COURSE CURRICULUM

MASTER OF SOCIAL WORK

(2014-2015 & Onwards)

ଉତ୍କଳ ସଂସ୍କୃତି ବିଶ୍ୱବିଦ୍ୟାଳୟ
ସଂସ୍କୃତି ବିହାର, ଭୁବନେଶ୍ୱର

सा प्रथमा संस्कृति र्विश्ववारा

UTKAL UNIVERSITY OF CULTURE
SANSKRUTI VIHAR, BHUBANESWAR

UTKAL UNIVERSITY OF CULTURE

BHUBANESWAR

ODISHA

COURSE CURRICULUM

MASTER OF SOCIAL WORK

(2014-2015 & Onwards)

UTKAL UNIVERSITY OF CULTURE
BHUBANESWAR, ODISHA

UTKAL UNIVERSITY OF CULTURE

REGULATION FOR

M.A. IN SOCIAL WORK (2 YEARS COURSE)

(FROM ACADEMIC SESSION-2014-15)

Duration of the course

The Course will be of two years duration.

Eligibility for Admission

Any graduate or having equivalent degree from a recognized University with 45% marks in aggregate (40% for SC/ST students) in the qualifying examination shall be admitted to the Course.

Examination Pattern

There shall be University examination at the end of each Semester (6 months). The examination in each paper shall be 4 hours duration. A candidate is required to secure 30% marks in individual paper and also 36% in aggregate in order to pass the university examination. A candidate shall be awarded Masters of SOCIAL WORK after successful completion of 4 semesters in 2 years and the students are required to study 16 (sixteen) papers in Social Work (4 papers for each semester). Each paper carries 100 marks. The dissertation *will* carry 100 marks. Thus, the total mark for Master of Social Work is 1600.

Percentage of marks for pass/division

Necessary Division shall be awarded taking into account the total aggregate marks secured in all four Semesters.

Division shall be awarded in the following manner:

a.	Securing 60% or more marks	-	First Class
b.	Securing 50% or more marks and Less than 60% in aggregate	-	Second Class
c.	Securing 36% or more marks and Less than 50% in aggregate	-	Third Class

Back/Repeat Apprearannce. No. of Chances:-

1. A candidate who fails in any theory paper/papers in a particular semester examination may appear the said paper/papers within the next two consecutive chances as back examination,
2. A candidate may repeat any paper/papers once only within two consecutive years for division improvement.

Publication of result and award of degree-

The result of each semester examination will be published as per the performance of the candidate in the examination. The final result will be published after the last (fourth) semester examination.

Total Period of Examination

A candidate admitted to the Course shall complete the course within five academic years from the date of admission.

COURSE STRUCTURE

	Title of Papers		Marks
SEMESTER-I			
Paper - I	History, Philosophy and Fields of Social Work	-	100
Paper - II	Social Work Methods : Case Work and Group work	-	100
Paper - III	Social Work Research of Social Statistics		
	Section - A : Social Work Research	-	050
	Section - B : Social Statistics	-	050
Paper - IV	**Concurrent Field Work** (Total 150 Hours Duration) In a rural/Urban Slum/Tribal Area. **And Rural Camp For two weeks**	-	100
SEMESTER-II			
Paper - V	Section - A : Man and Society	-	050
	Section - B : Human Growth and Development	-	050
Paper - VI	Community Organization and Social Action	-	100
Paper - VII	Human resource management and Industrial social Work-	-	100
Paper - VIII	**Concurrent Field Work** (Total 150 Hours Duration) In a rural/Urban Slum/Tribal Area, **Orientation Visit.**	-	100
SEMESTER-III			
Paper - IX	Social Work Administration	-	100
Paper - X	Social problems, Social Policy, Social Legislation & Social Development	-	100
Paper - XI	Participatory Approaches and Social work practices	-	100
Paper - XII	**Concurrent Field Work and Agency Placement**	-	100
SEMESTER-IV			
Paper - XIII	Social Work and the Weaker Sections	-	100
Paper - XIV	Public Health Management	-	100
Paper - XV	Electives (One of the Two):	-	100
	A. Community Development		
	B. Family and Child Welfare		
Paper - XVI	**Project Report**	-	100
		Grand Total -	**1600**

SEMESTER-I

PAPER - I (100 marks)

HISTORY, PHILOSOPHY AND FIELDS OF SOCIAL WORK

Unit-I **Basic Concepts :**

- ★ Social Work- definition and scope, objectives, functions and methods.
- ★ Social Welfare - meaning, scope and objectives: residual, institutional concepts of social welfare.
- ★ Distinction between social work and social welfare.
- ★ Social Action - meaning, process social work, social action and social reform.
- ★ Social Security - meaning, methods, Social Security in India.
- ★ Social Justice - definition and scope, human rights.
- ★ Social Development - meaning and objectives.

Unit-II **Evolution of Professional Social Work in India :**

- ★ Indian religious and Social Work practice.
- ★ State and Social workthrough ages till date.
- ★ Contributions of socio-religious reform movements and reformers - Bhakti Movement, Christian Missionaries.
- ★ National Movement and Social Welfare,
- ★ Rural reconstruction programmes.
- ★ Professionalization of social work in India.

Unit - III **Social Work Profession in India:**

- ★ Characteristics of a profession - philosophical foundations of social work, professional values and skills of social work.
- ★ Growth of social work theory and contributions of social sciences.

- ★ Professional organizations in India, professional social work in relation to voluntary social work and constructive social work,
- ★ Integration of professionals and voluntary social work in India.

Unit - IV Social Work Education:

- ★ Objectives and implications of social work education.
- ★ Methods of Teaching Social work.
- ★ Indigenous teaching materials, different levels of education.
- ★ Family and Child Welfare, Youth Welfare, Women Welfare, Labour Welfare, Welfare of the Weaker Sections, Welfare of the Physically and mentally Handicapped.
- ★ Social Defense, Medical and Psychiatric Social Work and Community Development.

Unit - V Social Work and Social Change:

- ★ Concept of Social change.
- ★ Planned development and social change.
- ★ The role of social workers in bringing about social change.
- ★ Relationship between social change and social work.

REFERENCE :

1. **Banerjee, G.R** : **Papers on Social Work : an Indian Perspective, Tata Institute of Social Sciences, Mumbai.**
2. **Banks, J.A** : **The Society of Social Movement.**
3. **Boehm, W.** : **Objectives of Curriculum on Social Work Education.**
4. **Das Gupta (Ed.)** : **Towards philosophy of Social Work.**
5. **Friedlander, W.A** : **Introduction to Social Welfare.**

6. **Friedlander, W.A** : **Social Work, Concepts and Methods.**

7. **Gokhale, S.D (Ed.)** : **Social Welfare, Legend and Legacy.**

8. **Gore, M.S (Ed.)** : **Encyclopedia of Social Work in India, Vols, I and II.**

9. **Gore, M.S.** : **Social Work and Social Work Education.**

10. **Gore, M.S.** : **Some Aspects of Development.**

11. **Khinduka, S.K. (EdJ** : **Social Work in India, Sarvodoya Sahitya Samaj, Rajasthan.**

12. **M.S.A. Rao (Ed)** : **Social Movement in India.**

13. **Nain T. Krishnan (Ed)** : **Social Work Education and Social Work Practice in India.**

14. **Noel Timms** : **Social Work.**

15. **Patil, B.R.** : **Economics of Social Welfare in India.**

16. **Skidmore & Thackray** : **Introduction to Social Work.**

17. **Wadia, A.R (Ed)** : **History and Philosophy Work in India.**

PAPER - II (100 Marks)

SOCIAL WORK METHODS : CASE WORK & GROUP WORK

Unit - I Social Case Work

- ★ Its definition, nature and objectives.
- ★ Its relation to other methods of professional social work and historical development of social work.
- ★ Components of social case work; Client problem, Agency and the Helping process.

- ★ Phases of case work : Initial phase appraisal on assessment, helping phase and termination, Technique of case work at each phase.
- ★ Helping Techniques : Interviewing environmental modification, supportive techniques, home visits, collateral contacts and referral.

Unit - II Client-Wroker Relationship :

- ★ Definition, Use and Characteristics.
- ★ Transference and counter transference and their significance in case work practice, Recording, Advantages and use of recording.
- ★ Areas of Application of case work: Child wefare, Education and Training, Family welfare, marriage counselling and guidance, medical and psychiatric setting, social defence and industrial training.
- ★ Recent Development in social case work : Multiple interviewing, Crisis-intervantions etc.
- ★ Case work practice in Indian society : Scope, Influence of cultural factors on social case work practice.

Unit-III Social Group Work :

- ★ Defination of Social Group work, Philosophy, objectives as a method of social work, its relationship with other social work methods. Historical Development, current trends, its relevance and scope.
- ★ Group-Definition, types, characteristics, life as process of adjustment with varieties of groups, Role of group in meeting the psychological needs and in development of personality.
- ★ Group Process : Bond, acceptance, isolation, rejection, sub groups, conflict and control, functional and non-functional role of individuals in groups.
- ★ Tools in assessing group interaction, sociometry, leadership, styles and functions.

Unit - IV Group Work Process :

- ★ Intake, Study objectives, Goal setting, Evaluation Developmental stages,
- ★ Programme as a tool principles programme planning, programme media, programme development process.
- ★ Workers : Role, skills, qualities, principles of group work.
- ★ Recording : Purpose, types, supervision and group work administration.
- ★ Social group work practice : Objectives, programme media worker's role, scope and limitations.
- ★ Community Development projects, Family Service Agency, youth services, Medical and Psychiatric Settings, Correctional settings, residential institutions.

Unit - V Counselling :

- ★ Definition, Goals, Objectives, Methods, Techniques : Supportive Therapy, Behavioural Therapy and cognitive Therapy.
- ★ Approaches to counselling : Psycho-ovalytic Approach, Humanistic Approach, Behaviouristic Approach, Existential Approach, Interpersonal Approach, psychotherapy.

REFERENCE

1. Body (Ed.) : Introduction to Social Research
2. Champion : Statistics for Social Research.
3. Garret, H. : Statistics in Psychology and Education.
4. Good and Hatt : Methods of Social Research.
5. Gupta, S.P. : Statistical Methods.
6. Kerlinger : Research Methods in Behavioural Science.
7. Polansky (Ed.) : Social Work Research.
8. Seltiz and others (Ed.) : Research Methods in Social Relations.

PAPER - III

SOCIAL WORK RESEARCH & SOCIAL STATISTICS

SECTION - A : SOCIAL WORK RESEARCH (50 Marks)

Unit - I **Social Work Research :**

* The nature of science and the scientific method scientific Attitude.
* Concept of Research : Survey research, case study, action and Evaluative Research.
* Social work research in India : Objectives, Types and Limitations, Agencies sponsoring conduct of research.

Unit - II **Research Design :**

* Meaning of research design, research plan and research project, problem identification and formulation.
* Hypothesis - Meaning, importance, Characteristics of a good hypothesis, Distinction between hypothesis, assumption, theory, law, principles and axioms.
* Concepts construction and operational working definitions, pilot study.
* Types of Design : Random observation, Exploratory, formulative, Analytical, Descriptive and Experimental sample design - probability and Non-probability methods of sampling, Sample size, sampling error, tools design-brief mention of tools and techniques of data collection Analysis-Statistical techniques as aids to analysis.

Section - B : Social Statistics (50 Marks)

Unit -1

* Meaning and scope, method and Importance, functions and limitations - levels of measurement.
* Editing, coding and classification of data; preparation of master tables (key) and analysis; Frequency distribution, tabular, diagrammatic and graphic presentation of data.

Unit - II Measures of Central Tendency, Dispesion and Association :

* Concepts of Average, A.M., median, mode, other relative advantages and limitations.
* Range, Quartile deviation, average deviation, variance, standard score.
* Linear regression and correlation, coefficient of correlation.

Unit - III Testing of Hypothesis and statistical Analysis :

* Meaning and elements, Chi-square Test of Hypothesis.
* Index numbers, time series and multiple correlations.
* Analysis and interpretation of Data; content of research report, research abstract.

REFERENCE :

(Social Case Work)

1. Alfred Kadushin : Supervision if Social Work.
2. Bassell, Robert & B. J. Batsfood : Interviewing and counseling
3. Banerjee G.R. : Papers on social work - an Indian Perspective.
4. Biestek, Felix R. : The Case work relationship.
5. Eric Sainsbury : Social Diagnosis in case work.
6. F.M. Loewenberg : Fundamental of Social intervention.
7. Gorden Hamilton : Theory and practice of Social case work.
8. Hollis Florence : Social case work - A psychological therapy.
9. Kora Laiu : Principles and techniques of social casework.
10. Farod, Howard J. : Ego psychology and dynamic casework.
11. Perlman, Helen H. : Social casework-A problem solving process.

(Social Group Work)

1. Loyle, Grece L. : Group experience and democratic values (New York, the Women's Press)
2. Kunapka, Gisela : Social group work, A helping process (New Jercey : Prentice Hall).
3. Liften, Walter M. : Working with groups New York John Willey and Sons.
4. Lindsay, Anne, W. : Group Work Recording.
5. Louine, H. Bluementhal : Administration of Social Group Work.
6. Trecker, H.B. : Social group work principles and practices (New York Association Press)
7. Wilson, Gerdrule & Ryland Glaly : Social group work: Principles and practices (New York Association Press)

PAPER - IV
CONCURRENT FIELD WORK
(100 Marks)

The concurrent field work will be carried out under the supervision of a faculty/ field guide. This field work is an integral part of the course and each student will have to carry out the work and submit required report on the basis of which he/ she will be evaluated.

Distribution of marks will be as under :

SL.NO.	ACTIVITY		MARKS
1	REPORT	-	50
2	RURAL CAMP (2 Weeks)	-	15
3	IC/GC/SEMINAR	-	15
4	VIVA-VOCE	-	20
	TOTAL MARKS	-	**100**

SEMESTER - II

PAPER - V

(Section - A) 50 Marks

MAN AND SOCIETY

Unit- I Society and Culture:

* Concept of Society and Community - Association and Institution.
* Social Processes, Associative & Dissociative
* Concept of Culture and Civilization?, Culture and personality.
* Characteristics of Indian Culture
* Cultural Processes Acculturation, Cultural conflict, cultural log,

Unit - II Social Structure and Institutions:

* Social organizations - meaning, forms.
* Social Groups; Nature and types - Primary, Secondary, reference, in-group, out-group, group dynamics,
* Social stratification - basis of stratification, status and rank, class caste and race, changing features of caste.
* Major religions of India and their basic tenets, India as a secular state.

Unit - III Social Control and Change:

* Social control : Meaning and Agencies - Custom, Tradition and Law:
* Concept, factors of social change- processes of change in India - Sanskritization, Westernization, Secularization, Modernization.
* The nature of socialization.

REFERENCE

1. Agarwal, S.N. : India's Population problems.
2. Aiyer : Modernization of India.
3. Andre Betaille : The Backward Classes and the New Social Order.
4. Bailey, F.G : Caste and Economic Frontier
5. Bottomere, T. : Sociology - A Guide to Problems and Literature.
6. Damle, Y. B. : Caste, Religion and Politics in India.
7. Davis, K. : Human Society.
8. Davis, K. : Population of India and Pakistan.
9. Education Department, Government of Maharastra : Dr. B. R. Ambedkar, Writing and Speaches, Volume -1.
10. Government of India : Indian Constitution.
11. Hoselitz, B.F. : Sociological Aspects of Economics Growth.
12. Kapadia, K.M. : Marriage and Family in India.
13. Kothari Rajni : Caste in Indian Politics.
14. Lanny, Richard : Speaking Tree : A Study of Indian Culture and Society
15. MacIver, R.M. & Page C : Society, An introductory Analysis.
16. Meri, G. M. & Baldwin, R.E. : Economic Development.
17. Myrdal, G. : Asian Drama, Volume -1.
18. Singer, M. : Traditional India : Structure and Change
19. Srinivas, M. N. : Caste in Modern India.
20. Srinivas, M. N. : Social Change in India.

PAPER - V

(Section-B) 50 Marks

HUMAN GROWTH AND DEVELOPMENT

Unit - I **Growth and Development:**

* Meaning of Growth and Development. Approaches to Study of Human Development. Principles of Human Development. Biological influences of Growth and Behaviours.

* Personality Theories: Psychodynamic and Behavioural.

Unit - II **Development Stages :**

* Physical, Social and Emotional Aspects of the following developmental stages with special reference to Indian conditions:

(a)	Infancy	(b)	Babyhood	(c)	Early Childhood
(d)	Late Childhood	(e)	Adolescence	(f)	Early Adulthood
(g)	Late Adulthood	(h)	Middle Age	(i)	Old Age

* Defense Mechanisms of Human Mind. Attitude and Motivation.

Unit- III **Medical and Psychiatric Information:**

* Concept of Health and Hygiene. Communicable and deficiency diseases.

* Concept of normality and abnormality. Symptoms, causes and treatment of the following: Neurosis-psychosis, Psychopathic disorders, Psychomatic disorders and Mental retardation, Role of Social Worker in promoting health.

REFERENCE

1. Abraham Sperling and H.S.Gill : Psychology Made Simple.
2. Akhilananda : Mental Health and Hindu Psychology, George Alien and Unwin, London 1952.
3. Bedi, Y. : Hygiene and Public Health.
4. Coleman, J.C. : Abnormal Psychology and Modern Life.

5. English, S. and Pearson, G : Emotional Problems of Living.
6. Erikson : Child Psychology.
7. Freedman, A. M. and Kaplan, U.I. (Ed.) : Comprehensive Text Book of Psychiatry.
8. Hurlock, E.B. : Developmental Psychology.
9. Hurlock, E.B. : Child Psychology.
10. Kuppuswamy, B. : Child Behaviour and Development.
11. Lawrence Lowry : Psychiatry for Social Workers.
12. Morgan and King : Psychology.
13. Murfatia, J.C. : Emotional Problems of Children.
14. Nirmala Kher : Problem Children.
15. M.C. Durrent and K. K. Bhoota : An Introduction to Child Development
16. Park, J.E. : A Text Book of Preventive Social Medicine
17. Rayer, E. B. : Human Development.
18. Ruch, F.L. : Psychology and life.
19. Thomopson : Child Psychology.
20. Uday Sankar : Problem Children.

PAPER -VI

COMMUNITY ORGANIZATION AND SOCIAL ACTION

(100 Marks)

Unit - I Concept of community and community work: understanding community, characteristic of a community, rural, urban and tribal Power: Concept of power - The range of perspectives - Dimensions of Power relevant to Community Organization. Empowerment : Concept of Empowerment - Barriers to, Process, and cycle of Empowerment. Gender and Empowerment; Gender Sensitive Community Organization Practice. Community development concept and approaches. community development programmes in rural,tribal and urban community.

Unit - II **Concept and Definition:** Community Organization in social work,values and purpose, History of community organization in India . Problems in the development of community welfare councils and community chests in India. Principles of Social Work: as applied the methods of community organization. Techniques of Community Organization Planning and related activities, group decision making and cooperative action. Communication: legislative and non-legislative promotion, resource mobilization, involvement of organizations and groups.

Unit -II **Recording in Community Organization:** Concept and importance, types of leaders and their role in community organization, role of community organization worker. Relation between Community Organisation and other Methods of Social Work, Use of community organization methods in different areas of social work including emergencies such as war, famine and other crisis situations. Social Movements: Concept, development, principles and techniques. Gramdan, Bhoodan, Sarvodaya . Major Social Problems: Untouchability, tribalism, regionalism and casteism.

Unit-IV Social action for community development : History of social action,scope and relevance, special action in relation to community work,models of social action, elitist social action model, popular model, institutional and non-institutional model, Gandhian model of social action, strategies in social action, skills in social action,values and ethics of social action, principal of social action, social action with other methods of social work.

Unit-V Community organization as a macro method, community organization as problem solving method, relevance of community organization for community development,distinctron between community organization and community development, models of community organization, general content approach, specific content approach, process approach, working with the community power structure,globalization and its impact on community practice.

REFERENCE :

(Community Organization and Social Action)

1. Arthus H. : Community organization and planning.
2. Dunham Arthur : Community: Welfare Organization Principles and Practice.
3. Friere Paulo : Educational and cultural revolution.

4.	Gangrade, K.D.	:	Community organization in India.
5.	Gangrade, K.D.	:	Dimension of social work.
6.	Government of India	:	Evolution of community development.
7.	Henderson Paul and Thomas T. David.	:	Reading in community work.
8.	Himan	:	Community organization and Planning.
9.	Moorthy, M.V.	:	Social Action.
10.	Murphy	:	Community organization.
11.	Paulo Friera	:	Pedagogy of the oppressed.
12.	Boss G. Murray	:	Community organization.
13.	RossG. Murray	:	Cases in Community Organization.
14.	Weyne Mc Millian'	:	Community welfare organization.

PAPER -VII

HUMAN RESOURCE MANAGEMENT AND INDUSTRIAL SOCIAL WORK

(100 Marks)

UNIT - I **Concept of Industrial Social Work :** Industrial social work concept ,role, professional social work ethics, The responsibility of the social worker fall mainly in the category of non statutory services, Qualities of Industrial Social worker, Industrialization, history, social and environmental consequences, current situation, Industrial relation, nature, approaches, strategy. Counselling and its process.

UNIT - II **Employees welfare schemes :** Trade union : its nature, factors leading to unionisation, The factories Act 1948, Employees state insurance Act 1948 scope and benefit, Workmen's compensation act 1923, corporate social responsibility, Rehabilitation and resettlement policy, Employee welfare schemes, statutory and non statutory.

UNIT - III **Human resource management :** Human resource management: scope, objectives, human resource planning, importance, recruiting human resources, importance, process of recruitment, selecting human resources, selection process, define training and development, need assessment training methods

and techniques .characteristic of high-performance work systems, major activities of human resource management.

UNIT-IV **Organizational structure and conflicts** : Organizational Behaviour, management in organization, managerial function, managerial roles, managerial skills, management styles, organizational structure, organizational culture: nature, characteristics and elements, Organizational conflicts: types, causes, resolution, leadership, its style and theories.

UNIT-V **Occupational health and hazards** : Occupational health, occupational environment, occupational hazards, physical hazards, chemical hazards, biological, mechanical, psychosocial, Occupational disease, diseases due to physical agent, chemical agent, biological agent, occupational cancer prevention of occupational diseases & Role of social worker in prevention of occupational diseases.

References :-

1. Human Resource Management by K Aswathappa.
2. Social preventive medicine by K Park
3. Organizational Behaviour by KBL Srivastava, AK Samantaray
4. Human Resource Management, Excel Books - V.S.P Rao
5. Managing Human Resources, TMH-W.F Cascio
6. Managing Human Resources,Pearson- Gomez Mejia,Balkin & Cardy

Additional books :

1 C.B.Memoria : Personnel management
2 Dr. S.P.Shah & Dr. J.B.Thakore : Human Resource Mst. & Industrial Relations
3 Rudrabasauraj : Dynamics of Personnel & Organization Theory & Behavior
4 N.D. Kapoor : Industrial Laws
5 Biswanah Ghosh : Human Resources Development & management
6 R. C.Saxena : Labour Problems & Social Welfare
7 V.V.Giri : Labour Problems in Indian Industry, [inGujrati]
8. P.R. Shinha & Ms. Indubala : Labour and social welfare, Bharti Bhavan Pub., Patna-1992
9. Edwin Flippo : Personnel Management
10. C.B.Memoria. : Personnel Management

11. C.B.Memoria : Dynamics of Ind. Relations
12. Mamoria C. B. : Dynamics of Industrial Relations in India, Himalaya Publishing House, Mumbai.
13. Ramaswamy E. A. : The Worker and Trade Union. Allied Publishers, New Delhi.
14. Agarwal R.D. : Dynamics of Labour Relation in India — A Book of readings, Tata McGraw Hill Co. Ltd.

PAPER - VIII
CONCURRENT FIELDWORK
(100 Marks)

Each student will have to carry out concurrent fieldwork among given community to be selected by the Department. The community may be a slum, village or a rehabilitated colony. The concurrent fieldwork will be done in a week and will be of 150 Hours duration in total. The concurrent fieldwork will be carried out under the supervision of a faculty/ field guide. This fieldwork is an integral part of the course and each student will have to carry out the work and submit required report on the basis of which he/she will be evaluated. **ORIENTATION VISIT-The students will visit to different NGOs(minimum five) to study the various activities undertaken by the organizations at different level.**

SL.NO.	ACTIVITY		MARKS
1	REPORT	-	50
2	SEMINAR	-	15
3	IC/GC	-	15
4	VIVA-VOCE	-	20
	TOTAL MARKS	-	**100**

SEMESTER-III
PAPER - IX
SOCIAL WORK ADMINISTRATION
(100 MARKS)

Unit-I **Concept and Evolution** : Concept of administration, social work administration, evolution of administration; approaches to administration - bureaucratic human relations and technological; basic meaning and distinction between concepts of social administration, welfare administration, public administration and business administration.

Philosophy: Philosophy of social welfare administration, evolution of social policy; social welfare administration and socio-economic development.

Unit-II **Principles and Techniques:** Planning, organizing, staffing, directing, budgeting and controlling.

Planning : Meaning, types and processes, problems involved in planning.

Decision making- meaning, processes types and the administrative problem in decision-making.

Organizing : Meaning, theories, types of organizations and organizational structure, authority and span of control, delegation and decentralization. Staffing - meaning, staff and staffing, logic of staffing in social welfare administration, appraisal and development of staff, general problems of staff.

Staffing : Recruitment and selection processes, Personnel Policy of the organization, orientation, motivation and training, terms and conditions of service, probation, promotion and confirmation, personal records and personnel evolution.

Meaning and components of directing : Leadership, communication motivation transactional analysis, supervision, human relations in social welfare agencies.

Budgeting : Meaning, types, functions, formulating budgets, the problems of budgeting in social welfare agencies. Controlling - meaning, need, type and characteristics of a good control system, controlling as the linking pin of principles of administration.

Unit-III **Administration in Government and Voluntary Welfare Agencies :** Government agency *as* a wing of the Government Department of Social Welfare; commitment of administrative personnel; Voluntary agencies -meaning, development and role of voluntary agency in social welfare. Administrative structure, General body, Executive

Committee/ Board of Management/Directors, Secretary, Policy formulation in voluntary agencies, fund raising, public relations, problems of voluntary agencies.

Unit - IV **State and Social Welfare Administrative :** Administration of Central Welfare Board, Department of Social Welfare at the Center and in State; Odisha State Social Welfare Advisory Board, Commissioner for Scheduled Tribes; National Institute of Social Defense, National Institute of Public Cooperation and Child Development (NIPCCD) etc..Welfare schemes of Odisha State Department of SC. & ST. Development and Community Development and Rural Reconstruction.

Unit-V **Social welfare Organizations** : Types of social welfare organizations, formal, informal, structured and unstructured, Goverrnment organization, Non government organizations, definition, formation, characterstics, organizational climate, communication and social marketing, fund raising, types of funds, fundraising sources, fund raising activities, social auditing, reporting, types of report, steps in report writing.

REFERENCE

1. Atwater, P. : Problems of Administration in Social Work.
2. Elwood Street : Social Work Administration.
3. Kulkarni P.O. : Central Social Welfare Board.
4. Kulkarni P.D. : Social Policy and Social Development in India
5. Paul Chowdhry, D. : Social Welfare Administration.
6. Rath. S.N. : Development of Welfare State in Orissa.
7. Reed. Ella W. : Social Welfare Administration.
8. S.L Goel. : Social Welfare Administration Vol. I and Vol. II.

9. Trecker H.P. : Group Process in Administration

10. Treed Ordway : The Art of Administration.

11. V. Jagnnatham. : Ad Social Administration.

PAPER - X

SOCIAL PROBLEMS, SOCIAL POLICY, SOCIAL LEGISLATION & SOCIAL DEVELOPMENT

(100 Marks)

Unit -I **Social Problems:** Social problems, concepts and meaning. The problems of poverty. The nature and extent of poverty in India, illiteracy. The problems of castes, communalism, regionalism, minorities and untouchability. The problem of population, factors causing population explosion. Social Deviances - Characteristics and causes of social deviance, juvenile delinquency, prostitution, alcoholism, drug addiction, family disorganization, crime, beggary, old age, destitution.

Unit - II **Social Policy:** Concepts of social Policy: Objectives of Social Policy. The need for social policy resolution. Model of Social Policy: Individual Welfare Model achievement, performance model, institutional redistributive model. Social Policy issues - distributive Justice, population, health and education. Social policy in India - Directive principles of State Policy; India as a welfare State. Policy, its integration with planningand administration. Role of social workers in the formulation and implementation of social policy.

Unit- III **Social Legislation - I** : Social legislation as an instrument of Social Change, Social Welfare and Social justice. Salient features of the Legislation relating to:

I. Marriage, Divorce, Succession, Adoption, maintenance guardianship among the Hindus and Muslims.

II. Legislation regarding Children; Juvenile Justice Act 1986, The Employment of Children Act 1956.

Unit - IV Social Legislation - II:

I. Legislation regarding the Handicapped.

II. Social Defense Legislation

III. Legislation regarding under privileged

IV. Urban Community Development Legislation

V. Social Assistance Legislation

VI. Other Social Legislation

VII. Legislation relating to licensing and recognition of welfare institutions

VIII. Legal Aid Movement in India.

Unit - V Social Development:

I. Concepts of Social Development, Modernizations and Social Development.

II. Models of Social Development, Socialistic, Capitalistic and mixed economy, voluntary sector, people's participation.

III. Human resource development - Social Infrastructure, Social cost- benefit analysis and opportunity cost.

IV. Approaches to Social Development Sarvodaya and Antodaya: Strategies and Alternatives.

V. Role of social workers in social development.

VI. Social justice: ideology and social justice, evolution of social service, search for an Alternative Model.

REFERENCE

1. Agarwala, R.K. : Hindu Law-Central Law Agency, Allahabad.

2. ASSWI (l973) : Social Development Aspects of Social Work Education.

3. Chatterjee, B.R. : Impact of Social Legislation on Social Change, The Minerva Association.

4. Council for Social Development : Planning for Change.

5. Council for Social Development : The need for social policy.

6. D. Kuppuswamy : Social Change in India, Vikar Publication

7. Gore, M.S. : Some Aspects of Social Development.

8. Gore, M.S. : Social Work and Social Work Education in India.

9. Government of India Publicaiton. : Social Legislation, 1956.

10. Krishna Setty, K.R. : Fundamental Rights and Socio Economic Justice in the Constitution, Allahabad, Chaitanaya Publishing House

11. Kulkarni, P.D. : Social Policy in India.

12. Kulkarni, P.D. : Social Policy and Social Development in India

13. Murthy, M.V (Ed.) : Aspects of Social Development.

14. Report of the Correctional : Ministry of Home Affairs. Bureau of Correctional Service and Social Defense

15. Singh,R.R. (Ed.) : Social Work Perspective on poverty.

16. Singh Tarlok : Towards an Integrated Society.

17. Sonevaja, R.K. : Law for the laymen, D. H. Tarapore Vala and Sons, Bombay

18. Tendon , M.P. : Mohammedan Law, Allahabad.

19. Titmus, R.M. : Social Policy Resolution.

20. Vreakar, H.S. : Law and Social Welfare.

PAPER-XI
PARTICIPATORY APPROACHES & SOCIAL WORK PRACTICES
(100 Marks)

Unit-I **Participatory Research:** Mean ing Concept & Significance; Typology of Participation, Barriers & Limits; Development of PRA, Principles & Methods, Critical Considerations of PRA Methods.

Participatory Monitoring & Evaluation: Designing monitoring system, Steps of participatory evaluation.

Unit-II **Sustainability Analysis:** Concept, Institutional & Project Sustainability. New Approaches to Participation: Participatory Learning Action (PLA),LFA, Integrated and Embedded in community/ social development, Appreciative Inquiry .

Unit-III **Community need assessment;** developing a conceptual model; developing a logical frame work; project design; goals, objectives setting, activities, indicators, methodology, project planning; Project Coordination, Project work schedule, preparing time charts.

Unit-IV **Project Management:** Project Monitoring, Identifying key activities, identifying the time line and budget line for each activity, identifying gaps, Project Evaluation, Stages in the process of programming, Preparation and execution of evaluation, Guide to procedures and methodology of evaluation.

Unit-V **Project Proposal Writing :** Proposal Writing; cover page and table of contents, Executive summary, introduction and justification of the project, goals, objectives, activities, monitoring and evaluation. Key personnel, strengths and innovation; sustainability, budget, annexure, check list for proposals.

Observation: Features, Components & Type, Recording: Purpose, Contents & Characteristics, Documentation: Types, Features & Importance.

Further References:

1. Whilty, Frederickl : The elements of Research.
2. Goode and Hatt : Methods in social research
3. Clarie, Selttiz, Marie Jahoda : Research methods in social relations.

4. Pauline, V.Young : Scientific Social Surveys and Research.

5. C.R.Kothari : Research Methodology, Wiley EASterm United, New Deihi, 1985.

6. Abraham, Francis, (1980): Perspectives on Modernization: towards a General theory of Third World Development, Washington D.C: University

7. Agarwal, A.S. (1999) : Citizens Fifth Report: State of Indian's Environment New Delhi: Center for Science & Environment

8. Agawam, Anil, (1997) : The Challenge of the Balance. Environmental Economics in India: New Delhi: Center for Science 86 Environment.

9. Alvares, Claude (1997): Decolorizing History, New Delhi: Allied Publishers

10. Amin, Samir (1997): Capitalism in the Age of Globalization, Delhi: Books

11. UNDP : Human Development Reports, Oxford University Press.

12. Westendorff and Ghai D.G : Monitoring Social Progress in the 1990, Avebury, Alder shot.

PAPER - XII

CONCURRENT FIELD WORK

(100 Marks)

AGENCY PLACEMENT

Each student will be attached to an Agency (NGO/INGO/Community Organization) from the beginning of the Semester and will be allotted a Project Work under the supervision of a Faculty. The student will carry out field work for a period of 30 days in the Project Area. After completion of fieldwork, each student will be evaluated out of 100 marks (SOmarks of field work and 20 marks viva voce).

SL.No.	ACTIVITY		MARKS
1	REPORT	-	50
2	SEMINAR	-	15
3	IC /GC/ SEMINAR	-	15
4	VIVA-VOCE	-	20
	TOTAL MARKS	-	**100**

SEMISTER - IV

PAPER - XIII

SOCIAL WORK AND THE WEAKER SECTIONS

(100 MARKS)

Unit-I **Definition and Classification** : Definition and meaning, criteria and classification of scheduled castes, scheduled tribes and other backward classes, socio-demographic and economic, educational characteristics of the weaker section population, nature of social disabilities and injustices suffered.

Unit - II **Untouchability** : Historical analysis of caste and untouchability, sociological and psychological perspectives, constitutional provisions and legislative measures to eradicate untouchability.

Unit - III **Tribal Development** : Concept, origin, characteristics, classification, culture and economy, problemsofthetribesandtheirrehabilitation and development, constitutional provisions regarding scheduled tribes and areas.

Unit- IV **Problems of Weaker Sections** : Problems relating to economic upliftment - education employment, health, housing, indebtedness bonded and child labour among SC's, Tribes and backward classes.

Unit - V **Administrative setup and Programmes :** Administrative set up at the center and state for weaker sections. Need importance and details of special welfare programmes for SC's, Tribes and Backward classes.

REFERENCE :

1. C. Pavatamma : Scheduled Castes and Tribes - A Socio Economic Survey.
2. Dubey, S.N. : Administration of social welfare Programmes in India.
3. Churye, G.S. : Scheduled Tribes, Popular Press, Bombay.
4. Government of India : Elaya Personal Committee Report.
5. Government of India : Employment of SC/ST (Seminar Report, Planning Commission, New Delhi)
6. Government of India : Dhebar Commission Report Shilu A.O. Castes and Scheduled Tribes.

7. Government of India. : Report of Commissioner for Scheduled Castes and Scheduled Tribes.

8. Government of India : Study Team on Social Welfare and Welfare of Backward Classes (Vol-I) Committee on Plan Projects, New Delhi.

9. Isacs : The Ex-Untouchables.

10. I. Murdoch : Review of Caste in India.

11. J. Ram. : Caste Challenge in India

12. J. R. Kumble : Pursuit of quality in Indian History.

13. K.S. Singh (Ed.) : Tribal Society in India.

14. Kumble, N.D. : Deprived Castes and their struggle for Quality. Ashis Publishing House. New Delhi.

15. Ministry of Social Welfare: Profile of the Child in India., Government of India.

16. Singh, Mohinder : The deprieved classes of India, their social and economical condition, Kinkitabs, Bombay.

17. S.K. Pachauri : Dynamics of Rural Development in Tribal.

18. S.P. Sinha : Areas, Life and Times of Birsa Bhawan.

19. Sita Toppo : Dynamics of Educational Development in Tribal India.

20. Kamble, N.D. : Deprived Castes and their struggle for Quality, Ashis Publishing House, New Delhi.

21. Reports of the Central and the various state Government on the Welfare of Backward Classes. (Kerla, Karnataka, Andhra Pradesh.)

PAPER - XIV

PUBLIC HEALTH MANAGEMENT

(100 Marks)

UNIT - I **Health and disease** : Public health, Health definition dimension, physical, mental, social, spiritual, emotional, vocational, spectrum of health, determinants of health-biological, behavioral, environmental, socio economic, health services, indicators of health mortality indicator, morbidity indicator, disability rates, nutritional status indicator, health care delivery indicator, environmental, socio economic, concept of disease, concept of prevention, modes of intervention

UNIT - II **Health programmes in India :** National anti-malaria programme, National Leprosy eradication programme, RNTCP, National AIDS Control Programme, National Programme for control of blindness, National Cancer control programme, Universal immunization programme, NRHM, Minimum needs programme, National health policy,

UNIT - III **Health Communication and planning :** Health Communication, function, methods, health education, objectives, approach to health education, models, content, health planning, cycle, health planning in india, health system in india, Process of District health planning, health promotion, concept, approaches, health promotion in different settings, concept of health need assessment.

UNIT-IV **Health Promotion and Planning :** Health promotion, concept, framework for health promotion activities,approaches of health promotion, advocacy in health promotion, forms of advocacy, key elements of advocacy, community health need assessment, district health planning, process of district health planning, monitoring and evaluation

UNIT-V **Epidemiology :** Epidemiology : definition, objectives, measurement in epidemiology, mortality rate. Morbidity rate, disability rate, natality rate, methods observational studies and experimental studies, communicable diseases classification, non communicable diseases, dynamics of disease transmission.

REFERENCES :

1. Social Preventive Meducine by K Park
2. Text Book of Preventive and Social Medicines - K. Park, M/s Banarasidas Bhanot
3. Preventive and Social Medicine - Prabhakar Rao
4. Text book of Social & Preventive Medicine - Mahajan
5. Text book of social & preventive medicine - K. Park, M/s Banarasidas Bhanot
6. Text book of Social & preventive medicine -B.K Mahajan, Jaypee
7. Moment & Hospital, Deaps & Deeps, New Delhi -S.L Goel & R.Kumar.
8. The Evolution of International Health Systems, OUP - Camper, G.E

Additional Books :

1. Janarsidas Bhanot (Jaipur.) Preventive and social medicine. (Park and park. 2005.)
2. Goldstine Dore. Expanding horizons in medical social work.
3. Pathak and H. Medical social work in India Delhi, Delhi School of Social work
4. Barak, G (1961) : Health in Independent India. (Ministry of Health Publication, New Delhi)
5. Singh, Surendra and Misra,P.D : Health and Disease: Dynamics and Dimension
6. Lowiey : Psychiatry for Social Worker
7. Goldstein, D : Expanding Horizons in Medical Social Work
8. Dr. Pyagdin mishra : Social group work Uttar-pradesh santhan,Lucknow-1992
9. Dr Dyakrusan mishra & Dr. A. S. Rathod : Social administration, college book dippo, Jaypur-1998

PAPER - XV

COMMUNITYJDEVELOPMENT (Elective - A)

(100 Marks)

Unit-I **Concept and Scope** : The concept and characteristics of rural and urban community development. Nature and scope of community development. Historical review of rural and urban development in India before independence.

Unit- II Nature of the Rural Economy, Society and Policy, the Indian Rural Problem-Nature, assumption and philosophy.

Unit-III Methods and programmes of CD and N.E.S., Panchayatiraj and CD. Area Problem Planning for integrated rural development, Communication in rural India.

Unit - IV **Urban Development in India :** Nature of urban society, economy and polity. The growth of cities, causes and consequence-slums, their identification, causes, effects and remedies - urban community development, concept, aims and objectives, approaches, methods and programme.

Unit - V Role of voluntary organization in community development at local, State and national levels, Role of the UNICEF, Management and evaluation of rural urban project, problems related to rural and urban areas.

REFERENCE :

1. A.R. Desai : Rural Sociology in India (4th revised Edition). Popular Prakashan, Bombay, 1969.
2. Bansil, PC. : Agricultural Problems of India, Vikash Publishing House, New Delhi.
3. Chandra, P.R. : Urban Community Development in India.
4. Dudhasi P.R. : Rural Development Administration in India, Popular Press. Bombay.
5. Ensminger, D. : A guide to community development, Ministry of Community Development, New Development.
6. Parley, D. William : Rural Social Work Practice.
7. Heredeco, J.M : Rural Development and Social Change.

8. Majumdar : Rural Migrants in Urban Setting

9. Marshall & Clinard : Slums and Community Development Experiment in self help, Free press, New York, 1976.

10. Mehata, Shiv R. : Rural Development policies and Programmes. A Sociological Perspective.

11. Pumalekas, S.P. : National Institute of Public Cooperation And Child Development.

12. Rajeswar Dayal : Community Development Programme in India, Kitab Mahal Publication Ltd.

13. Taylor and others : India's Rotts of Democracy.

14. Thimavya, G. : Studies in Rural Development.

15. Tiwari, J.K. : Rural Development Administration.

16. Weube, Paul, D. : Social Life in Indian Slum.

PAPER - XV

FAMILY AND CHILD WELFARE (Elective - B)

(100 Marks)

Unit -I Family as an Institution, its function and importance, impact of urbanization on family, changing functions of family, problem related to family. Philosophy, objectives and scope of family welfare, Historical development of services for the family, women and children.

Unit-II Family welfare programmes in the areas of health education housing and employment. Development services to strengthen the family, socio-economic programmes; applied nutrition etc. Family welfare agencies, counseling and guidance institutional services for the aged destitute and handicapped.

Unit- III Problems of Women in the Indian context. Factors affecting the status of women, women's welfare. Legislation relating to family, marriage, employment, immoral traffic etc.

Unit- IV Child welfare : concept and principles, evolution of child welfare service in India. Programmes and services for children, creches, day care centers, health education, current policies and trends regarding child welfare.

Unit - V Integrated child welfare scheme; its aims, objectives and programme, services for handicapped children; institutional services, adoption, foster care, sponsorship, juvenile court, child welfare board, child guidance centers and school social work. Special aspects of care of the institutional child, Policies regarding intake, care treatment; discharge and rehabilitation. Use of social work methods in non-correctional and correctional institutions and children, National and International agencies for child welfare.

REFERENCE

1. Agarwala, S. N. : India's Population Problems. (Second Edition)
2. Baig. Tara Ali : Women in India, Ministry of Information and Broadcast, Government of India, Publication Division New Delhi, 1991-92.
3. Chatterjee Betal : Community Approach to Family Welfare Publishers, New Delhi, 1973.
4. Colemen. J. C. : Abnormal Psychology and Modern Life (5th Edition D.B. Taraporewala Bombay, 1968)
5. Coontz, S. H. : Population Theorised and the Economic Interpretation, Routledge and Kegan Paul, London, 1957.
6. Council for Social Devt. : Towards A Population Policy Western Regional Conference Programe (Proceedings) Sngha Ranche, New Delhi.
7. Gore, M. S. : Urbanization and Family change, Popular prakashan, Bombay, 1968
8. India : Towards equality : Report of the Commission on the Status of Women in India.
9. Indian Council for Child Welfare : A National Policy for Children.
10. Ministry of Social Welfare Government of India : Profile of the Child in India.

PAPER - XVI

PROJECT REPORT

(Project Report 80 Marks + 20 Viva Voce)

Each student will write a report on the Project Work on the basis of the Field work done during the 3rd and 4th Semester. On the basis of the report, the students will be evaluated out of 100 marks (80 marks of Project Report and 20marks viva voce).The final year students of M.S.W. course are required to do Project Work. Each one of them will have to conduct a study based on a particular problem/issue as part fulfilment of the requirements of M.S.W. degree. The topic for study/social investigation to be independently conducted by each student during the stage of M.S.W.Part II shall be finalised by the students in consultation with the Guide. On completion of the study they will have to prepare Project Report in English and submit the same to the Coordinator before the commencement of the M.S.W. final examination. The report must bear the signature of the Guide.

SL.NO.	ACTIVITY		MARKS
1	REPORT	-	50
2	SEMINAR	-	15
3	PRESENTSTION	-	15
4	VIVA-VOCE	-	20
	TOTAL MARKS	-	**100**

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