

UNIVERSITY OF MADRAS
BACHELOR OF SOCIAL WORK DEGREE PROGRAMME
 SYLLABUS WITH EFFECT FROM 2023-2024

INTRODUCTION TO SOCIAL WORK

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
119C1A	Introduction to Social Work	Core Course – CC I	60				5	5	25	75	100
YEAR		I									
SEMESTER		I									
PRE-REQUISITE		An idea on concepts such as service, reform, development and the beginning of social work in India									
Learning Objectives											
1	To introduce the basic concepts of Social Work.										
2	To familiarize with the principles, values, and ethics of Social Work.										
3	To kindle the learners to develop the desire to explore the origin of Social Work in India and abroad.										
4	To support the learners to learn the contribution of various religions towards society's welfare.										
5	To analyze and explain the methods of Social Work.										
Course Outcomes											
On the successful completion of the course, students will be able:											
									Taxonomy Levels		
CO1: To comprehend the Meaning, Definition, Basic Assumptions, Objectives, Philosophy, Ethics, and Principles of social work.									K1, K2, K3		
CO2: To appreciate Social Work as a Profession.									K2, K3, K4		
CO3: To define, recall, explain, demonstrate and outline, the basic concepts of Social Work.									K3, K4		
CO4: Distinguish and examine the history and development of Social Work as a Profession.									K1, K4, K5		
CO5: To apply the methods of Social Work in the various fields of Social Work practice.									K3, K4, K5		

UNIT I **(15 Hours)**

Introduction to Social Work: Meaning & Definition, Objectives, Characteristics, Principles, Values and Ethics. Social Work as a Profession.

UNIT II **(15 Hours)**

Basic Concepts in Social Work: Social Service, Social Welfare, Social Assistance, Social Development, Social Security, Social Justice, Social Inequality, Social Defense.

UNIT III **(15 Hours)**

History and Development of Social Work: Development of Social Work – USA, UK, India.

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UNIT IV

(15 Hours)

Methods of Social Work: Meaning, Definition, Objectives & Principles of - Social Case Work, Social Group Work, Community Organization, Social Work Research, Social Welfare Administration and Social Action.

UNIT V

(15 Hours)

Fields of Social Work Practice in India: Health Settings, Family and Child Welfare Settings, Rural, Tribal and Urban Community Settings, Correctional Settings, Industrial Settings, Welfare of Youth, Aged and Differently Abled and School Social Work. Roles of Social Worker.

LEARNING SOURCES

Text Books:

1. Ahuja, Ram.(2002). *Indian Social Systems*, New Delhi: Rawat Publications.
2. Bhattacharya, Sanjay.(2003). *Social Work: An Integrated Approach*, Delhi: Deep & Deep Publications.
3. Choudry, Paul D.(1983). *Introduction to Social Work*, New Delhi: Atma Ram Publications.
4. Chandrasekar.(2012). *New Heights in Contemporary Social Work*, Delhi: Cyber Tech Publications.
5. Joshi, S. C.(2004). *Handbook of Social Work*, New Delhi: Akansha Publications.

Books for References:

1. Bhattacharya, S.(2003). *Social Work –An Integrated Approach*. Deep& Deep publication.
2. Rameshwari Devi & Ravi Prakash.(1998). *Social work and Social Welfare Administration (Method and Practice)*. Mangal Deep Publication.
3. Sanjay Roy.(2011). *Introduction to Social Work & practice in India*. Akansha publishing.
4. Saxena, S.K.(2011). *Social Movements in India*, New Delhi: Centrum Press Publications.
5. Singh,K.(2011). *An Introduction to Social Work*. ABD Publishers.

Online Resources:

1. <http://sites.google.com/socialwork>
2. https://en.wikipedia.org/wiki/Social_work
3. <http://www.disabilityaffairs.gov.in/upload/uploadfiles/files/RPWD%20ACT%202016.pdf>
4. https://youtube.com/channel/UCedfu_XQsbrhtOUjzhewaYw
5. <https://youtube.com/user/kkhsou>

MAPPING WITH PROGRAMME-SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong

M – Medium

L - Low

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FIELD WORK – 1(LAB SESSIONS)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
119C1B	Field Work - I	Core Course (CC II)	Y	-	-	-	5	5	40	60	100
Year		I									
Semester		I									
Prerequisites		Basic Understanding on Personality development topics and organizations									
Learning Objectives											
1	To develop the capacity to reflect over one's own behaviors.										
2	To describe its effect on self and others.										
3	To demonstrate skills to establish relationship with individuals ,groups and communities with reference to social work.										
4	To provide an exposure to and understanding about the various agency settings to the students.										
5	To critically understand and appreciate Programmes and projects of governmental and non-governmental organizations										

Course Outcome

The Successful completion of this course shall enable the student;

- CO1: Predict own behavior and analyze its impact.
- CO2: Asses the skills to establish relationship with individuals, groups and communities.
- CO3: Experience the activities of various agencies
- CO4: Analyze the various projects of government and non-government organizations
- CO5: Develop report writing skill and understand role of professional Social Workers in different settings

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Syllabus

1	Interpersonal Relationships (Concept, skills, importance and relevance to social work)
2	Communication Skills (Concept, type, importance and relevance to social work)
3	Documentation & Report Writing Skills. (Concept, Types of Report, importance and relevance to social work)
4	Societal Analysis (Concept, Tools and techniques, importance and relevance to social work)
5	Understanding Group Behavior (Concept, importance and relevance to social work)
6	Indian Social Problems (Concept, Different types of social problem, Causes and consequences)

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong

M – Medium

L - Low

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FIELD WORK – 2

(LAB SESSIONS 2)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
119C21	Field Work – 2	CC-IV	Y	-	-	-	5	5	40	60	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding on Personality development topics and organizations									
Learning Objectives											
1	To develop the capacity to reflect over one's own behaviors.										
2	To describe its effect on self and others.										
3	To demonstrate skills to establish relationship with individuals, groups and communities with reference to social work.										
4	To provide an exposure to and understanding about the various agency settings to the students.										
5	To critically understand and appreciate Programmes and projects of governmental and non-governmental organizations										

Course Outcome

The Successful completion of this course shall enable the student;

CO1: Predict own behavior and analyze its impact.

CO2: Asses the skills to establish relationship with individuals, groups and communities.

CO3: Experience the activities of various agencies

CO4: Analyze the various projects of government and non-government organizations

CO5: Develop report writing skill and understand role of professional Social Workers in different settings

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SYLLABUS WITH EFFECT FROM 2023-2024

SYLLABUS

1	Networking. (Concept, Types, Techniques, Relevance to social work)
2	Need Analysis (Concept, Procedure, Relevance to social work)
3	Visual Aids Presentations (Puppet Training)
4	Public Speaking. (Concept, Techniques, Exercises) Public Relations. (Concept, Techniques, Relevance to social work) –
5	Fund Raising (Concept, Types, Techniques, Relevance to social work)
6	Networking. (Concept, Types, Techniques, Relevance to social work)

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong

M – Medium

L - Low

EXTERNAL EXAMINATION: VIVA VOCE EXAMINATION TO BE CONDUCTED

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SOCIAL CASE WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
119C2A	Social Case Work	CC-III	60	-	-	-	5	5	25	75	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding about Human Growth and Development, Individuals and Society.									
Learning Objectives											
1	To teach the method of social work and to understand values and principles of working with individuals. .										
2	To enhance understanding of the basic concepts, tools and techniques in working. with individuals.										
3	To Acquire knowledge of different intervention models and develop skills to utilize them.										
4	To obtain Skills and understand the role of Social Case Worker.										
5	To Facilitate in the process of using case work methods for professional development										
Course Outcome											
The Successful completion of this course shall enable the student;											
CO1 : To teach the concept and Principles of Social Case Work											
CO2 : To understand the process of Social Case Work.											
CO3: To apply the suitable theories and models to resolve the problems of Individuals.											
CO4: To develop the ability to critically analyze problems of individuals and skills for working with individuals in various practice settings											
CO5: To evaluate the students to work with Individuals in various settings.											

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SYLLABUS

UNIT - 1

(12 Hours)

Social Case Work: Definition, Nature, Purpose of Social Case Work. Philosophical assumptions and casework values. Case work and its relationship with other methods of Social Work. Historical development of Social Case work in India and in the West(UK&USA). Skills and Roles of Case Worker. Principles of Social Case Work.

UNIT - 2

(12 Hours)

Components and Tools of Social Case Work: Components: Person, Problem, Place and Process. **Case worker- client relationship:** Meaning and Importance, Characteristics of Professional Relationship, Empathy. Problems in Relationship -Transference and Countertransference, Resistance. **Case Work Tools:** Observation, Listening, Interview, Collateral Contacts and Home Visits.

UNIT - 3

(12 Hours)

Case Work Process – Study (Case recording, Interview, Collateral contacts etc) Diagnosis - Treatment (methods and techniques), Follow – up and termination. **Recording:** Uses, Principles, Types, Structure and Content,

UNIT - 4

(12 Hours)

Theories and Approaches in Case Work:Psycho-Social approach, Functional approach, Problem-Solving approach, Behavioral Modification,Family Centered Approach, Client Centered therapy,Crisis Intervention,Psychotherapy,Transactional Analysis and Holistic approach .

UNIT - 5

(12 Hours)

Case work in different settings: School/Education setting, Family and Children Welfare setting,Community setting, Clinical settings, Correctional and Industrial settings –Working with older adults, Persons with Disability and Terminally ill.Substance and De-Addiction Treatment Services

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Text Books

1. Bhattacharya, S. (2009). Social case work administration and development. NewDelhi: Rawat Publications.
2. Harris, F.J., 1970 Social Case Work, Oxford University Press, Nairobi.
3. Mathew, G., & Tata Institute of Social, S. (1992). An introduction to social casework: Tata Institute of Social Sciences.
4. Timms, N. (1972). Recording in social work: Routledge and K. Paul.
5. Upadhyay, R. K. (2003). Social casework: A therapeutic approach. New Delhi: Rawat Publication

Books for References:

1. Jeffrey, K. A., & Shepard, D. S. (2009). Counselling: theories and practice. New Delhi: Cengage Learning India Pvt. Ltd.
2. Goldstein H. 1979, Social Work Practice: A Unitary Approach, Carolina, University Carolina Press.
3. Hamilton, G. 1946, Principles of Social Case Recording, New York, Columbia University Press.
4. Helen, 1995, Social Case Work: A Problem Solving Process, The University of Chicago
5. Robert W, Roberts Robert H. Nee, 2000 Theories of Social Casework, University of Chicago Press, Chicago.

Web Resources

1. <https://www.socialworkin.com>
2. <https://www.guide2socialwork.com/social-group-work/>
3. <https://www.socialwelfare.library.vcu.edu>
4. <http://www.ignou.ac.in>
5. <https://www.researchgate.net>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong

M – Medium

L - Low

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FIELD WORK – 3 – OBSERVATION VISITS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
219C31	Field Work III	Core Course (CC VI)		-	-	-	5	5	40	60	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding on Personality development topics and organizations									
Learning Objectives											
1	To develop the capacity to reflect over one's own behaviors.										
2	To describe its effect on self and others.										
3	To demonstrate skills to establish relationship with individuals, groups and communities with reference to social work.										
4	To provide an exposure to and understanding about the various agency settings to the students.										
5	To critically understand and appreciate Programmes and projects of governmental and non-governmental organizations										
Course Outcome											
The Successful completion of this course shall enable the student;											
CO1: Predict own behavior and analyze its impact.											
CO2: Asses the skills to establish relationship with individuals, groups and communities.											
CO3: Experience the activities of various agencies											
CO4: Analyze the various projects of government and non-government organizations											
CO5: Develop report writing skill and understand role of professional Social Workers in different settings											

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GUIDELINES

OBSERVATION VISITS		
VISITS	CONTENT	No. of Visits
Health Setting	Hospitals, Community health extension projects, Primary health centres, Psychiatric Departments, Clinics, and HIV Guidance Centres etc.	3
Educational Setting	Formal schools, non- formal/adult education centres, income generating skill development centres, vocational training facilities, etc.	3
Institutional and Non-institutional Services for Special Groups	the Differently abled, Mentally Challenged, Destitute, Migrants, Women, Street Children, Elderly, and Other Vulnerable Groups; Adoption Agencies, Child Rights Protection Facilities, Rehabilitation centres, Labour Welfare Centres/workers education centres etc.	2
Criminal Justice System & Civic Administration Centres	Prisons/Jails, Courts, Police stations, and agencies under the Juvenile Justice Act. Municipal Corporation, Ward offices, Zila Parishad, Panchayat Samiti, Block Development Office, etc.	3
Community Services	Skill development programme centres, vocational training centres, environment improvement centres, family service centres, Community development projects in urban and rural settings, etc.	2

EXAMINATION: VIVA VOCE EXAMINATION

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	S	S
CO3	S	S	S	S	M
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong

M – Medium

L - Low

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SOCIAL GROUP WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
219C3A	Social Group Work	Core Course (CC V)	60	-	-	-	5	5	25	75	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Group									
Learning Objectives											
1	To understand the nature, types and influences of different types of groups in an individual's life.										
2	To develop the knowledge and appreciate the role of group dynamics and group leadership in the practice of group work.										
3	To acquire understanding and skill in working with groups as a method of social work and as intervention method.										
4	To create an understanding of the group work process.										
5	To identify the settings and areas for the practice of Social Group Work method.										
Course Outcomes											
On the successful completion of the course, student will be able:											
CO1 : To know the concept of group, values, Principles, characteristics of Social Group Work											
CO2: To evaluate the students to work with different models of group work practice.											
CO3: To examine competencies and skills for working with different groups in various settings.											
CO4: To assess the students to work with dynamics in the group											
CO5: To collaborate the process of group experience and professional progress											

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SYLLABUS

UNIT – I

(12 Hours)

Introduction to Groups : Group: Definition, Characteristics; Types of groups: Open and Closed groups, Treatment Groups: Educational, Growth, Remedial, Therapeutic, Resocialisation, Task oriented groups: Committees, Forum, Council, Team, Developmental groups: Self-help, Support, Training, Significance of groups in the life of an individual.

UNIT – II

(12 Hours)

Group Process & Group Dynamics : Concepts in Group: Morale, Norm, Bond, acceptance, isolation, rejection, conflict and control, Cohesiveness, Communication and Interaction pattern, Decision Making and Problem Solving, Group control, Group culture, Subgroups: meaning and types, Roles in a group: Functional and non-Functional. Group Leadership: Theories, Types, Roles and Leadership skills. Assessing group interaction: Sociometry and Sociogram.

UNIT – III

(12 Hours) Working

with groups : Meaning, Definition, Values, Principles and Objectives; Historical development, relevance and scope of Work with Groups. Skills or working with groups: skills in identifying potential groups, skills in forming groups, skills in strengthening groups, facilitation and leadership. Forming and assessing groups: Group formation, Formulation of objectives, individual and group goals, Planning assessment, Implementation and intervention in groups. Stages of group development – Identifying barriers to change and managing them Termination and Evaluation

UNIT – IV

(12 Hours) Social

Group work Process : Group Work Process- intake, study, goal/objective setting, interventions, termination, evaluation and follow up. Programme Development: meaning, Programme as a tool; principles of programme planning; programme development process; Stabilization of change effort. Concept and Importance of Programme in Social Group Work. Programme Planning. Group communication methods : Lectures, forum, brain storming, guided discussion, casestudy, role play, demonstration, Social Media

UNIT – V

(12 Hours) Skills,

Model & Settings in Group work : Group Worker – Role, skills and functions. Group Work Recording: types and uses. Social Group Work. Skills and Roles of Social Group Worker. Group Work models: Social, Remedial and Mediating or Reciprocal Models, Social Goal Model and Consensus Model. Social Group Work in Different Settings: Children, adolescents, elderly persons, women and persons with disability, Health education, substance abuse, schools, labour welfare, correctional, community

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Text Books

1. Bradler,S and Roman C.P (2016) Group work Skills and strategies for effective Interventions New York: The Howorth Press.
2. Dave Capuzzi, Douglas R.Gross, Mark D. Stauffer (2010) Introduction to Group Work, New Delhi, Rawat Publication.
3. David, C., Douglas, R.G. & Mark, D.S. (2010) Introduction To Group Work, New Delhi, Rawat Publication
4. Gravin, Charles. D. Lorraie & M. Gulier. (2007). A Hand Book of Social Work with Groups .New Delhi: Rawat Publications
5. Trecker, Harleigh B (2020) Social Group Work: Principles and Practice, New Delhi, Pranava Books.

Books for References

1. Erford, B. (2011). Group Work: Processes and Applications. Boston: Pearson
2. Hepworth & Larsen (2010). Direct Social Work Practice: Theory and Skills (8th Edition). Belmont, CA: Brooks/Cole/ Thompson.
3. Konopka, G. (1983) Social Group Work: A Helping Process, New Jersey, Prentice Hall International
4. Sanjay Bhattacharya (2013) Social Work An Integrated Approach, New Delhi, Deep & Deep Publications.
5. Siddiqui, H.Y. (2008) Group Work: Theories and Practices, New Delhi. Rawat Publication

Web Resources

1. <http://glossary.org.in/>
2. <https://www.socialworkin.com>
3. <https://shodhganga.inflibnet.ac.in/>
4. <https://www.guide2socialwork.com/social-group-work/>
5. <http://www.ignou.ac.in>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong

M – Medium

L - Low

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FIELD WORK IV

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
219C41	Field Work-IV Rural Camp Concurrent Field work	Core Course (CC VIII)	-	-	Y	-	5	5	40	60	100
Year		II									
Semester		IV									
Prerequisites		Understanding of the primary methods of Social Work and basic working of NGOs									
Learning Objectives											
	To develop an understanding of the rural social system with special reference to a specific poverty group.										
1	To acquire skills in planning, organizing, implementing the camp (e.g. conscious use of time, communications skills, team spirit, handling relationships, conflicts and differences of opinion, decision making, evaluation, appreciation, sharing or resources, tasks, coping skills in problem situations, co-operation and co-ordination)										
2	To understand the functioning of a Community Based Organisation, its administrative structure, objectives, programmes										
3	To acquire and develop skills in, planning, organizing, evaluation, recording, liaising, programme management, observation and teamwork.										
4	To apply the knowledge of psychosocial aspects of individuals, groups and communities.										
5	To develop the application of Social Work methods of dealing with individuals (Case Work) and communities (Community organization)										
Course Outcomes											
On the successful completion of the course, student will be able:											
CO1 : They understand the rural community and group living											
CO2: They acquire planning, organizing, implementing the camp											
CO3: Understanding of the CBOs it's vision, mission, administrative structure, programmes, financial management and guidelines of the organization.											
CO4: Application of concepts and professional when working with individuals and groups.											
CO5: Identification and equipping with the needed skills in the relevant social work area.											

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Guidelines

Duration of Camp: Minimum Five full day's Residential camp.

Methods of Assessment

- A seminar may be organized by the learners to present group papers cover the visit. The sharing may be graded. The learners to be encouraged to present papers with suitable audio-visual aids. All learners to participate in reporting at the seminar and attending the entire seminar.

Concurrent field work

Duration : 16 days

- Detailed study on Vision, mission, philosophy and history of the organisation, organizational structure, administration and functioning of organisation in panchayats
- Observe and participate in the community the programmes and process of community services and other activities like – house visits, SHG meeting, local body meetings.
- Understand and be sensitive towards the requirements and challenges of individuals and families in the community
- Draft a family profile to identify areas of intervention.
- Identification of client through few case studies and execute referrals
- Conduct a group activity in the community
- Conduct a community organization

Methods of Assessment

Viva Voce Examination Internal– 40 marks and External – 60 marks

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	M	M	M	M	S
CO3	M	M	S	M	S
CO4	S	S	S	S	S
CO5	M	M	S	M	S

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COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
219C4A	Community Organization and Social Action	Core Course (CC VII)	60	-	-	-	5	5	25	75	100

Year	II
Semester	IV
Prerequisites	Basic Understanding of Communities

Learning Objectives	
1	To define the concepts of Community organisation and Social Action as a Direct method used in Social Work practice
2	To understand the Principles and Processes in Community Organisation and Social Action.
3	To apply the models of Community Organisation and Social Action in different settings.
4	To acquire skills in Community Organisation and Social Action understand the role of Social Worker.
5	To identify the fields for the practice of Community Organisation and Social Action

Course Outcomes
<p>On the successful completion of the course, student will be able:</p> <p>CO1: To become aware of the concept and features of the Community Organisation and Social Action as a direct method in Social Work Practice.</p> <p>CO2: To understand the Values and Principles determining the use of the method of Community Organisation and Social Action.</p> <p>CO3: To use appropriate theories, tools and models to resolve the problems of Communities.</p> <p>CO4: To examine competencies and skills necessary for working with different communities in various practice settings</p> <p>CO5: To evaluate the use of Community Organisation and Social Action in the context of Community dynamics.</p>

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SYLLABUS

UNIT I

(12 Hours)

Community Organization: Concept of Community, Community as a System, Characteristics and Types, Meaning and Definition of Community Organization, Values and Principles, History of Community Organisation in UK, U.S.A. History of Community Organisation in India

UNIT II

(12 Hours)

Community Organization as a method: Community organisation as direct, macro and a problem solving method, Community Organisation as a process - Relationship Building, Study and Survey, Analysis, Assessment, Discussion Organisation, Action, Reflection/Evaluation, Modification, Continuation. Participatory planning and introduction to Participatory Rural Appraisal. Concept and Dimensions of power, Leadership – Meaning, Types and Functions, Barriers to empowerment

UNIT III

(12 Hours)

Models, Approaches and Settings in Community Organization: Models - J Rothman, Murray Ross, Approaches in Community Organisation: Neighbourhood organising – The social work approach, Political Activists approach, Neighbourhood maintenance/Community development approach. Gandhian Approach in working with Communities, Different Settings – Location, Sector, Model, Role and Skills of a Community Organizer.

UNIT IV

(12 Hours)

Social Action: Definition, Principles, Social Action as a method of Social Work, Strategies of Social Action, Typologies, Approaches/Social Action Models.

UNIT V

(12 Hours)

Social Action Movements in India: Environmental movements, Dalit Movement, Self help group Movement, Self-Respect Movements

Text Books

1. Schaffer, R. and Sheps, C. (1977). Community organization. Connecticut: Westport
2. Joseph, S., & Mohan Dash, B. (2016). Community Organization in Social Work. Delhi: Discovery Publishing House Pvt Ltd.
3. Burghardt, S. (1982). Organizing for community action. Beverly Hills, Calif.: Sage Publications.
4. Hardina, D., n.d. Interpersonal social work skills for community practice.
5. Sharma, S., 2022. Community Organization and Social Action. India: ABD Publishers.
6. Raju, M., 2012. Community Organization and Social Action: Social Work Methods and Practice: Social Work Methods And Practices. India: Regal Publishers.

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Books for References

1. Ross G Murray. (1955). Community Organization – Theory and Principles: Harper Publications.
2. Marie Weil, (2004). The Handbook of Community Practice. Sage Publications.
3. Clarke, S.,(2017). Community Organization and Development – From its history toward model for the future: The University of Chicago Press.
4. Siddiqui HY., (2021). Working with Communities – An introduction to Community Work: Alternotes Press
5. Cox M Fred., (1987). Strategies for Community Organization – Macro Practice: FE Peacock Publishers.

Web Resources

- <http://glossary.org.in/>
- <https://www.socialworkin.com>
- <https://shodhganga.inflibnet.ac.in/>
- <https://www.guide2socialwork.com/social-group-work/>
- <https://www.socialwelfare.library.vcu.edu>
- <http://www.ignou.ac.in>
- <https://www.researchgate.net>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	M	S
CO2	S	S	S	S	M
CO3	S	S	M	S	S
CO4	S	M	S	S	S
CO5	M	S	S	S	S

S – Strong

M – Medium

L - Low

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FIELD WORK V

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
319C51	FIELD WORK V	Core Course (CC -XI)	-	-		-	4	5	40	60	100
Year		III									
Semester		V									
Prerequisites		Understanding of social problems, social policies and the delivery systems									
Learning Objectives											
1	To gain exposure to Social Work & Social Development sectors.										
2	To establish contacts with development/social work agencies working on selected issues.										
3	To analyse the needs, problems and suggest solutions, strategies in the individual and community level.										
4	To learn the skills of planning, execution and evaluation of a programme.										
5	To critically examine the processes in the community and the service-based organisations.										

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Liaison and work with Professionals in the field and understand the different ways to address social issues.

CO2: Understand the role of family, groups and community in the life of an individual.

CO3: Work independently in the given area.

CO4: Apply theoretical concepts and principles of Social Work into practice.

CO5: Ability to have a holistic perspective on any given issue.

Requirements

- Organize need based community programmes
- Mobilized the needed resources for the work in community
- Draft case study and identify intervention strategies through case work.
- Understanding the basics of NGO administration
- Conduct a group activity

Examination : Viva Voce Examination

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MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	M	M	S	S	S
CO3	M	M	S	M	S
CO4	S	S	S	S	S
CO5	M	M	S	S	S

S – Strong

M – Medium

L - Low

Examination : VIVA VOCE EXAMINATION

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RESEARCH PROJECT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
319C52	Research Project	Core Course (CC XII)		-	-	-	4	5	20	80	100
Year		III									
Semester		V									
Prerequisites		Basic Understanding of Research and Statistics									
Learning Objectives											
1	To identify a social research problem										
2	To understand the research methodology to conduct the research project										
3	To apply the procedure to do the research project										
4	To organise the tool for data collection and to do the analysis and interpretation of data										
5	To reflect on the major findings of the research project										
Course Outcomes											
On the successful completion of the course, student will be able:											
CO1: To outline a Social Work Research Problem											
CO2: To compare with the various Types of Research and Research Design											
CO3: To apply the knowledge of the various tools for data collection and sampling techniques											
CO4: To organise the data for analysis and interpretation											
CO5: To review the finding of the research project for further intervention											

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Guidelines for preparing the research project

Every student is required to complete a project under the supervision and guidance of a faculty member who will guide the student on topics related to social issues and Social Work practice. The class will choose one topic and will be taught the procedure to do a research project. Each student is expected to collect data from 30 respondents, analyse and interpret the data. The major findings of the data along with the recommendation, suggestion and conclusion should be included in the research project report.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong

M – Medium

L - Low

Examination : Viva Voce Examination

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SOCIAL WORK RESEARCH AND STATISTICS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
319C5A	Social Work Research And Statistics	Course Course – CC IX	60	-	-	-	4	5	25	75	100
Year		III									
Semester		V									
Prerequisites		Basic understanding of the need and scope of research									
Learning Objectives											
1	To develop an understanding of the nature, purpose and importance of research in Social Work Practice.										
2	To develop competence to conceptualise and conduct a research study.										
3	To acquire skills in conducting research using appropriate sampling methods.										
4	To develop ability to prepare appropriate tools for data collection and data processing.										
5	To understand and learn application of statistical techniques in Social Work Research.										
Course Outcomes											
On the successful completion of the course, student will be able:											
CO1 : To identify the relevance of research in social work practice.											
CO2: To understand social problems and conduct research using appropriate research design.											
CO3: To choose appropriate sampling methods for conduct of research.											
CO4: To organise tools for data collection, analyse, interpret and present them.											
CO5: To demonstrate knowledge and skills of research and statistics in Social Work Practice.											

SYLLABUS

UNIT I

(12 Hours)

Social Work Research: Definition, Meaning, Utility, and Process. Concept of Objectivity, Theory, Variables, Concepts, Constructs, Hypothesis, and Research Question in Social Research. Types of Social Research. Social Work Research: Definition, Objectives, Scope and limitations, Stages in the Social Work Research Process. Social Work Research as a Method of Social Work.

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UNIT II

(12 Hours)

Research Design: Concept, need and importance. Types of research designs – definition, meaning, and functions of Exploratory, Descriptive, Explanatory, and Experimental research designs. Quantitative and Qualitative Study Designs. Formulating a Research Problem Relevant to Social Work.

UNIT III

(12 Hours)

Sampling Methods: Definition, concept and meaning of sampling, Sample Frame, Sample Size, and Sampling Error. Sampling Methods: Random Sampling – Simple Random, Systematic, Stratified, Multi-Stage. Non-Random Sampling – Convenience, Purposive, Snowball and Quota. Practical considerations in sampling and sampling size.

UNIT IV

(12 Hours)

Tools of Data Collection and Data Processing: Tools of Data Collection: Meaning of Data. Sources of data: Primary and Secondary. Tools for Data Collection: Observation, Interview Schedule, Interview Guide, Questionnaire. Data Processing: Editing, Coding, Preparation of Master Sheet, Tabulation, Data Analysis, Interpretation, Report Writing.

UNIT V

(12 Hours)

Statistics in Social Work Research: Definition, Meaning, Need and Importance of Statistics in Social Work Research. Normal Distribution and Characteristics of Normal Curve. Measurements: Concept of Measurement, need and uses. Validity and Reliability. Levels of Measurement: Nominal, Ordinal, Interval, Ratio. Measures of Central Tendency: Mean, Median, Mode and their uses. Measures of Dispersion: Range, Quartile Deviation, Mean Deviation, Standard Deviation. Use of Graphs in presentation of Data.

Text Books

1. Jaspal, Singh. (1991) Introduction to Methods of Social Research, New Delhi: Sterling Publishers Pvt, Ltd.
2. Kothari C. R. (2004) Research Methodology: Methods and Techniques. Second Revised Edition, New Age International (P) Limited, Publishers.
3. Kumar Ranjit, (2011) Research Methodology: A Step-by-step Guide for Beginners. Third Edition, New Delhi: Sage Publications.
4. Laldas, D. K. (2005) Designs of Social Research, Jaipur: Rawat.
5. Merriam B Sharan and Elizabeth J. Tisdell(2019). Qualitative Research: A Guide to Design and Implementation, 4th Edition, San Francisco: Jossey-Bass.

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Books for References

1. Alston, M. Bocoles, W. (2003) Research for Social Workers: An Introduction to Methods, Jaipur: Rawat Publications.
2. Bajpai. (2013) Methods of Social Survey and Research, Kanpur: Kilah Ghar, Fifth Edition.
3. Creswell J Davidand John W. Creswell (2014). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, New Delhi: Sage Publications
4. Devi Pagadala Sugandha (2017). Research Methodology: A Handbook for Beginners, Chennai: Notion Press.
5. Gupta, S. P. (2011) Statistical Methods, New Delhi: Sultan Chand and Sons, 43rd Edition.

Web Resources

1. www.socialworksearch.com
2. <https://research-methodology.net/research-methodology/research-types>
3. <https://www.scienceopen.com>
4. <https://www.elsevier.com>
5. <https://eric.ed.gov>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	S
CO2	S	S	S	S	S
CO3	S	M	S	S	S
CO4	S	S	S	M	S
CO5	S	S	S	S	S

S – Strong

M – Medium

L - Low

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SOCIAL WELFARE ADMINISTRATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
319C5B	Social Welfare Administration	Core Course – CC X	60	-	-	-	4	5	25	75	100
Year		III									
Semester		V									
Prerequisites		Basic Understanding of Administration									
Learning Objectives											
1	To define the concepts in Social Welfare Administration										
2	To understand the Elements of Administration										
3	To know the legal legislations governing registration of an Organisation										
4	To appreciate the functioning of the various Organisations for the Welfare of the people in the Society										
5	To explain the various Social Problems in India										
Course Outcomes											
On the successful completion of the course, student will be able:											
CO1: To find the need and importance of Social Welfare Administration											
CO2: To understand Social Welfare Administration as a method of Social Work											
CO3: To apply the knowledge acquired in the functioning of an Organisation											
CO4: To analyse the functioning of various Organisations											
CO5: To experiment the various Elements of Administration											

SYLLABUS

UNIT I

(12 Hours)

Introduction to Social Welfare Administration: Social Welfare Administration – Meaning, Definition, Principles, Features, Nature, Scope. Evolution of Social Welfare Administration in India. Understanding related Concepts – Meaning and Definition of Voluntary Work, Social Welfare, Social Service. Social Welfare, Public Administration. Administration as a Method of Social Work.

UNIT II

(12 Hours)

Elements of Administration: Meaning and Definition of the elements of Administration. Planning and Policy Making – role. Organising – functions. Staffing – Process. Co-ordination – Principles. Committees – types, Public Relations – Importance. Budgeting – Purpose, Principles. Accounting – Books of Accounts. Fund Raising – Methods. Communication – Principles. Supervision – Purpose and Principles. Evaluation – Principles, Types.

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UNIT III

(12 Hours)

Government and Non-Government Organisation: Function and Programmes of - Central Social Welfare Board. Function and Project of State Social Welfare Board. Function and Schemes of Indian Council for Social Welfare. Non-Government Organisation – Meaning, Definition, Characteristics, Types. Role and Challenges faced by Non-Government Organisation

UNIT IV

(12 Hours)

Legislations related to Registration of an Organisation: Need and Importance of Registering an Organisation. Societies Registration Act, Tamil Nadu Societies Registration Act, Indian Trust Act, Companies Act, Foreign Contribution Regulation Act, Foreign Exchange Regulation Act, Tax Exemption – 80G.

UNIT V

(12 Hours)

Introduction to Human Resource Management: Human Resource Management (HRM) - Meaning, Definition, Nature, Scope, Principles, Philosophy, Objectives and Functions. Corporate Social Responsibility (CSR) – Meaning, Definition, Principles, Types, CSR as a HR function, Benefits of CSR in HRM.

Text Books

1. Bhattacharya, Sanjay (2006) Social Work Administration and Development, Jaipur: Rawat
2. Chandra Shradha (2017) Social Welfare Administration in India, North Carolina: Lulu Press
3. Chowdhry, Paul. D. (1970) *Social Welfare Administration*, New Delhi: Atma Ram
4. Parmar, P. M. (2002) Social Work and Social Welfare in India, New Delhi: Sublime
5. Skidmore, Rex, A. (1990) Social Work Administration Dynamic Management and Human Relationships, New Jersey: Prentice Hall

Books for Reference

1. Gupta G.B. (2003) Human Resource Management, New Delhi: Shri Sultan Chand Trust,
2. Kirs. Ashman. Karen. K. (2003) Introduction to Social Work and Social Welfare, Critical Thinking Perspectives, U.S.A: Thomson
3. Schatz, Harry A. ed. (1970), Social Work Administration: A Resource Book. Council on Social Work Education, New York
4. Pawar, S. N. Ambedkar, J. B. and Shrikant, D. NGOs and Development: The Indian Scenario. New Delhi: Rawat, 2004
5. Wormer, Van, Katherin (2006) Introduction to Social Welfare and Social Work, London: Thomson

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Web Resources

1. <http://socialjustice.nic.in/>
2. <http://www.researchgate.net/journal>
3. <http://www.ignou.ac.in>
4. <https://www.socialwelfare.library.vcu.edu/>
5. <http://www.ignou.ac.in/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong

M – Medium

L - Low

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FIELD WORK VI

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
319C61	FIELD WORK VI	Core Course (CC XV)	-	-	-	-	4	6	40	60	100
Year		III									
Semester		VI									
Prerequisites		Understanding of the working of CBOs & NGOs and the approaches of Social Work									
Learning Objectives											
1	To acquire the basic skills of planning, administration and analytical skills in report writing.										
2	To enable students to practice the Integrated Approach in field work settings.										
3	To facilitate students in the use assessment tools and documenting their professional learning.										
4	To develop skills in working with different types of individuals, group and community.										
5	To help students in having the ecological approach in Social Work Practice.										

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Contribute as a part of a professional participation in the agency Liaison and work with Professionals in the field and understand the different ways to address social issues.

CO2: Use supervision and feedback for critical understanding. Knowledge of direct methods of Social Work.

CO3: Knowledge and skill in objective assessment and evaluation Work independently in the given area.

CO4: Practice the methods of Social Work efficiently Apply theoretical concepts and principles of Social Work into practice

CO5: Understand the importance of cultural and diversity issues in practice.

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GUIDELINES

- Record systematically with integrated understanding of the process.
- Practice Integrated Approach in field work settings.
- Be a part of the agency's activities.
- Identify and form a group to conduct group work session.
- Plan interventions based on assessments done.
- Reflective and analytical recording of the everyday activities.

Student have to prepare the report to attend the examination

Examination : VIVA VOCE EXAMINATION CONDUCTED

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	M	M	S	S	S
CO3	M	M	S	S	S
CO4	S	S	S	S	S
CO5	M	M	S	S	S

S – Strong

M – Medium

L - Low

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ECONOMIC AND POLITICAL SYSTEM

Course Code	Course Name	Category	L	T	P	S	Credits	Inst.Hrs	Marks		
									CIA	External	Total
319C6A	Economic and Political System	Core Course (CC XIII)	Y	-	-	-	4	6	25	75	100
Year		III									
Semester		VI									
Prerequisites		Basic Understanding of Economics and Political Science									
Learning Objectives											
1	To gain insights into the interconnections between economic and political relations and the political process in India										
2	To acquire knowledge on the economic and political factors affecting Individuals, Groups and Communities.										
3	To equip students with the basic economic and political concepts necessary for a proper understanding of the discipline.										
4	To make the students aware of Indian Constitution and the manner in which government functions through its various organs.										
5	To develop analytical skills to critique Economic and political system of India.										
Course Outcomes											
On the successful completion of the course, student will be able:											
CO1 : To understand the concepts related to Economic and Political processes in India											
CO2: To compare different Economic system and political structure and function.											
CO3: To resolve the Economic and political problems intervening Individuals, Groups and communities.											
CO4: To analyse and compare contemporary economic and Political issues.											
CO5: To evaluate the socio-economic problems of India											

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SYLLABUS

UNIT I

(12 Hours)

Basic concepts of Economics: Definition of Economics, Types of Economic Systems - Traditional, Capitalist, Socialist and Mixed Economy. Concept of Economic Growth and Development, Five Year Planning in India, Union and State Budgets of India.

UNIT II

(12 Hours)

Microeconomics; Meaning, Nature and Scope, Concept of Utility, Demand, Supply, Market, and Opportunity cost. Factors of production; Factor Pricing ; Concepts of costs and Revenue; Role of Price Mechanism in a Market Economy. **Macroeconomics;** Meaning, Nature and Scope, Determination of gross domestic product; income, expenditure; price indices; balance of payments: current and capital accounts. Inflation: Types of Inflation.

UNIT III

(12 Hours)

Indicators of Economic Development: Gross Domestic Product (GDP), Gross National Product (GNP), Infant Mortality Rate (IMR), Total Fertility Rate (TFR), Human Development Index (HDI), Gender Inequality Index (GII), Gender Development Index (GDI), Multidimensional Poverty Index (MPI). Challenges in Indian Agricultural Sector, Industrial Sector, Service Sector and Public Sector. Role, Structure and functions: NITI Aayog, RBI, ADB, WTO, IMF, World Bank. Relevance of economics in Social Work Practice.

UNIT IV

(12 Hours)

Indian Polity: Framing of the Indian Constitution, Preamble, Significant Features of the Indian Constitution, Citizenship, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties. Structure, Power and Functions: Union Parliament and State Legislatures.

UNIT V

(12 Hours)

Structure, Power and Functions: Union and State Executives; President, Vice - President, Prime Minister , Council of Ministers, Governor, Chief Minister and State Council of Ministers. Judiciary; Supreme Court and State High Courts. Relevance of political Science in Social Work Practice.

Text Books

- 1) Datt, Ruddar and K P M Sundharam, 2005,
- 2) Indian Economy, S.Chand and Co. Pvt. Ltd. New Delhi
- 3) Economic Survey, Ministry of Finance, GoI, N. Delhi
- 4) Abel, A., Bernanke, B. (2016). Macroeconomics, 9th ed. Pearson Education.
- 5) S. Kashyap (2017), Our Constitution: An Introduction to India's Constitution and Constitutional Law, New Delhi: National Book Trust.

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Books for References

- 1) Blanchard, O. (2018). Macroeconomics, 7th ed. Pearson Education.
- 2) Dornbusch, R., Fischer, S., Startz, R. (2018). Macroeconomics, 12th ed. McGraw-Hill.
- 3) Jones, C. (2016). Macroeconomics, 4th ed. W. W. Norton.
- 4) Mankiw, N. (2016). Macroeconomics, 9th ed. Worth Publishers.
- 5) Salvator D, (2003) “Microeconomics Theory and Applications” Oxford University press, New Delhi.

Web Resources

1. www.rbi.org.in
2. <http://mospi.nic.in>
3. <http://www.indiastat.com>
4. <http://www.ignou.ac.in>
5. www.ncert.nic.in

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	M	S	M	M
CO2	M	M	S	M	M
CO3	S	M	S	S	S
CO4	M	M	S	M	S
CO5	M	M	S	M	S

S – Strong

M – Medium

L - Low