- Deutsch, E. & Dalvi, R. (2004). *The Essential Vedanta: A New Source Book of Advaita Vedanta*. World Wisdom.
- Douglas, B. (1983). *Community organization theory and practices*. New Jersey: Hall.
- Dunham, A. (1962). *Community Welfare Organization: Principles and Practice*. New York: Thomas Crowell.
- Friedlander, W.A. (1978). *Concepts and Methods in Social Work*. New Delhi: Benthice Hall International Inc.
- Gangrade, K.D. (1971). *Community Organisation in India*. Bombay: Popular Prakashan.
- Hardcastle, D. A., Powers, P. R., & Wenocur, S. (2004). *Community Practice: Theories and Skills for Social Workers*. New York: Oxford University Press.
- Henderson, P & Thomas D.N. (eds.). (1981). *Readings in community work*. London: George Allen & Unwin.
- Korten, D.C. (1980). Community Organization and Rural Development: A Learning Process Approach, *Public Administration Review*, 40(5), 480-511.
- Kramer, R.M., & Specht, H. (1983). *Readings in Community Organisation Practice*. Englewood: Cliffs Prentice Hall Inc.
- Ledwith M. (2005). *Community Development: A Critical Approach*, Policy Press.
- Lindeman, E. (1921). *The Community: An Introduction to the Study of Community Leadership and Organization*. New York: Association Press.
- Milson, F. (1973). *An Introduction to Community Work*. Routledge & Kegan.
- Pasricha, A. (2009). *Encyclopaedia Eminent Thinkers: The Political Thought of Mahadev Govind Ranade*. New Delhi: Concept Publishing.
- Rajan (2025). Making of Contemporary Indian Philosophy and Dilemmas of Demanded Change: A Critical Study of Swaraj in Light of Neo-Vedanta. *Journal of Human Values*, 31(2), 150-170.
- Ross, M.G. (1967). *Community Organisation*. New York: Harper and Row.
- Ross, M.G., & Lappin, B. (1967). *Community Organization: Theory, Principles, and Practice*. New York: Harper & Row.
- Rothman, J. (1968). 'Three Models of Community Organization Practice' in *Social Work Practice*. New York: Columbia University Press.
- Siddique, H.Y. (1984). *Social Work and Social Action*. New Delhi: Harnam Publications.

- Siddiqui, H.Y. (1997). *Community Organisation in India*. New Delhi: Harnam.
- Siddiqui, H.Y. (1997). *Working with Communities*. New Delhi: Hira Publications.
- Somesh, K. (2002). *Methods for Community Participation: A complete guide for Practitioners*. New Delhi: Sage Publication.
- Sri Aurobindo (2010). *The Supramental Manifestation Upon Earth*. Sri Aurobindo Ashram Publications.

FOUR-YEAR UNDERGRADUATE PROGRAMME IN SOCIAL WORK (MAJOR)
SEMESTER IV
INTRODUCTION TO PSYCHOLOGY AND COUNSELLING
M.JSW09

Time: 60 hours
Credits: 4

Full Marks: 100
Internal Assessment (20) + End Sem (80)

OBJECTIVES:

1. To orient the students to the concepts, functions and processes of guidance and counselling.
2. To provide a brief theoretical perspective to strengthen practice
3. To understand the skills and areas of counselling for future professional practice
4. To orient the students to the concepts, functions and processes of psychology

COURSE CONTENTS

UNIT NO	UNIT TITLE	CONTENT	CONTACT HOURS	MARKS ALLOTTED
1	Psychology: Introduction	Psychology as a Science, Psychology and Social Work and Other Disciplines, Goals of Psychology, Principles of Psychology.	10	16
2	Individual and Psychological Aspects of Human Behaviour	Learning, Intelligence, Motivation and Emotion: Understanding, Measuring, Concepts and Theories.	10	16
3	Individual and Social System	Stress and Conflict, Personality, Public Opinion, Prejudice and Propaganda.	10	18
4	Counselling: Introduction	Concept and Goals of Counselling, Principles of Counselling, Challenges faced by Counsellor.	8	16
5	Techniques and Skills of Counselling	Techniques — Listening, Responding, Goal Setting, Exploration and Action, Psychodrama, Roleplay Skill—Acceptance, Rapport-Building, Listening, Empathy, Genuineness, Unconditional positive regard, Concreteness, Questioning, Leading, Reinforcing, Reflection of Feelings, Summarizing, Counsellor Self-Disclosure, Issues of Confidentiality.	10	16
6	Approach and Areas of Counselling	Psychoanalytical Approach, Client Centred Approach, Behavior Modification Approach, Marriage and Family Counselling, Educational Counselling, Mental Health Counselling, Counselling for Substance Abuse, and Industrial Counselling.	12	18

LEARNING OUTCOMES:

- To understand the concept, need, and essence of Psychology
- To study concepts, measures, concepts of individual and social systems in psychology
- To understand the concept, need and essence of counselling in human life
- To study the skills, techniques, theoretical foundations, and various areas of counselling

SUGGESTED READINGS:

Bourne, Lyle E and Bruce R Ekstrand (1982), 4th edn. *Psychology: Its Principles and Meanings*, USA, Holt Rinehart and Winston; ISBN: 0-03-0596883

S. Narayan Rao (2017). *Counselling and Guidance*, McGraw Hill Education, ISBN-10-9781259005077

Davis, Keith and John W. Newstrom (1989), 8th edn. *Human Behaviour at Work, Organizational Behaviour*, USA, McGraw Hill: ISBN: 0-070015574-7.

Hall, Calvin S and Gardiner Lindzey (1978), 3rd edn. *Theories of Personality*, Canada, J. Wiley and Sons Inc. ISBN: 0-471-342278.

Hilgard, Ernest R, Richard C. Atkinson and Rita L Atkinson (1979), 6th edn. *Introduction to Psychology*, New Delhi, Oxford and IBH.

Aggrawal J. C. (1991). *Educational & Vocational Guidance & Counselling*, 7th edition, Doaba House, New Delhi.

Gibson R. & Mitchell M. (2005). *Introduction to Guidance & Counselling*, 6th edition, Prentice Hall of India, New Delhi.

Kochhar, S. K. (1981). *Guidance in Indian education*, New Delhi.

Kochhar, S. K. (1987). *Educational & Vocational Guidance in Secondary Schools*, Sterling Publishers, New Delhi.

Kochhar, S. K. (1986). *Guidance & Counselling in Colleges Universities*, Sterling Publishers, New Delhi.

Madhukar I. (2005). *Guidance & Counselling*, Authors Press, New Delhi.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MINOR)

SEMESTER III COURSE – MNSW04 INTRODUCTION TO SOCIAL WORK

Time: 60 Hours
Credits: 4

Full Marks: 80
[Internal Assessment-20, Exam-80]

OBJECTIVES

- Develop an understanding about the concept of social work considering the past and present.
- Develop commitment towards the goal of humanism.
- Imbibe values and attitude cherished by the social work profession.
- Develop an understanding about the social work practice or fields of social work.

COURSE CONTENT

UNIT NO	UNIT TITLE	CONTENTS
I	Concepts Used in Social Work Domain	Meaning of charity, voluntary action, social service, social welfare, social reform, social defense, social movement, and social work; critically reviewing the old and new definitions of social work; cultural issues and indigenization of social work.
II	Core Issues in Social Work	Assumptions of social work, goals of social work, approaches of social work, principles of social work, values of social work, and ethical responsibility of social workers.
III	Social Work as a Profession	Concept of profession, criteria of profession, social work as a profession, roles of professional social workers, professional associations of social workers in India, regulation of social work profession: Asian and Global view.
IV	Practice of Primary Methods of Social Work	Social Casework: Concept, Objectives and Process (explain with an example); Social Group Work: Concept, Objectives and Process (explain with an example); Community Organization: Concept, Objectives and Process (explain with an example).
V	Practice of Secondary Methods of Social Work	Social Welfare Administration: concept and elements; Social Action: Concept, Objectives and Process (explain with examples); Social Work Research: Concept, Objectives and Process (explain with examples).

UNIT NO	UNIT TITLE	CONTENTS
VI	Fields of Social Work	Child welfare, women welfare, youth welfare, welfare for the older people, social work in health and mental health setting, social work in correctional setting, social work in educational setting, urban and rural community development, welfare for the disadvantaged section, industrial social work etc.

LEARNING OUTCOME

1. Able to understand the basic concepts in social work
2. Able to get a knowledge of the primary methods of social work
3. Able to have an understanding of the different fields of practice of social work.

SUGGESTED READINGS

1. Bradford, S.W (2003), *Techniques and Guidelines for Social Work Practice*, 6th Edition, London: Pearson Education Inc.
2. Barker, R. L. (1999), *Milestones in the Development of Social Work and Social Welfare*, Washington, D.C.: NASW Press.
3. Dominelli, L. (2009), *Introducing Social Work*, Cambridge: Polity Press.
4. Friedlander, W.A (ed.) (1976), *Concepts and Methods of Social Work*, Second Edition, New Jersey: Prentice-Hall.
5. Johnson, Louise C. (1992), *Social Work Practice- A Generalist Approach*, Boston: Allyn and Bacon.
6. Pathak, S. H. (1981), *Social Welfare: An Evolutionary and Development Perspective*, New Delhi: MacMillan Publications
7. Payne, M. (2011), *Humanistic Social Work: Core Principles in Practice*, Chicago: Palgrave Macmillan.
8. Roberts and Nee (ed.) (1970), *Theories of Social Work*, Chicago: The University of Chicago Press
9. Skidmore, et al (1991), *Introduction to Social Work*, New Jersey: Prentice Hall.
10. Watts, T. D. E, Doreen, Mayadas, Nazneen S. (eds.) (1995), *International Handbook on Social Work Education*, London: Greenwood.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER V

COURSE – MJSW11

ADMINISTRATION OF SOCIAL WELFARE ORGANIZATIONS

Time: 3 Hours

Credits : 6

Full Marks: 75

[Internal Assessment-15, Exam-60]

OBJECTIVES

- To understand the framework of the Indian Constitution within which social welfare system operates.
- To gain an understanding of the characteristics of the social welfare organizations in different sectors and different levels.
- To develop knowledge of fundamental elements of administration of welfare organization.

COURSE CONTENT

UNIT NO	UNIT TITLE	CONTENT
I	Social Welfare Administration	Concept of social welfare, social welfare administration. Principles of social welfare administration— methods and techniques
II	Concept of Welfare State	Responsibilities of State for social welfare services-changing role of administration in a Welfare State.
III	Constitution of India	The Preamble, Fundamental Rights and the Directive Principles of State Policy as related to the concept of Welfare State.
IV	Types of Organizations	Types of organizations and their characteristics. Administration of institutional and non-institutional programmes.
V	Administration of Social Welfare Organizations	Introduction to various aspects of administration, organization and structure, policy making, planning programmes. Functions of the executives- supervision and evaluation. Budget, fiscal control and accountability, maintenance of records.
VI	Central Social Welfare Board	Administrative set up – objectives and programmes.

LEARNING OUTCOME

1. Able to understand concept of social welfare and social welfare administration
2. Able to understand the Structure and components of social welfare administration
3. Able to understand the relevance of social welfare administration for social workers

SUGGESTED READINGS

1. Dale, Reidar: 2000 : *Organisation and Development Strategies and Process*, Sage, New Delhi.
2. Dantwala, M. L, Sethi, Harshard , Visaria, Pravin, 1998 : *Social Change through Voluntary Action*, Sage, New Delhi.
3. Donnison, D.V. and Chapman Valerie, 1970 : *Social Policy and Administration*, George Allen and Unwin, London.
4. Harper, Malcolm, 2000 : *Public Service through Private Enterprise – Micro privatization for Improved Delivery*
5. Kabra, Kamal Narayan, 1997 : *Development Planning in India : Exploring an Alternative Approach*, Sage New Delhi
6. Lauffer. A., 1977 : *Understanding Your Social Agency*, Sage Publications, London.
7. Maheswari, Sriram, 1995 : *Rural Development in India – A People Policy Approach*, Sage, New Delhi
8. Mathew, P.D, 1994 : *Law on the Registration of Societies*, ISI, New Delhi
9. Patti R., 1983 : *Social Welfare Administration*, Prentice Hall, Englewood Cliff.
10. PRIA, 1989 : *Management of Voluntary Organization*, New Delhi
11. PRIA, 1991 : *Voluntary Development Organizations in India : A Study of History, Roles and Future Challenge and NGO's in India – A Critical Study*, New Delhi
12. Rao, C. H. Hanumantha (ed.) and Linneman, Hans, 1996 : *Economics Reforms and Poverty Alleviation in India*, Sage, New Delhi
13. Sankaran and Rodrigues, 1983 : *Handbook for the Management of Voluntary Organizations*, Alpha Publications, Madras.
14. Siddiqui H. Y., 1983 : *Social Work Administration- Dynamic Management and Human Relationships*, Prentice Hall, New Jersey.
15. Skidamore, 1983 : *Social Work Administration*, Prentice Hall, New Jersey
16. Steiner, R., 1977 : *Managing Human Service Organization- From Survival to Achievement*, Sage Publications, Beverly Hills.
17. Tandon, Rajesh and Mohanty, Ranjita, 2000 : *Civil Society and Governance*.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER – V COURSE – MJSW12

INTRODUCTION TO SOCIAL WORK RESEARCH

Contact hrs:60
Credits: 4

Full Marks: 100
[Internal Assessment-20, Exam-80]

OBJECTIVES:

- To orient the students to various research methods, concept and assumptions underlying the methods.
- To impart to the students knowledge about practical aspects of research process from planning to implementation.
- To familiarize the students with various statistical techniques applicable in social work research and for interpretation of results.

COURSE CONTENT

UNIT NO.	UNIT TITLE	CONTENT	HRS	MARKS
I	The Scientific Approach	Meaning of science, Characteristics of Scientific method, Goals of social research, Distinction between social research and social work research, Ethical issues in research.	10	16
II	Basic Elements in Social Research	Concepts, constructs and variables, hypothesis, theory and operational definitions, Steps in the process of research. Development of a Research Proposal.	10	16
III	Social Work Research	Use of research in social work. Types of social work research – needs assessment studies, situational analysis, monitoring and evaluation, impact assessment, policy research	10	16
IV	Research Designs	Meaning of research designs, Scientific social surveys, Descriptive, Exploratory and Experimental study designs, grounded theory, case study, phenomenology and ethnography, Action research, Participatory research.	10	16
V	Sampling	Purpose, Population, Universe, Sampling Frame and units of study, Meaning and types of Probability and non-probability sampling. Sampling in Qualitative Research.	10	20
VI	Methods of Data collection and	Sources of data –primary and secondary, Observation and Interview as a method,	10	16

	analysis of data	Questionnaire and format of questions, Interview schedule, Interview Guides and role of interviewer. Participatory Data Collection Techniques, Data Analysis.		
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LEARNING OUTCOME

1. Able to understand the various concepts of social research.
2. Able to understand the difference between social work research and social research.
3. Able to form an idea of the methodological aspect of social work/social research.
4. To acquaint them with the basic concepts of qualitative data analysis.

SUGGESTED READINGS

- Alston, M.and Bowles, W. 2003 *Research for Social Workers*, Rawat Publications
- Bailey, D.K, 1987: *Methods of Social Research*, Free Press, New York
- Goode, J. and Hatt P.K., 1952: *Methods in Social Research*, McGraw Hill, New Delhi
- Kothari, C.R. 2004 *Research Methodology* New Age International Publishers, New Delhi
- Kumar, R. 2011 *Research Methodology* Sage Publications, New Delhi
- May, Tim, 1997: *Social Research- Issues, Methods and Process*, Open University Press, Buckingham
- Mukherjee, Partha N. (ed), 2000: *Methodology in Social Research: Dilemma and Perspectives*, Sage, New Delhi

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MINOR)

SEMESTER V

MNSW05

Primary Methods of Social Work

Time: 3 Hours

Credits : 4

Full Marks: 100

[Internal Assessment-20, Exam-80]

OBJECTIVES

- To understand primary methods of social work.
- To enhance understanding of the basic concepts, purpose, principles of Case Work, Group work and Community Organisation in Social Work Practice.
- To develop concept on the different primary methods of Social Work through the historical development.
- To understand the role of social workers in individual, group and community problem solution

COURSE CONTENTS:

UNIT NO	UNIT TITLE	CONTENTS
I	Introduction to Primary methods of Social Work	Understanding primary and secondary methods to Social Work, issues and debates related to the different methods of Social Work.
II	Fundamentals of Social Casework	Definitions, meaning, nature, purpose of social casework; principles of social casework, major tools of social casework.
III	Basic Concepts of Social Group Work	Definition and types of groups, concept, objectives, values and principles of social group work, Relevance of Group Work in Indian Context.
IV	Understanding Community Organisation practice	Understanding Community, Concept, Definition, values and assumptions of Community Organisation; principles and processes of Community Organisation; difference between Community Organisation and Community development.
V	Historical Evolution of Primary Methods	Historical Development of Social Casework, social group work and community organisation in special reference to India.
VI	Social Work practice	Role of a Social Worker in solving the individual, group and community problems in various settings (community and health settings).

LEARNING OUTCOMES

- Able to understand the concepts of primary methods of Social Work
- Able to understand historical evolution of Social Case Work, Group Work and Community organisation
- Gain insights on the roles of Social Workers in community and health settings in individual, group and community level.

SUGGESTED READINGS

Douglas, B. (1983). *Community organization theory and practices*. New Jersey: Hall.

Friedlander, W.A. (1978). *Concepts and Methods in Social Work*. New Delhi: Bentice Hall International Inc.

Konopka, Giselle. (1963). *Social Group Work: A Helping Process*. New York: Englewood Cliff Prentice Hall.

Mathew, G. (1992). *An Introduction to Social Casework*. Bombay,:Tata Institute of Social Sciences.

Pearlman, H.H. (1957). *Social Casework: A Problem Solving Process*. Chicago, The University of Chicago Press.

Ross, M.G. (1967). *Community Organisation*. New York: Harper and Row.

Ross, M.G., & Lappin, B. (1967). *Community Organization: Theory, Principles, and Practice*. New York: Harper & Row

Siddiqui, H.Y. (1997). *Working with Communities*. New Delhi: Hira Publications.

Siddiqui, H.Y. (2008). *Group Work: Theories and Practices*. New Delhi: Rawat Publications.

Trecker, Harbigh B. (1970). *Social Group Work Principles and Practice*. Associated Press: New York.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER –VI COURSE: MJSW14 ECONOMIC AND SOCIAL POLICIES

Time: 60 Hours
Credits: 4

Full Marks: 100
[Internal Assessment-20, End Sem Exam-80]

OBJECTIVES

- To help the students to critically analyze concepts and perspectives of social policy and planning.
- To understand the importance of contextual issues in social policy.
- To develop an understanding of the linkages between policy perceptions and planning in development practice.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum % of Marks Allotted
I	Characteristics of an economy	Concept of market, production, savings and investment, economic growth, GDP & GNP, National Income. Concept of human development. Sustainable development, Production Cycle, Circular Flow of Income, Approaches to Economic Growth.	10	16
II	Poverty, Unemployment and Informal Sector in India	Concept and Measurement, Analysis of poverty and unemployment, Poverty Alleviation and Employment Generation programmes in India, Significance and Problems of Small-Scale Industries in India.	10	16
III	Agriculture, Rural Credit and Food Security in India	Importance and Challenges of Agriculture in a developing economy, Sources, Problems and Policies of Rural Credit in India, Problems and Policies of Food Security in India	10	18
IV	Introduction to Social Policy	Meaning, objectives, and models of social policy; issues of social policy based on Indian Constitutional Provisions-Directive Principles of State Policy and Fundamental Rights; how do social workers use social policy in their practice?social policy formulation in India: process, role of civil society institutions in social policy	10	16

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum % of Marks Allotted
		formulation.		
V	Social Planning	Concept, goals and principles of social planning; distinction between social planning and economic planning; planning at panchayat, state and central levels; problems of social planning in India; Planning Commission and NITI Aayog.	10	16
VI	Social Policy in India	Contemporary policies relating to Education, Health, Housing and Environment in India. Social Security: concept, characteristics and forms of social security in India.	10	18

LEARNING OUTCOMES

- Able to understand the basic concepts related to social development, social policy and social planning
- Able to understand the linkage between social policy and social planning
- Able to get an exposure to social policy in India

SUGGESTED READINGS

1. Adams, R. (2002). *Social Policy for Social Work*. Palgrave Macmillan, Basingstoke.
2. Agrawal A. N. and Kundan L. (1984). *Economic and Development and Planning*. Bombay: Vikas Publishing House.
3. Beldock, J. M. et al.(ed.) (1999). *Social Policy*. Oxford: Oxford University Press.
4. Bharadwaj, R. and Nadkarni. (1992). *Planning for Social and Economic Development*. New Delhi: Sage Publications.
5. Bhartiya, A.K. (2009). *Introduction to Social Policy*. Lucknow: New Royal Book Company.
6. Bhartiya, A.K. and Singh, D.K. (2009). *Social Policy in India*. Lucknow: New Royal Book Company.
7. Chakraborty, Sukhomoy. (1987). *Development Planning: The Indian Experience*. New Delhi: Oxford University Press.
8. Kabra, Kamal Nayan. (1997). *Development Planning in India*. New Delhi: Sage.
9. Singh, Surendra (ed). (2012). *Encyclopaedia of Social Work in India*. Lucknow: New Royal Book Company.

10. Spicker, P. (2010). *Social Policy-Themes and Approaches*. Jaipur: Rawat Publications.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER VI

COURSE: MJSW15

CITIZENSHIP, GOVERNANCE AND SOCIAL LEGISLATION

Time: 60 Hours

Credits: 4

Full Marks: 100

[Internal Assessment-20, End Sem Exam-80]

OBJECTIVES

- To understand the concept of citizenship and governance at the local, national and international level
- Develop an understanding of the structure, composition and functions of democratic institutions at the grass-root level of rural and urban society of India.
- To understand various legislation for protection and welfare of people

COURSE CONTENT

UN IT	UNIT TITLE	CONTENT	Contact Hours	Minimu m Marks Allotted
I	Concept of citizenship	Concept of citizenship---- citizenship, rights duties and obligations of citizens.	8	16
II	Governance in India. PRIs	Meaning of governance. Democratic decentralization in civil society. The Constitution (73rd) Amendment Act, 1992..Composition, structure and function of Panchayati Raj institution: Gram Panchayat, Panchayat Samiti, Zila Parishad. Importance of Gram Sansad, Gram Sabha and Gram Unnayan Samiti. Nyaya Panchayat.	8	16
III	Constitutional provisions of urban local self-government	The concept for urban local Self- Government. The Constitution (74) Amendment Act, 1992. Classification, composition of urban areas----Nagar Panchayat, Municipality and Municipal Corporation. Functions of Municipality and Municipal Corporation. Role of PRIs in poverty alleviation, women's development and social welfare..	8	16
IV	Concept of Social Legislation and social justice	Concept and objective of social legislation, social legislation in a welfare state, social justice and its relationship with social legislation; human rights.	8	16
V	Laws pertaining to Marriage and Women's Welfare	Hindu Marriage Act, 1955; Muslim Women (Protection of Rights on Divorce) Act, 1986; Special Marriage Act, 1954; Dowry Prohibition Act, 1961; The Protection of Women from Domestic Violence Act, 2005; Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	8	16
VI	Child Welfare and Juvenile Justice	The Juvenile Justice (Care and Protection) Act, 2000; Child Labour (Prohibition and Regulation) Act, 1986; Protection of Children from Sexual Offences	8	16

UNIT	UNIT TITLE	CONTENT	Contact Hours	Minimum Marks Allotted
		Act, 2012; Right to Information Act, 2005.		
	Assignment/tutorial/class test/presentation		12	20

LEARNING OUTCOMES

- Acquaint learners with the process of planning and execution of programmes through participatory democracy of local Self-Government.
- Develop an ability to identify areas of work, service delivery system and bureaucracy in the institutions of grass-root democracy.
- Develop insight into social-work perspective in the functioning of the democratic institutions at the grass-root level.
- Develop insight into legislation perspective on various problems in our society

SUGGESTED READINGS

1. Bandyopadhyay D and Mukherjee A, (2004). Task Force on Panchayati Raj, New Issues in Panchayati Raj., Rajib Gandhi Foundation Concept Publishing Company, New Delhi.
2. Bandyopadhyay. D and Mukherjee N, (1993).New Horizons for West-Bengal Panchayat- A Report for the Government of West Bengal, Ministry of R.D. (W.B).
3. Datta L. N. (2006) : The West Bengal Municipal Act (Amended upto date), Tax's Law, Kolkata
4. Datta L. N. (2006) : The West Bengal Panchayat Act (Amended upto date), Tax's Law, Kolkata
5. Datta, Nikeenjalata, (1989).Village Panchayat in India, Mittal Publication, New Delhi
6. Gangrade K.D, (1992) : 'Power to Powerless-A Silent Revolution through Panchayati Raj System', Journal of Rural Development, Vol-16 (4), 1992
7. Ghosh R and Pramanik A, (2002). Panchayat System in India – Historical Constitution and Financial Analysis, KonishkaPublicaters, Distributors, New Delhi
8. Malashwari K and Malashwari I (ed), 1998.The Calcutta Municipal Corporation Act, 1980; Intellectual Law Publishers, Calcutta
9. Mathew, George, (1995). 'Will Reservation Ensure Participation', Social Welfare, Vol.42, No.5-6
10. Misra S.N, (1981).Rural Development and Panchayati Raj, Concept Publishing Co., New Delhi
11. Mukherjee N, (1996). 'Decentralization Below State Level- Need for a New System of Government', in Mathur Kuldeep (ed): Development Policy and Administration, Sage, New Delhi
12. Paul Chowdhury D, (1994): 'Panchayat and NGO', Social Welfare, Vol.41, No.-2, May 1994
13. Choudhury, Paul, D. (1995). Child Welfare in India. New Delhi: NIPCCD
14. Gangrade, K.D. (1986). Social Legislation in India. New Delhi: Geetanjali Pub. House.
15. Khanna, H. R. (1980). The Judicial System., New Delhi: IIPA.
16. Mathew, P. D. (1985). Social Justice Cell. New Delhi: Indian Social Institute.
17. Sarma, A. M. (1981). Aspects of labour welfare and social security. Himalaya Publishing House.
18. Bare acts with commentary
19. GOI - Constitution of India

20. Commentary on Hindu Laws. Allahabad: Allahabad Law Agency.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MINOR)

SEMESTER VI

MNSW06

Primary Methods of Social Work

Contact hrs:60

Credits : 4

Full Marks: 100

[Internal Assessment-20, Exam-80]

OBJECTIVES

- To understand primary methods of social work.
- To enhance understanding of the basic concepts, purpose, principles of Case Work, Group work and Community Organisation in Social Work Practice.
- To develop concept on the different primary methods of Social Work through the historical development.
- To understand the role of social workers in individual, group and community problem solution

COURSE CONTENTS:

UNIT NO	UNIT TITLE	CONTENTS
I	Introduction to Primary methods of Social Work	Understanding primary and secondary methods to Social Work, issues and debates related to the different methods of Social Work.
II	Fundamentals of Social Casework	Definitions, meaning, nature, purpose of social casework; principles of social casework, major tools of social casework.
III	Basic Concepts of Social Group Work	Definition and types of groups, concept, objectives, values and principles of social group work, Relevance of Group Work in Indian Context.
IV	Understanding Community Organisation practice	Understanding Community, Concept, Definition, values and assumptions of Community Organisation; principles and processes of Community Organisation; difference between Community Organisation and Community development.
V	Historical Evolution of Primary Methods	Historical Development of Social Casework, social group work and community organisation in special reference to India.
VI	Social Work practice	Role of a Social Worker in solving the individual, group and community problems in various settings (community and health settings).

LEARNING OUTCOMES

- Able to understand the concepts of primary methods of Social Work
- Able to understand historical evolution of Social Case Work, Group Work and Community organisation
- Gain insights on the roles of Social Workers in community and health settings in individual, group and community level.

SUGGESTED READINGS

Douglas, B. (1983). *Community organization theory and practices*. New Jersey: Hall.

Friedlander, W.A. (1978). *Concepts and Methods in Social Work*. New Delhi: Bentice Hall International Inc.

Konopka, Giselle. (1963). *Social Group Work: A Helping Process*. New York: Englewood Cliff Prentice Hall.

Mathew, G. (1992). *An Introduction to Social Casework*. Bombay,:Tata Institute of Social Sciences.

Pearlman, H.H. (1957). *Social Casework: A Problem Solving Process*. Chicago, The University of Chicago Press.

Ross, M.G. (1967). *Community Organisation*. New York: Harper and Row.

Ross, M.G., & Lappin, B. (1967). *Community Organization: Theory, Principles, and Practice*. New York: Harper & Row

Siddiqui, H.Y. (1997). *Working with Communities*. New Delhi: Hira Publications.

Siddiqui, H.Y. (2008). *Group Work: Theories and Practices*. New Delhi: Rawat Publications.

Trecker, Harbigh B. (1970). *Social Group Work Principles and Practice*. Associated Press: New York.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)
SEMESTER VII
COURSE: MJSW17
SUSTAINABLE LIVELIHOOD PRACTICES

Time: 60 Hours
Credits: 4

Full Marks: 100
[Internal Assessment: 20, End Sem Exam: 80]

OBJECTIVES:

- To develop an understanding related to livelihood in a sustainable framework.
- To conceptualize various models of livelihood promotion.
- To bring an insight into approaches of sustainable livelihood intervention.
- To broaden the horizon related to application of tools for sustainability.

COURSE CONTENTS:

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum Marks Allotted
I	Understanding Sustainable livelihood	Meaning & Definition of Sustainable livelihood, Evolution, Scope of Sustainable livelihood.	8	10
II	Theoretical Dimensions	Sustainable livelihood Approach (SLA) Model, IFAD Sustainable livelihood Framework, Concept of Capital: Physical, Natural, Social, Economic.	10	20
III	Overview of Natural Resource Management	Natural Resource Management: Meaning & Scope, Natural Resource Management and Schemes: National Afforestation Programme, National Biofuel Mission, Integrated Watershed Management Programme.	12	20
IV	Tools and Techniques	Rural and Urban livelihood linkages, Mapping of Community Assets, Micro-Finance, Watershed Development.	10	15
V	Policies and Legislations	National Environment Policy-2006, Integrated Energy Policy-2006, National Policy on Biofuels-2018.	10	15
VI	Stakeholders in Sustainable livelihood	Role of Government Institutions: NABARD, NDDDB and Cooperatives. Role of NGOs: CARE, BASIX and Sanjeevani. Role of Social Workers in Sustainable Livelihood.	10	20

LEARNING OUTCOMES:

- Getting equipped with techniques to facilitate people in bringing sustainability in the utilization of natural resources.
- Being skilled in developing inter-sectoral linkages for hassles-free livelihood growth.
- Able to facilitate the students in understanding challenges and its remedies to develop sustainability across various sectors of economy.

SUGGESTED READINGS:

- Carney (2002). *Sustainable Livelihoods Approaches: progress and possibilities for change*. London: DFID.
- Chambers, R. (1995). *Poverty and Livelihoods: Whose Reality Counts?* IDS Discussion Paper 347, IDS, Brighton, UK.
- Ellis, F. (1999). *Rural Livelihood Diversity in Developing Countries: Evidence and Policy Implications*. ODI Natural Resource Perspectives No.40, ODI, London.
- H.S. Shylendra and Uma Rani (2005). *Diversification and sustainable rural livelihood*, Concept Publishing.
- Kiah Smith (2014). *Ethical Trade, Gender and Sustainable livelihoods: Women Smallholders and ethicality in Kenya*. Routledge.
- Marsh, R. (2003). *Working with Local Institutions to Support Sustainable Livelihoods*, Rural Development Division, FAO, Rome, Italy.
- Morse, Stephen, McNamara, Nora (2013). *Sustainable Livelihood Approach: A Critique of Theory and Practice*. Springer.
- Scoones, I. (1998). *Sustainable Rural Livelihoods: A framework for analysis*. IDS.
- Stephen Morse, Nora McNamara (2013). *Sustainable Livelihood Approach: A Critique of Theory and Practice*. Springer.
- Susanna, D. (1996). *Adaptable Livelihoods: Coping with Food Security in the Malian Sahel*, London: Macmillan.
- Vishwambhar Prasad Sati (2013). *Towards Sustainable Livelihoods and Ecosystems in Mountain Regions*. Springer.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER –VII COURSE: MJSW18 HEALTH AND MENTAL HEALTH

Time: 60 Hours
Credits: 4

Full Marks: 100
[Internal Assessment-20, End Sem Exam-80]

OBJECTIVES

- To help the students to understand the concept and related issues of health and mental health.
- To develop an understanding on the health services system, health and mental health programmes and policies of India.
- To know in detail how IKS should be used in health and mental health.

COURSE CONTENTS

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum % of Marks Allotted
I	Introduction to Health and Related Concepts	Concept of health and disease; concept of public health and related terminologies like Community health, Preventive and Social Medicine (PSM).	6	16
II	Health in India and IKS	Historical development of public health, diseases of public health importance, concept and levels of prevention; History, structure, function and organization of health services in India: Primary, Secondary and Tertiary healthcare; Experience of voluntary sector organizations in the implementation of health services in India; Job descriptions of various functionaries; Overview of the various National Health Programmes.	14	16
III	Nutrition and Health Policies	Relationship between nutrition, health and development; nutrition and health policies; health education and behaviour change communication	10	18

Unit No.	Unit Title	Course Contents	Contact Hours	Minimum % of Marks Allotted
		strategies.		
IV	Introduction to Mental Health	Basic concepts of mental health, characteristics of mentally healthy person, factors influencing mental health.	6	16
V	Abnormality and Mental Disorder	Concept of abnormality, classification of mental disorders, basic information on symptoms, causes and treatment of major and minor mental illnesses.	14	16
VI	IKS, Mental Health in India and Role of Social Work	Mental health in India, history of treatment of mental health in India, role of social workers in promoting mental health.	10	18

LEARNING OUTCOMES

- Able to understand the basic concepts related to health and mental health.
- Able to analyse the health services system, health programmes and policies of India.
- Able to understand causes and treatment of various mental illnesses.
- Able to get an exposure on how to use IKS in health and mental health.

SUGGESTED READINGS

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER- VII

DISASTER MANAGEMENT AND SOCIAL WORK

CODE: MJSW20

Time: 60 Hours
Credits : 4

Full Marks: 100
[Internal Assessment-20, Exam-80]

OBJECTIVES

- To sensitize students to understand various terminologies on disaster, disaster cycles, and multiple concepts like disaster risk reduction, mitigation, psychosocial care, legal framework relating to catastrophe, etc.,
- To enable the students to understand its implications for a professional social worker, especially in undertaking various roles in pre-disaster, during-disaster, and post-disaster periods.

UNIT NO	UNIT TITLE	CONTENT	Contact hours	Minimum % Marks allotted
I	Basic Concept of Disaster	Disaster-its various types. Difference between hazard and disaster. Past and present disasters in India.	10	16
II	Some Terminologies on Disaster.	Disaster Preparedness, Risk Reduction, Mitigation, Disaster Relief, Psychosocial care.	10	16
III	Disaster Management	Disaster Management and Disaster Management Cycles.	10	16
IV	Key Legal Framework at the International Level. Laws relating to Disasters in India at the national level	UN-ISDR. Hygo Framework of Action. Sendai Framework. Disaster Management Act in India 2005	10	16
V	Disaster Management Authority	National Disaster Management Authority and its function. State Disaster Management Authorities—its function.	10	16
VI	Disaster Management and NGOs. Projects for disaster risk reduction	National and International NGOs in disaster response, DRR, mitigation, and psycho-social care.	10	20

LEARNING OUTCOME

1. Able to gain an understanding of various terminologies relating to disaster, disaster cycles, concepts like disaster risk reduction, mitigation, psychosocial care, and legal framework, including ideas of national and international organizations working in the field of disaster relief, response, disaster risk reduction, and develop ability to write international projects.
2. Able to respond to vulnerable and emergency management to restore quality of life.

SUGGESTED READINGS

1. S.C. Sharma (2019). Disaster management, New Delhi, Khanna Publishing House
2. Gupta, M. C., L.C. Gupta, B. K. Tamini & Vinod K. Sharm. (2000). Manual on Natural Disaster Management in India. New Delhi, National Institute of Disaster Management.
3. Anup Phaiju, Debnarayan Bej (2010). Establishing Community Based Early Warning System. Practitioners Handbook, Nepal, Sagar Pokharel, and Ulla Dons. Practical Action and Mercy Corps publication
4. Murty, D. B. N. (190)7. Disaster Management- Text and Case Studies. New Delhi, Jain Book Agency.
5. Government of India Ministry of Home Affairs (2009). National Policy on Disaster Management 2009
6. International Strategy for Disaster Reduction. Hyogo Framework for Action 2005-2015: ISDR International Strategy for Disaster Reduction, www.unisdr.org/wcdr
7. United Nations Office of Disaster Risk Reduction (UNDRR). 2007. Hyogo Framework for Action 2005 – 2015: Building the Resilience of Nations and Communities to Disasters. UN/ISDR, Geneva 2004.
8. United Nations Office of Disaster Risk Reduction (UNDRR). 2015. Sendai Framework for Disaster Risk Reduction 2015-2030, <https://www.undrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030>
9. Nidhi G Dhawan. (2014). Disaster Management and Preparedness. New Delhi, Jain Publications.
10. Satendra, K.J. Anandha Kumar & V.K. Naik. (2013). India's Disaster Report. New Delhi, National Institute of Disaster Management.
11. Sinha, A. (2001). Disaster Management: Lessons Drawn and Strategies for Future, New United Press, New Delhi.
12. Taori, Kamal (2005). Disaster Management through Panchayati Raj. New Delhi, Jain Publications.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MINOR)

SEMESTER VIII

MNSW08

Secondary Methods of Social Work

Contact hrs: 60

Credits : 4

Full Marks: 100

[Internal Assessment-20, Exam-80]

OBJECTIVES

- To understand secondary methods of social work.
- To enhance understanding of the basic concepts, purpose, principles of welfare administration, social research and social action in Social Work Practice.
- To understand the role of the secondary methods in social welfare policy and practice

UNIT NO	UNIT TITLE	CONTENTS	CONTACT HRS	MARKS
I	Introduction to Secondary methods of Social Work	Understanding secondary methods to Social Work, significance of the secondary methods in social interventions	10	16
II	Fundamentals of Social Welfare Administration	Definitions, meaning, nature, purpose of social welfare administration; principles of social welfare administration, major tools of social welfare administration.	10	16
III	Basic Concepts of Social Action	Definition and significance of social action, concept, objectives, values and principles of social action, Relevance of Social Action in the context of development.	10	16
IV	Understanding Social Work Research	Scientific Approach, Concept, Definition, and steps of Social Work Research; Types of Research Designs, Ethical Considerations, Utility and Scope of Social Work Research	10	16
V	Social Action movements in India	Social Action in India: Chipko Movement, Narmada Bachao Andolan, Namantar Andolan, 1978, Anna Hazare Movement, 2011.	10	16
VI	Secondary Methods and	Significance of Social Welfare Administration in planning and	10	20

	Social Work Practice	implementation of social programmes and policies. Role of Social Work Research in evaluating and designing social interventions, Relevance of social action in social change.		
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LEARNING OUTCOMES

- Able to understand the concepts of secondary methods of Social Work
- Able to understand the significance and theoretical pillars of the secondary methods
- Gain insights on the roles of Social Workers in social change and programme evaluation through the secondary methods

SUGGESTED READINGS

1. Dale, Reidar: 2000 : *Organisation and Development Strategies and Process*, Sage, New Delhi.
2. Dantwala, M. L, Sethi, Harshard , Visaria, Pravin, 1998 : *Social Change through Voluntary Action*, Sage, New Delhi.
3. Donnison, D.V. and Chapman Valerie, 1970 : *Social Policy and Administration*, George Allen and Unwin, London.
4. Harper, Malcolm, 2000 : *Public Service through Private Enterprise – Micro privatization for Improved Delivery*
5. Kabra, Kamal Narayan, 1997 : *Development Planning in India : Exploring an Alternative Approach*, Sage New Delhi
6. Lauffer. A., 1977 : *Understanding Your Social Agency*, Sage Publications, London.
7. Maheswari, Sriram, 1995 : *Rural Development in India – A People Policy Approach*, Sage, New Delhi
8. Mathew, P.D, 1994 : *Law on the Registration of Societies*, ISI, New Delhi
9. Patti R., 1983 : *Social Welfare Administration*, Prentice Hall, Englewood Cliff.
10. PRIA, 1989 : *Management of Voluntary Organization*, New Delhi
11. PRIA, 1991 : *Voluntary Development Organizations in India : A Study of History, Roles and Future Challenge and NGO's in India – A Critical Study*, New Delhi
12. Rao, C. H. Hanumantha (ed.) and Linneman, Hans, 1996 : *Economics Reforms and Poverty Alleviation in India*, Sage, New Delhi
13. Sankaran and Rodrigues, 1983 : *Handbook for the Management of Voluntary Organizations*, Alpha Publications, Madras.
14. Siddiqui H. Y., 1983 : *Social Work Administration- Dynamic Management and Human Relationships*, Prentice Hall, New Jersey.
15. Skidamore, 1983 : *Social Work Administration*, Prentice Hall, New Jersey
16. Steiner, R., 1977 : *Managing Human Service Organization- From Survival to Achievement*, Sage Publications, Beverly Hills.
17. Tandon, Rajesh and Mohanty, Ranjita, 2000 : *Civil Society and Governance*.
18. Alston, M.and Bowles, W. 2003 *Research for Social Workers*, Rawat Publications
19. Bailey, D.K, 1987: *Methods of Social Research*, Free Press, New York
20. Goode, J. and Hatt P.K., 1952: *Methods in Social Research*, McGraw Hill, New Delhi
21. Kothari, C.R. 2004 *Research Methodology* New Age International Publishers, New Delhi
22. Kumar, R. 2011 *Research Methodology* Sage Publications, New Delhi
23. May, Tim, 1997: *Social Research- Issues, Methods and Process*, Open University Press, Buckingham

24. Mukherjee, Partha N. (ed), 2000: Methodology in Social Research: Dilemma and Perspectives, Sage, New Delhi
25. Siddique, H.Y. (1984). *Social Work and Social Action*. New Delhi: Harnam Publications.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER – VII

COURSE – RSSW01

ADVANCED QUALITATIVE AND QUANTITATIVE RESEARCH

Contact: 60 Hours

Credits: 4

Full Marks: 100

[Internal Assessment-20, Exam-80]

OBJECTIVES

- This course aims to familiarize students with the advanced quantitative and qualitative research.
- This involves analyzing statistical data to answer certain research questions.
- The knowledge gained will enable the students to conceptualize, formulate and conduct research projects.
- It will provide a holistic understanding of major research strategies and the meaning, scope, and importance of social work research.

COURSE CONTENT

N O	UNIT TITLE	CONTENT	HRS	MARKS
I	Revision of concepts in Social Research	The Scientific Approach, Research Designs, Sampling, Data Collection.	10	10
II	Handling quantitative data	Coding, editing, mastersheet and tabulation plan. Statistical sampling Scaling- Likert, Thurstone, Guttman, Problems and tests of Reliability and Validity.	10	20
III	Presentation of data	Graphical and tabular presentation- Pie diagrams, graphs, bar diagrams, univariate and multivariate tables. Statistical Package for Social Sciences (SPSS) – introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation using SPSS.	10	10
IV	Analysis of Quantitative Data:	Use of Measures of Central Tendency and Dispersion, ANOVA, Correlation, Hypothesis testing using SPSS	10	20
V	Analysis of Qualitative Data	Coding, Editing, Analysis in Qualitative Data using MAXQDA, MinerLite or other software	10	20

VI	Research reports/ Dissertations	Planning outline of report, Editing for accuracy and neatness, standard formatting for referencing, footnotes and bibliography, dissemination of findings, preparing research abstract, book review.	10	20
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LEARNING OUTCOME

1. Able to understand the various concepts of social research.
2. Able to understand the differences between the social work research and social research.
3. Able to form an idea of the methodological aspect of social work/social research.
4. Able to grasp the basic concepts of statistics.

SUGGESTED READINGS

- Alston, M. and Bowles, W. 2003 *Research for Social Workers*, Rawat Publications
- Bailey, D.K, 1987: *Methods of Social Research*, Free Press, New York
- Das, N. G, 2010: *Statistical Methods*. Vol I and II, Tata McGraw-Hill Publishing Co. New Delhi. (available as an e-book)
- Goode, J. and Hatt P.K., 1952: *Methods in Social Research*, McGraw Hill, New Delhi
- Jefferies, J. and Diamons, I., 2000: *Beginning Statistics- An Introduction for Social Scientists*, Sage, New Delhi
- Kothari, C.R. 2004 *Research Methodology* New Age International Publishers, New Delhi
- Kumar, R. 2011 *Research Methodology* Sage Publications, New Delhi
- Lal Das, D.K, 2007 *Practice of Social Research* Rawat Publications, New Delhi.
- Malhotra, O.P and Gupta S.K, 2009 *Elementary Statistics* S.Chand & Co. New Delhi
- May, Tim, 1997: *Social Research- Issues, Methods and Process*, Open University Press, Buckingham
- Mukherjee, Partha N. (ed), 2000: *Methodology in Social Research: Dilemma and Perspectives*, Sage, New Delhi
- Reichmann, W. J., 1981: *Use and Abuse of Statistics*, Penguin Books.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)
SEMESTER - VIII
COURSE – MJSW21
CRIMINAL JUSTICE AND SOCIAL WORK

Contact hours: 60 Hours
Credits : 4

Full Marks: 100
[Internal Assessment-20, Exam-80]

OBJECTIVES

- To familiarize students with the field of criminology, custodial justice, corrections and rehabilitation.
- To help students get an overview of the structure of and hierarchy within the different wings of the crime and correctional administration.
- To orient students to methods such as advocacy, judicial intervention, working with the system, legal awareness and aid, in criminal justice social work.

COURSE CONTENT

UNIT	TITLE	CONTENT	Contact Hours	Minimum Percentage of Marks
I	Introduction to Crime	Definition and patterns of crime - Understanding crime statistics – Theoretical framework of analyzing crime.	05	16
II	Displacement of Indigenous Systems of Law in India	Codification: First Law Commission of India – Lex Loci report; Development of the prevailing judicial system in India ; hierarchy of the judiciary.	10	16
III	Overview of the Criminal system	Three major criminal Acts – IPC, CR P C and Indian Evidence Act , IPC : Elements of a crime (<i>actus reus</i> and <i>mens rea</i> attempt to commit offence ; certain major offences : Murder, Culpable Homicide not amounting to murder, Rape, offences against property, offences against Marriage, Dowry Deaths, S.498A, Force and criminal force <i>ee</i>); Presumption of innocence. Criminal Procedure Code: Types of offences (cognizable, non-cognizable; bailable, non-bailable; compoundable, non-	20	20

		compoundable) ; hierarchy and jurisdiction of criminal courts ; investigation of offences ; First Information Report and Post Mortem Report ; accused's rights on arrest –bail and anticipatory bail. Indian Evidence Act : Evidence in a trial : Substantive, corroborative, Oral and documentary; circumstantial evidence, dying declarations, Privileged communication – Witnesses – Confessions.		
IV	Correctional Perspectives and Practice	History and emergence of correctional policies, legislation, procedures; Custodial justice, corrections and rehabilitation, advocacy, judicial intervention, Social Worker working with the system, legal awareness and aid.	10	16
V	Juvenile Conflict with Law	Meaning ,Classification, nature and incidence, factor of juvenile, Juvenile Justice Act 2015, rehabilitation system in India- Borstal school, probation hostel, observation home, children home, special home, after care home.	05	16
VI	Crime in India	Rural and urban crimes. National Crime Record Bureau (NCRB), New trends of crime- cyber-crime, white-collar crime, organized crime.	10	16

LEARNING OUTCOME

1. Able to understand the basic concepts of crime and the criminal system in India
2. Able to gain an understanding of different correctional perspectives
3. Able to understand the situation of crime in India

SUGGESTED READINGS:

Ahuja, R. (2014). *Social problems in India*. Jaipur"Rawat publications.

Kathpalia, G. (2014). *Criminology and Prison Reforms*. LexisNexis.

Kumar, V. (2010). *The Juvenile Justice System in India: From Welfare to Rights*

Rao, A. & Dube, S.(2013). *Crime Through Time* (Oxford in India Readings: Themes in Indian History).

Samaddar, R. (2009). *State of Justice In India: Issues of Social Justice*. New Delhi: Sage Publications.

Sankaran, K. & Singh, U. (2007). *Towards Legal Literacy: An Introduction to Law in India*. Delhi: Oxford University Press.

South Asia Human Rights Documentation Center (2007). *Handbook of Human Rights and Criminal Justice in India: The System and Procedure*.

Unnithan, N. P. (2013) *Crime and Justice in India*. New Delhi: Sage Publication.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER VIII CHILD RIGHTS AND PROTECTION

COURSE: MJSW23

Time:3hrs

Full Marks: 100

Credits: 4

(Internal Assessment-20, Exam-80)

Objective:

1. To make the students familiar with the basic philosophy of child development, child rights, and child protection
2. To help students acquire knowledge of the operational details of different welfare and development services in the field of child development and protection
3. To develop an understanding regarding the scope of social work intervention in the sphere of child welfare, child rights, and protection

Unit No	Unit Title	Contents	Contact Hours	Minimum Percentage of Marks
I	Child Development	Concept and Principles of childhood development and child welfare. Evolution of child welfare services in India and changing trends. Child rights and its implementation.	10	16
II	Child Welfare Services Child Protection	Types of child welfare services-Institutional and non-Institutional – Adoption and Foster Care; CARA (Central Adoption Resource Agency), SARA (State Adoption Resource Agency); ICDS and ICPS	10	16
III	Child Welfare Policies	National Policies on children, Development of child welfare planning – constitutional and legislative directives for welfare of children.	10	16
IV	Social Work practice with children in difficult situations	Methods of Working with Children; School Social Work; Juvenile Delinquency; Destitute and Street Children; Children with physical and intellectual disability	10	16
V	Child Abuse and Trafficking	Concept, definition, causes and types of child abuse and child trafficking; social work intervention.	10	16
VI	ICPS (Integrated Child Protection Scheme)	Genesis, Objectives, Programmes, Implementation and Evaluation of ICPS	10	20

Learning Outcomes:

- The development of an understanding about child, childhood, child welfare services.

- The development of an understanding about global and national policies of children.
- Development of Social Work Skills and Techniques for working with children.
- The understanding of various schemes of child welfare.
- The understanding of the different types and settings of child welfare and social work intervention.

Suggested Readings:

- J Berry, Juliet, 1972: Social Work with Children, Rutledge and Kegan Paul, London
- Curtis, Janzan and Harris, Oliver, 1980: Family Treatment in Social Work Practice, F.E. Peacock Publishing, Illinois.
- Joshi, Sandhya, 1996: Child Survival, Health and Social Work Intervention, Concept Publishing Company, New Delhi.
- Kapur, Malavika, 1995: Mental Health of Indian Children, Sage, New Delhi.
- Kapur, Arun, 2007: Transforming Schools and Empowering Children, Sage, New Delhi.
- Manooja, D.C., 1993: Adoption Law and Practice, Deep and Deep Publications, New Delhi.
- Manor, Oded, 1984: Family Work in Action-A Handbook for Social Workers, Tavistock Publications, Illinois, U.S.A.
- Menson, Carlton, E., 1980: Social Work with Families: Theory and Practice; The Free Press, New York.
- NIPPCD, 1994: Child in India: A Statistical Profile, New Delhi.
- Pandey, Rajendra, 1991: Street Children of India, Calugh Publication, Allahabad.
- Sinha, P.N., 2000: Population Education and Family Planning, Author Press, New Delhi.
- TISS, 1994: Enhancing the Role of Family as an Agency for Social and Economic Development, Unit for Family Studies, Mumbai.
- Zimmerman, Shirley, L., 1992: Family Policies and Families Wellbeing, Sage, New Delhi.
- GOI, 1992: National Plan of Action-A Commitment to the Child, Department of Women and Child Development.
- WHO, 1977: Child Mental Health and Psychosocial Development, Geneva.
- Sinha, Debotosh, 2009: Child Rights and Welfare in our Society; Fine Prints, Kolkata.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER- VIII

COURSE: MJSW24

COURSE –OCCUPATIONAL SOCIAL WORK

Contact hours: 60

Credits: 4

Full Marks: 100

[Internal Assessment-80, Exam-20]

- To understand the nature and scope of occupational social work
- To be acquainted with the various occupational processes.
- To analyse the various relationship building mechanisms and welfare facilities that are provided to an employee in an occupational set up
- To develop a critical understanding about the problems and prospects of the employees
- To understand the social security measures and other legislations for protection of the employees in any occupation

▪ **COURSE CONTENT:**

UNIT NO	UNIT TITLE	COURSE CONTENT	CONTACT HOURS	MINIMUM MARKS ALLOTTED
I	Concept and Definition	Nature and Scope of Occupational Social Work, Evolution in India, Role of Occupational Social Worker	8	10
II	Occupational Processes	Employee Recruitment, Job Analysis & Design, Employee Training, Performance Appraisal, Employee Retention and Turnover	10	10
III	Occupational Welfare of Employees	History of Employee Welfare, Statutory and Non-Statutory Welfare Programs, Trade Unionism, Collective Bargaining	10	20
IV	Occupational Relationship Building and Employee Wellness	Employee Participation in Management, Leadership and Team Building, Workplace Disputes, Workplace Harassment, Employee Grievances and its Handling, Employee Assistance Program	12	20

V	Problems & Challenges Faced by Employees in Occupation	Migration, Poor Housing, Low Wages, Occupational Health Hazards, Poor Work Conditions, Absenteeism, Alcoholism, Indebtedness	10	20
VI	Social Security and Legislations	Employee State Insurance Act, Employee Provident Fund Act, Equal Remuneration Act, Minimum Wages Act, Payment of Bonus Act, Trade Union Act, Factories Act, Industrial Dispute Act	10	20

LEARNING OUTCOMES:

- To understand the concept of occupation and the various occupational process from induction to exit interviews
- To study the relationship dynamics within a particular occupation and also the welfare schemes of the employees
- To review the various challenges and problems faced by employees within their occupations and outcomes of those problems
- To learn the diverse social security and legislative provisions to safeguard the rights of the employees within their occupation

SUGGESTED READINGS:

- Gary Dessler 2017, Fundamentals of Human Resource Management, Pearson Education
- Davar R.S 1977, Personnel Management and Industrial Relations, New Delhi, Vikas Publishing House.
- Aswathappa & Dash, Human Resource Management: Text and Cases, New York, McGraw Hill.
- Aswathappa: Human Resource Management: Text and Cases, New York, McGraw Hill.
- L.M.Prasad: Human Resource Management: New Delhi, Sultan Chand and Sons

- Thomas H. Stone 1982, Understanding Personnel Management, Holt Saunders International Editions
- V.S.P Rao, Human Resource Management: Taxmann Publications
- Miller D.C and Form W 1980, Industrial Sociology, New York, Harper and Row.
- Memoria, C.B and Memoria S. 1983, Dynamics of Industrial Relations in India, New Delhi, Sterling Publishers.
- Memoria C.B 1980, Personnel Management. Bombay, Himalaya Publishing House.
- Mathur B L 1989, Human Resource Development Approaches and Experiences.
- Moorthy M.V 1968, Principles of Labour welfare. Vizag, Gupta Brothers.
- Nadler L 1984, Handbook of Human Resource Development, New York, John Wiley and Sons.
- R.Paul Maiden, Global Perspectives of Occupational Social Work, Taylor and Francis
- Rudrabasawaraj 1979, Dynamics of Personnel Administration, Bombay, Himalaya Publishing House.
- Tyagi B.P 1989, Labour Economics and Social Welfare, Meerut, S.V. Nath Publishing Ltd.
- S.C Srivastava 2022, Industrial Relations and Labour Laws, S Chand and Company Ltd
- Wadia, A.R. 1968, History and Philosophy of Social Work in India, Bombay, Allied Publishers.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MINOR)

SEMESTER VIII

MNSW08

Secondary Methods of Social Work

Contact hrs: 60

Credits : 4

Full Marks: 100

[Internal Assessment-20, Exam-80]

OBJECTIVES

- To understand secondary methods of social work.
- To enhance understanding of the basic concepts, purpose, principles of welfare administration, social research and social action in Social Work Practice.
- To understand the role of the secondary methods in social welfare policy and practice

UNIT NO	UNIT TITLE	CONTENTS	CONTACT HRS	MARKS
I	Introduction to Secondary methods of Social Work	Understanding secondary methods to Social Work, significance of the secondary methods in social interventions	10	16
II	Fundamentals of Social Welfare Administration	Definitions, meaning, nature, purpose of social welfare administration; principles of social welfare administration, major tools of social welfare administration.	10	16
III	Basic Concepts of Social Action	Definition and significance of social action, concept, objectives, values and principles of social action, Relevance of Social Action in the context of development.	10	16
IV	Understanding Social Work Research	Scientific Approach, Concept, Definition, and steps of Social Work Research; Types of Research Designs, Ethical Considerations, Utility and Scope of Social Work Research	10	16
V	Social Action movements in India	Social Action in India: Chipko Movement, Narmada Bachao Andolan, Namantar Andolan, 1978, Anna Hazare Movement, 2011.	10	16
VI	Secondary Methods and	Significance of Social Welfare Administration in planning and	10	20

	Social Work Practice	implementation of social programmes and policies. Role of Social Work Research in evaluating and designing social interventions, Relevance of social action in social change.		
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LEARNING OUTCOMES

- Able to understand the concepts of secondary methods of Social Work
- Able to understand the significance and theoretical pillars of the secondary methods
- Gain insights on the roles of Social Workers in social change and programme evaluation through the secondary methods

SUGGESTED READINGS

1. Dale, Reidar: 2000 : *Organisation and Development Strategies and Process*, Sage, New Delhi.
2. Dantwala, M. L, Sethi, Harshard , Visaria, Pravin, 1998 : *Social Change through Voluntary Action*, Sage, New Delhi.
3. Donnison, D.V. and Chapman Valerie, 1970 : *Social Policy and Administration*, George Allen and Unwin, London.
4. Harper, Malcolm, 2000 : *Public Service through Private Enterprise – Micro privatization for Improved Delivery*
5. Kabra, Kamal Narayan, 1997 : *Development Planning in India : Exploring an Alternative Approach*, Sage New Delhi
6. Lauffer. A., 1977 : *Understanding Your Social Agency*, Sage Publications, London.
7. Maheswari, Sriram, 1995 : *Rural Development in India – A People Policy Approach*, Sage, New Delhi
8. Mathew, P.D, 1994 : *Law on the Registration of Societies*, ISI, New Delhi
9. Patti R., 1983 : *Social Welfare Administration*, Prentice Hall, Englewood Cliff.
10. PRIA, 1989 : *Management of Voluntary Organization*, New Delhi
11. PRIA, 1991 : *Voluntary Development Organizations in India : A Study of History, Roles and Future Challenge and NGO's in India – A Critical Study*, New Delhi
12. Rao, C. H. Hanumantha (ed.) and Linneman, Hans, 1996 : *Economics Reforms and Poverty Alleviation in India*, Sage, New Delhi
13. Sankaran and Rodrigues, 1983 : *Handbook for the Management of Voluntary Organizations*, Alpha Publications, Madras.
14. Siddiqui H. Y., 1983 : *Social Work Administration- Dynamic Management and Human Relationships*, Prentice Hall, New Jersey.
15. Skidamore, 1983 : *Social Work Administration*, Prentice Hall, New Jersey
16. Steiner, R., 1977 : *Managing Human Service Organization- From Survival to Achievement*, Sage Publications, Beverly Hills.
17. Tandon, Rajesh and Mohanty, Ranjita, 2000 : *Civil Society and Governance*.
18. Alston, M.and Bowles, W. 2003 *Research for Social Workers*, Rawat Publications
19. Bailey, D.K, 1987: *Methods of Social Research*, Free Press, New York
20. Goode, J. and Hatt P.K., 1952: *Methods in Social Research*, McGraw Hill, New Delhi
21. Kothari, C.R. 2004 *Research Methodology* New Age International Publishers, New Delhi
22. Kumar, R. 2011 *Research Methodology* Sage Publications, New Delhi
23. May, Tim, 1997: *Social Research- Issues, Methods and Process*, Open University Press, Buckingham

24. Mukherjee, Partha N. (ed), 2000: Methodology in Social Research: Dilemma and Perspectives, Sage, New Delhi
25. Siddique, H.Y. (1984). *Social Work and Social Action*. New Delhi: Harnam Publications.

FOUR YEAR UNDER GRADUATE PROGRAMME - SOCIAL WORK (MAJOR)

SEMESTER – VIII COURSE – RSSW02

STATISTICS AND SOFTWARE FOR SOCIAL WORK RESEARCH

Contact hrs: 60
Credits: 4

Full Marks: 100
[Internal Assessment-20, Exam-80]

OBJECTIVES:

- To familiarize the students with various statistical techniques applicable in Social Work Research and to emphasize more on understanding concepts, selection of appropriate test and interpretation of results than mathematical base of techniques.

COURSE CONTENT:

UNIT NO.	UNIT TITLE	CONTENT	HRS	MARKS %
I	Basics	Definition, uses and limitations of statistics. Statistics and Social Work	10	10
II	Handling quantitative data:	Code book, master sheet, editing, classification and processing. Statistical Analysis of data.	10	10
III	Presentation of data	Graphic and tabular presentation- Pie diagrams, graphs, bar diagrams, univariate and multivariate tables.	10	20
IV	Measure of central tendencies and dispersion	Mean mode and median. Range, mean deviation, standard deviation, quartile deviation and coefficient of variation, merits and limitations of each, Karl Pearson's coefficient, Spearman's coefficient of correlation.	10	20
V	Data Analysis	Test of hypotheses and its steps. Research hypotheses and null hypotheses- Type I error and type II error. Parametric tests of chi-square test and t-test.	10	20
VI	Use of Software in Social Work Research	Use of MS Office, SPSS and MAXQDA in Data Analysis and Documentation	10	20

LEARNING OUTCOME

1. Able to understand the basic concepts of social research
2. Able to know the collection and analysis of quantitative data

3. Able to interpret the analysed data in the perspective of social research

SUGGESTED READINGS:

- Alston, M. and Bowles, W. 2003 *Research for Social Workers*, Rawat Publications
- Bailey, D.K, 1987: *Methods of Social Research*, Free Press, New York
- Das, N. G, 2010: *Statistical Methods*. Vol I and II, Tata McGraw-Hill Publishing Co. New Delhi. (available as an e-book)
- Goode, J. and Hatt P.K., 1952: *Methods in Social Research*, McGraw Hill, New Delhi
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- Mukherjee, Partha N. (ed), 2000: *Methodology in Social Research: Dilemma and Perspectives*, Sage, New Delhi
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