

**UTKAL UNIVERSITY OF CULTURE**  
**Bhubaneswar**

**Syllabus**  
**For**

**Master of Arts in Social Work**

**w.e.f. 2016-17 Academic Session**

**3<sup>rd</sup> Semester**

Paper	Course Code	Course Title	Credit	Total Instruction Hour	Mid Sem	End Sem	Marks
Paper-I	MSW0301	Social Work Administration	5	75	20	80	100
Paper-II	MSW0302	Social Work Research Methodology	5	75	20	80	100
Paper-III	MSW0303	Generic ( Skill Dev.) Electives (any one) (i) Development Communication (ii) Computer application in SW practice	5	75	20	80	100
Paper-IV	MSW0304	Discipline Specific Electives: ( any one) (i) Environmental Management and Social Work (ii) Gender Studies	5	75	20	80	100
Paper-V	MSW0305	Internship & Field Work	5	150	30	70	100

  
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## Social Work Administration

### Objectives:

- To briefly introduce the government and voluntary welfare agencies and its importance
- To understand the principle and techniques practiced by the administration.
- To know the role of social welfare administration in social development.

### 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 socioeconomic development

### Unit-II: Principles and Techniques:

Planning, organizing, staffing, directing budgeting and controlling.

- **Planning:** Meaning, 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 structures, authority and span of control, delegation and decentralization. Staffing: meaning staff and staffing, logic of staffing in social welfare administration, appraisal and development of staffs, general problems of staff.
- **Staffing:** Recruitment and selection process, personnel policy of the organization, orientation, motivation and training, terms and conditions of service, probation, promotion and conformation, personnel records and personnel evolution.
- **Directing:** Meaning and components of directing: leadership, communication motivation transactional analysis, supervision, human relations in social welfare agencies.
- **Budgeting:** Meaning, types, functions, formulating budgets, the problem of budgeting in social welfare agencies, controlling-meaning, need, types and characteristics of a good control system, controlling as the linking pin of principles of administration, audit.

### Unit-III: Social Welfare Organization & Administration in Government and Voluntary Welfare Agencies:

- Types of social welfare organizations, formal, informal, structured and unstructured, government organization, non government organization, definitions, formations, characteristics, organizational structure & laws governing NGOs, organizational climate, communication and social marketing.
- Administrative structure, general body, executive, Committee/board of management/directors, secretary policy formulation in voluntary agencies.
- Fund raising, types of funds, fundraising sources, fund raising activities, social auditing, reporting, types of report, steps in report writing

  
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- 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.

#### **Unit-IV: Organizational Design, Development and Change:**

- Understanding Organization, Organization design & restructuring strategies, organizational analysis, organizational development and change, organizational culture, cross cultural dynamics, Environmental analysis, organizational climate and change, behavioural dynamics
- Approaches to work design, quality control, skills for managing change, role of leadership, stress management, strategic alliances and coalition formation.
- Information technology for managers, Management Information System (MIS), Data Information and Management, Information system, system analysis, database Management, Communication.

#### **Unit-V: Financial Management in Organization:**

- Fundamental of accounting,
- Financial planning in organization, budget, financial analysis, fund management,
- Financial audit, tax applicable to social organization.

#### **References:**

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 Chodhury 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. V. Jagannatham : Ad Social Administration
11. PDC Team : NGO Supporting Agencies
12. Stephen T.S : Fund Raising Skills & Techniques
13. Prof. S. Roy : Information system for managers
14. R.K. Yadav : Organizational Design, Development and Change
15. Vinay Tiwari : Managing Change in Organization, Organizational Dynamics
16. Deepak Tomar : Strategic Management
17. Dr. A.K. Saini : Management Functions and Behaviour

  
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## Paper-II

### Social Work Research Methodology

#### Objectives:

- To know about the social work research and its importance in social work practice.
- To understand methods of social research and how to design and formulate a research work.
- To know the statistical methods and its implication in social research.

#### Unit-I: Social Work Research

- The nature of science and the scientific method, scientific attitude
- Concept of research: survey research, case study, action research 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 good 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. Mention of tools and techniques of data collection analysis-statistical techniques as aids to analysis.

#### Unit-III: Statistical Methods

- Meaning and scope ,methods and importance ,functions and limitations levels of measurement
- Editing, coding and classification of data; preparation for master tables and analysis; frequency distribution, tabular, diagrammatic and graphic presentation of data.

#### Unit-IV: Measures of Central Tendency, Dispersion and Association

- Concept 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-V: 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

  
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## References:

1. Pauline V.Young :Scientific social survey and research
2. Ram Ahuja :Research Methods
3. D.K.Lal Das :Practice of Social Research
4. Gopal lal Jain :Research Methodology
5. Body (Ed) :Introduction to Social Research
6. Champion :Statistics of Social Research
7. Garret H. :Statistics in Psychology and Education
8. DN Elahance.  
Veena Eahance  
B.M. Agrawal : Fundamentals of statistics
9. Good and Hatt :Methods of Social Research
10. Kerlinger :Research Methods in Behavioral Science
11. Polansky(Ed) :Social Work Research

## Paper-III

### Generic ( Skill Dev. ) Elective (A)

## Development Communication

- Objectives:**
1. Understand communication in the context of development
  2. Acquire skills in effective communication
  3. Enhance the capacities in application of development communication tools.

### Unit- I: Understanding Communication

Communication: concept, significance, principles, process. Forms of communication: Verbal, non-verbal and written, Development Communication, Communication in Social Work Profession

### Unit- II: Effective Communication

Types of Communication: Intrapersonal, Interpersonal, group communication and mass Communication, Barriers in Communication, Communication as a tool for social development , Self Awareness in communication, Listening- stages, functions, barriers, Improving communication competence

### Unit -III: Mass Communication

Traditional and modern means of mass communication, Propaganda and public opinion, Role of mass communication in social change, Folk Media- Street Play, *Daskathia*, *Gaan*, Puppet show,

### Unit -IV: Communication for Development Practice

Information Education and Communication - relevance, types, effective usage, IEC and Development Practice, Participatory communication: group discussion, focus group discussion,

### Unit -V: Computer application in Communication

Organizational communication, Management Information System(MIS), MS-office; word, excel, power point, Internet, Social Media, role of Social Media in development and social change.



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## References:

1. Gamble, T.K. & Gamble, M : Communication Works'. McGraw Hill. (Unit I)
2. Knapp, M.L. & Miller, G.R. : Handbook of Interpersonal Communication'. Sage Publications.  
(unit I & II)
3. Melkote, Srinivas : Communication for Development in the Third World, Theory and Practice' Sage Publications, (Unit III)
4. Owen, Hargie : The Handbook of Communication Skills'. Routledge. (Unit III)
5. Treholm, Sarah : Thinking through Communication: AN Introduction to the Study of Human Communication'. Allyn & Bacon. (Unit IV)
6. Thompson, Neil : Communication and Language: A Handbook of Theory and Practice' Palgrave. Macmillan. (Unit II & III)
7. Morreale, Spitzberg & Barge : "Human Communication: Motivation, Knowledge and Skills' Wadsworth, Thomson Learning. ( Unit III & IV)
8. Narula, Uma : 'Handbook of Communication: Models, Perspective, Strategies'. Atlantic. (Unit II)
9. Narula, Uma : 'Dynamics of Mass Communication: Models, Perspective, Strategies'. Atlantic. (Unit IV)

## Paper-III

### Generic ( Skill Dev. ) Elective (B)

## Computer Application in Social Work Practice

### Objectives:

- To know the computer application in regular practice of Social Work.
- To enhance the computer skill of the students.

### Unit-1: Fundamental of Computer

History of computer, operating system, computer hardware, Disk Operating System (DOS), Organising directories and files, computer programming, software, installing software, windows operating system, Customising the display

### Unit-2: Microsoft Office (MS-Office)

Introducing Microsoft Office 2000, accessibility features, Microsoft Word, formatting and managing documents, managing long documents, formatting documents, using Word efficiently, PDF, MS-outlook, MS- publisher, windows accessories,

### Unit-3: Managing Data

Introducing Excel 2000, formatting worksheet, managing worksheet & data, excel formulas and functions, excel diagrams and charts, Access 2000, designing a database, customize database, managing database

  
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#### **Unit-4: Documentation Design**

Power point 2000, document design, smart presentation, photo editing, Adobe Photoshop, Coreldraw, Pagemaker, video editing, movie maker

#### **Unit-5: Internet**

Internet, e-mail & chat, web SMS, webpage, websites, MS- outlook, using social networking sites, computer security, viruses

#### **References:**

Sanjay Saxena: A first course in Computers  
J. L. Neogy : Rapidex Computer course  
Davinder Singh Minhas: Dynamic Memory Computer Course

### **Paper-IV**

#### **Discipline Specific Electives (A)**

### **Environmental Management and Social Work**

#### **Objectives:**

- To understand the environmental issues like pollution and its consequence.
- To know various environmental movements in global and national level and its impacts.
- To know the role of social worker in environmental management.

#### **Unit-I: Environmental Issues & Problems**

- Environmental the global context, state of Indian environment
- Land degradation and depletion. water pollution, marine ecology & depletion of ground water degradation of fresh water reserves, big dams, air pollution, depletion of ozen layer, forests-deforestation, depletion of forest cover, Himalayan forest ecosystem
- Environmental cost of large developmental projects: big dams, nuclear & other power plants, mining , big industrial estates.

#### **Unit-II: Environmental threats:**

- Global warming, industrial pollution & hazards, irregular rainfall, wind, cyclone, tornado, tsunami, earthquake.
- Disaster management-concept of disaster, natural & man made; consequences of disaster.
- Community based disaster management plan, role of various agencies in disaster management, relief and rehabilitation.

#### **Unit-III: Environmental Consciousness**

- History of the environment moment at global level. Traditional system of environmental protection in India, Gandhi & environment.
- Environment movement & people's initiatives save their environment  
-Chipko movement, save forest movement, save Western Ghats movement, anti nuclear struggles

  
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- Mitti Bachao Andolon
- Moments against big dams-narmada & teheri
- Eco farming and natural farming efforts
- Rio Summit & its implication
- Swachha Bharat Aviyan

#### Unit-IV: Environmental Action

- Governmental policies & machinery programmes, Ministry of Forest & Environment, Central Pollution Control Board
- Environmental legislation, PIL
- National Green Tribunal (NGT)
- Need importance, scope & problems of peoples participation in protection & promotion of their environment
- Women & environment
- Role of voluntary action in environment
- Panchayati Raj & environment

#### Unit-V: Environmental Management & Role of Social Workers:

- Role of traditional, state controlled, people controlled & jointly managed system, waste management.
- Role of social worker as a concerned citizen as a mass educator, campaigner: as a worker with NGOs, as a welfare officer in industry/government, advocacy role of the social worker.
- Role of various agencies in environment management.

#### Reference

1. Research Reference & Training Division  
Ministry Of Information &  
Broadcasting Govt. of India : India 2008
2. Nigel Lawson : An Appeal To Reason; A Cool Look At Global Warming
3. Stewart Brand : Whole Earth Discipline; An Ecopragmatist Manifesto
4. Mike Manger : Polsoned Legacy; The Human Cost Of BP's Rise To Power
5. Ramakrishna B. M  
Jayasheela : Environmental Problems And Sustainable  
Development With Special Reference To India  
Issues And Challenges
6. Richard Alley : **Earth; The Operators' Manual.**
7. Barbara Kingsolver : Prodigal Summer
8. Christian Madu : Handbook Of Environmentally Conscious Manufacturing
9. Jeremy Colls : Air Pollution
10. Joseph M. Petulla : Environmental Protection In The  
United States; Industry, Agencies, Environmentalist
11. **Building Bridges Collective** : **Space for Movement? Reflections From Bolivia**
12. Nalirupa : The Role Of NGOs In protecting the environment

  
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**Paper-IV**  
**Discipline Specific Electives (B)**

**Gender Studies**

**Objective:**

- To know about the cultural construct of gender in Indian and Orissa context.
- To understand the feminism and various feminist movements in Indian culture.
- To know how gender engendering the development agenda.
- To introduce how gender roles are defined biologically and culturally as well as in public and private sphere.
- To provide insight on gender disparities within the family, economy, education, political and legal systems.
- To facilitate the understanding of social dynamics and power relations in the context of

**Unit 1: Introduction**

Sex and Gender; Types of Gender, Gender Roles and Gender Division of Labour, Gender Stereotyping and Gender Discrimination, Male Gaze and Objectivity Social Construction of Femininity, Bio-Social Perspective of Gender, Gender as Attributional Fact., Essentialism in the Construction of Femininity, Challenging Cultural Notions of Femininity –Butler, Douglas, Foucault and Haraway, Images of Women in Sports, Arts, Entertainment and Fashion Industry, Media and Feminine Identities

**Unit 2 : Gender Lens: Political and Legal Systems**

Gender representation in Indian polity, Gender dimensions in electoral politics, Gender exclusion in politics, Gender perspective of personal law, Social legislations and women empowerment, Political Participation of Women in Pre-Independent India, Political Participation of Women in Independent India, Significance of 73<sup>rd</sup> and 74<sup>th</sup> Amendment for women empowerment, Politics of Reservation Bill for Women, Gender auditing, and budgeting in local governance

**Unit 3 : Social Dynamics of Gender**

Patriarchy and Gender-power, Capitalism and Gender, Caste, Class and Gender, Gender Inequality and Health and Mortality , differences in health needs by gender, differences in health access and use by gender , analysing differences in health outcomes by gender , the missing women problem , the Oster controversy, causes of gender bias in mortality , explaining trends and differentials in gender bias in mortality, Gender disparity in education, Gender bias in school curriculum, Andro-centric construction of knowledge, Education goals from gender perspective

**Unit 4 : Gender Based Violence:**

Gender Based Violence in Family; Feminist theories on domestic violence, Domestic violence: physical, sexual, psychological and verbal , Forms of violence against women in family, Denial of reproductive rights, Female Genital Mutilation (FGM), Female foeticide and infanticide, Dowry harassment and death, Wife battering, Denial of access to resources, Child abuse, Neglect, torture, humiliation, Gender Based Violence in Community and State; Rape during armed and communal conflicts, Sexual abuse and harassment, Immoral trafficking, Custodial violence, Violence by law enforcing agency, Genocide, War crimes, Sexual abuse  
Cultural practices violating women's rights; Forced polyandry and widowhood, Devadasi system and mathamma culture, Honor killing and witch hunting

  
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### Unit 7 : Social Security Measures & Gender Development

Feminist standpoint of development policy, Gender analysis of development policy, Engendering development policies, Women development programs in India, National Human Rights Commission, National Commission for Women, Law Enforcing Agencies: All Women's Police Stations, Vigilance Cells, Legal Aid Cells, Judiciary: Family Courts/Mahila Courts, Helplines, Women and Children Helplines, Role of INGOs and NGOs, Collective protests, Restorative justice in the context of gender violence, Grass root level initiatives, Micro finance and micro enterprises, SHGs as a movement and empowerment, Role of women in Sustainable Development

#### Reference:

1. Mayitravee Choudhuri : Feminism In India (Issues In Contemporary Indian Feminism)
2. Sikata Banarjee : Muscular Nationalism; Gender, Violence & Empire In India And Ireland
3. Joanna Liddle : Daughters Of Independence ; Gender, Caste And Class In India
4. Himansu Sekhar Rout  
Prasant Kumar Panda : Gender Development in India; Dimensions and Strategy
5. Amitabh Mukharjee : Women In Indian Life And Societies
6. V. Geeta : Patriarchy, Theorizing Feminism
7. Amartya Kumar Sen. : The Many Faces Of Gender Inequality
8. Gangoli, Geetanjali : Indian Feminism; Law Patriarchies And Violence In India
9. K.L Sharma : Indian Social Structure & Change
10. Kathy Devis  
Mary Evans  
Judith Lorber : Gender & Women Studies

## Paper- V

### Internship & Field work

Each student will have to be placed to a development agency to understand developmental activities carried out by social organizations, programme management and organizational administration during 3<sup>rd</sup> semester. The agency will be selected by the department and the students will be attached to those agency. After completion of agency placement, each student will prepare a report with due certification from the concerned agency in which he/she has been placed and will present the study in seminar organized by the department. The duration of the internship period shall be 150 hours.

#### Distribution of Mark

Sl No	Activity	Sessional	End Sem	Total
1	Report	0	50	50
2	Seminar	15	0	15
3	IC/GC	15	0	15
4	Viva- Voce	0	20	20
	TOTAL	30	70	100

  
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