

REGULATIONS AND SYLLABUS

FOR

MASTER OF SOCIAL WORK (MSW)

Applicable to all Social Work Departments
offering MSW Post-Graduate Degree, affiliating
to Raichur University

(I to IV Semesters)

With effect from the Academic Year 2023-24

2023-24

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Dr. LOKESH M.U
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25/11/2023


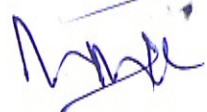
RAICHUR UNIVERSITY, RAICHUR
FACULTY OF SOCIAL SCIENCE
SYLLABUS FOR MASTER OF SOCIAL WORK (M.S.W.) COURSE
(CBCS) I – IV Semesters (with effect from Academic Year: 2023-24)


FIRST SEMESTER

Paper Code	Title of the Paper	Credits	No of Hours/ week Theory/ Practical	Duration of Exam	Marks		Total
					IA	Theory Exam	
	Hard Core						
HC1.1	Introduction to Social Work (History, Philosophy and Ideology)	4	4	3	25	75	100
HC1.2	Social Case Work	4	4	3	25	75	100
HC1.3	Social Group Work	4	4	3	25	75	100
HC1.4	A social Work Practicum – I (Orientation lectures & visits)	4	6	Viva- Voce	25	75	150
	B. Social Work Camp	2			10	40	
HC1.5	Social Sciences and Psychological Foundation for Social Work	4	4	3	25	75	100
	Soft Core (Any One)						
SC1.1	Development Communication and Computer Skills	4	4	3	25	75	100
SC1.2	Professional Competencies for Social Work and Life Skills	4	4	3	25	75	100
	Total	26					650

HC: Hard Core, SC: Soft Core

The UGC Model Curriculum for Social Work Education* (2001, p. 14) states that "... each learner should get about forty-five to sixty minutes of individual instruction" (enclosed as "Annexure 1") for Social Work Practicum. Thus, it may be noted that the instructional hours for "Social Work Practicum" for each of the Faculty vary depending on the number of students allocated to them. Hence, for a batch of eight students, for example, the Faculty is expected to provide eight hours of individual and group instructions as has been laid down in the syllabus. Further, since Papers pertaining to "Social Work Practicum" are of Practical nature, **two instructional hours are treated as equal to one hour of theory class. Thus, for example, the workload for the faculty guiding a batch of eight students for Social Work Practicum can be treated as 4 hours per week (i.e. 8 Hrs/2 = 4 Hrs). Needless to say that the workload for each of the Faculty increases proportionately with the increase in the number of students allocated under his/her guidance for Social Work Practicum in keeping with the guidelines given in *The UGC Model Curriculum for Social Work Education* (2001, p. 14) as specified above (i.e. forty-five to sixty minutes of instruction for each student).

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REGULATIONS

INTRODUCTION:

The two years' post-graduate course in social work was started from 1984, in the Department of Sociology in Gulbarga University. Since the demand for this course started increasing, the independent department of Social Work was established in 1988 to strengthen the course and to have more academic autonomy. In 2007, M.S.W. course was started in post graduate center, Halahalli (K) Bidar, Sandoor Ballari and in 2009 at Yaragera, Raichur under Gulbarga University jurisdiction and then, the independent Raichur University as declared from the academic year 2020-21. The department has completed 14 successful years in imparting knowledge to the students' community in different specialized areas such as Human Resource Management and Industrial Relations, Women and Child Welfare, Criminology and Correctional Social Work, Medical and Psychiatric Social Work and Community Development etc. The students of Social Work department are oriented in both theory and practice of social work through regular classes and concurrent field work activities.

VISION:

The department will strive to generate a multi-disciplinary Social work cadre embedded with constructivism and activism to meet the challenges and opportunities in development and service sectors of the country to achieve social justice, inclusive society, equity and human rights.

MISSION:

To prepare social work professionals at the advanced generalist level for effective, ethical practice, and to equip post-graduate students to strengthen skills and assume leadership roles from a trans-cultural perspective with diverse individuals, families, groups, organizations, and communities.

OBJECTIVES OF THE COURSE:

- To impart scientific and professional training in social work to bring out the adequate trained personnel to accept the professional positions in the field of women and child development, social development, medical and psychiatric social work, correctional services, human resource development and allied non-government and government organizations.
- To impart education and training in Professional Social Work to those desirous of making a career in the fields of Social Work.
- To develop knowledge, skills, attitudes and values appropriate to work with individuals, groups and communities.

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- To provide inter-disciplinary collaboration for better understanding and addressing the problems/issues related to human development.
- To promote among students a sense of dedication and commitment for appropriate service to the cause of poor, under-privileged and disadvantaged sections of society.

MASTER OF SOCIAL WORK (M.S.W) PROGRAM OUTCOMES (POs):

1. To impart scientific training in Social Work to students desirous of making a career in the field of Social Work.
2. To offer such training facilities as are necessary to develop the basic knowledge, skills, techniques, ethics, values and attitudes in students to work with individuals, groups and communities for enhancement of inter and intra social functioning.
3. To provide training in Social Work with a view to develop professional personnel/ Employability in social work and the other allied professional fields viz., Human Resource Management, Labour Welfare, Industrial Relations, Women, Family and Child Welfare, Correctional Social Work, Medical and Psychiatric Social Work, Urban/Rural/Tribal Communities, Schools, GOs, NGOs, VOs etc., are eligible to enter and practice at varied settings.
4. To organize conferences, Symposia, Seminars, Workshops, Special Lectures, Webinars, Extension Activities, Role Play, Street Play, Jathas, Camps etc., for the benefit of those who are in the field of Social Work and also to promote the welfare of different sections of the society.
5. To organize social research with a view to promote knowledge in the field of Social Work using various methods of Social Work for development of Personal and Professional growth.

MASTER OF SOCIAL WORK (M.S.W) PROGRAM SPECIFIC OUTCOMES (PSOs):

The MSW program equips post graduate students to gain competencies, skills to work individually or in team along with disciplinary and inter-disciplinary knowledge through the social work education and practice.

- The course main purpose is to equips learners with evidence based academic inputs by providing varied field exposure to develop confidence and capability to integrate theoretical knowledge and field experience for facilitating progressive change.
- Students are provided direct interventions and services and contribute towards creating favorable living situations to bring change in the administration, operational mechanism, research, innovation, entrepreneurial skills and employment in different service delivery system.
- The learner also aims at improving the well being of the people, promoting political, social, economic justice and enhances the social functioning of individuals, families, groups, organizations and communities at large.

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- Learners are expected to achieve admiration from their professional values, morals, ethics, analytical competency, critical thinking, problem solving competency, decision making ability, creativity, communication, emotional intelligence, collaborative leadership and entrepreneurial skills, time management by demonstrating integrity, honesty, responsibility, accountability towards profession, client and community to practice and enhance their capacities and choices in performing organizational specific jobs/employments.

ELIGIBILITY FOR ADMISSION:

Admission to the department of Social Work is open to any graduates (B.S.W/B.A/B.Com/B.Sc/L.L.B/B.H.Sc/B.B.A./B.C.A/B.B.M etc,) of Raichur University or of any recognized university equivalent as per law whose of all three years or six semester degree aggregate percentage is at least 50% in case of general merit and 45% for SC/ST students. The eligibility for admissions shall be as per the general guidelines/orders of Raichur University/Government of Karnataka, as notified from time to time.

INTAKE:

The intake for MSW *First* Semester programme is fixed by the university from time to time.


SELECTION PROCEDURE:


Candidates shall be admitted to MSW course based on the marks obtained by the candidate both in qualifying examination (graduation) and the entrance examination (50:50) and the reservation guidelines/orders issued by Raichur University/Government of Karnataka from time to time.

ENTRANCE TEST:

Entrance Test shall be conducted for all the eligible candidates seeking admission to M.S.W. I Semester as per the Raichur University notification issued from time to time. The entrance exam for MSW consist 50 Multiple Choice Questions (MCQs) carries 2 Marks each. The total marks is 100 only (No negative marking valuation). Medium of entrance exam includes both English and Kannada languages. The maximum duration of entrance exam is 75 minutes. The questions for the MSW entrance examination are asked form the following areas;

Sl.No	Area/Field/Subject	Percentage of questions covered
1	Social Work	20%
2	Social Science	15%
3	General Science	15%
4	Current Affairs	15%
5	General Knowledge and Aptitude	15%
6	Languages (Kannada & English)	10%
7	Commerce	05%
8	Computer Basics	05%
Total		100%

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MEDIUM OF INSTRUCTION:

The medium of teaching instruction for the MSW (CBCS) course shall be both in English and Kannada languages.

PROGRAMME STRUCTURE:

The course shall be called 'Master of Social Work' leading to 'MSW' Degree. Duration of MSW course shall extend over a period of four Semesters, normally extending to two academic years. There shall be two categories of courses namely, Compulsory Courses and Open Elective Courses. Further, the Social Work Practicum for I to IV Semester with all the components, as indicated in the course outline shall be compulsory for the students pursuing MSW (CBCS) course. Field Work Practicum: Every student has to undertake concurrent supervised Field Work Programme for 16 hours every week spread over two days in a week. Further, the students are required to submit Field Work Reports as per the Departments' instructions.

ATTENDANCE:

Each course shall be taken as a unit for the purpose of calculating the attendance.

A student shall be considered to have satisfied the required attendance for each course if he/she has attended not less than 75% of the total number of instructional hours during the semester.

There is no provision for condoning shortage of attendance.

SOCIAL WORK PRACTICUM

The practicum with different learning opportunities is designed to provide scope to develop and enhance professional practice skills. Learning is aided through observation, analysis of social realities and experience of participation in designing and providing social work intervention. The tasks are organized to help the learner acquire beginning skills, practice those already acquired, and master them from simple to complex. The learner is gradually encouraged to become an independent worker during the course of study. The social work practicum comprises concurrent fieldwork, orientation visits, skill lab etc. Apart from these, the core components of social work practicum are summer placement, social work camp, study tour, research project work and the block placement.

Concurrent Fieldwork:

Concurrent practice learning of two-days a week is an ongoing learning opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent (16 hours), each week of the semester. The learners may be placed in agencies or in communities to initiate and practice in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on

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the mastering strategies, skills and techniques to practice social work. The faculty supervisors should assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors. Every student shall undertake two case studies, one groups work (with a minimum of four sessions), two awareness programmes/trainings with any group in agency/community in the first and second semester of the course. They have to predominantly try to put into the practice the life skills learnt by them through orientations in the first semester. Further, faculty supervisors shall facilitate students to adopt intervention field work in collaboration with the respective agency/development organizations. Minimum of **twenty to twenty four** concurrent fieldwork visits are expected to be carried out during the second, third and fourth semester of the course.

In the first and second semesters students shall be placed for field work practicum in Government departments, Non-Governmental Organizations, Panchayath institutions, Counseling centers and Community Development projects, innovative projects, and other developmental agencies/projects only and shall not be placed in Industries and Medical and Psychiatric departments in hospitals.

In the *third* and *fourth* semesters students shall be placed for concurrent field work practicum *in the Industries, Hospitals/Govt./Non-governmental) Organizations (NGOs)/Voluntary organizations (VOs)/Community Based Organizations (CBOs) /other developmental organization etc.* However, the Block Placement in the *Fourth* semester students will be sent outside Raichur and Yadgiri District to the above mentioned settings. The Chairman/Principals/Field Work Coordinators and the faculty members shall help the students in getting the permission for field work from agencies. However, both the faculty and students shall be responsible for getting the permissions for Block Placement.

Orientation Lectures:

Before arranging Orientation Visits, the Department has to arrange for Orientation Lectures regarding the concept and significance of Social Work Practicum at the postgraduate level, different components of Social Work Practicum, the basic purpose and process of each of these components, various learning opportunities provided to the learners in a progressive manner, the formats and guidelines for recording the experiences of Social Work Practicum, shall be provided by the faculty supervisors

Orientation Visits:

There shall be a minimum of Eight to Ten orientation visits to be made in the first four weeks to provide an exposure to and understanding of the services provided in responses to people's needs. (Agencies in health setting, education, community, institutional services, criminal justice system, civic administration, rehabilitation etc.).

Soon after the completion of orientation visits, "Orientation to Fields of Social Work", a student workshop, shall be conducted to share the orientation visit experiences and learning.

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Social Work Camp:

Rural/Tribal camp, with duration of *Seven* days, provides opportunities to the students to experience rural/tribal life, analyze rural/tribal dynamics, and observe the functioning of Government machinery (local self-government) and voluntary organisations. Micro-planning exercise and Participatory Rural Appraisal (PRA) activity shall be the part of social work camp. However, this will be an opportunity to practice community organization method. This experience aids peer participation in planning for activities for own group and those for local people. It also helps to develop skills to carry out, evaluate, and report the experience. The Camp shall be conducted under the guidance of two faculty members, who shall be deputed to be exclusively at the Camp site. The work of the faculty at the Camp site will be treated as Official Work. The students are expected to participate in the camp in addition to Concurrent Fieldwork-I. The report along with the GPS photos of the Social Work Camp shall be added to the Concurrent Fieldwork-I

Summer Placement:

In addition to Concurrent Fieldwork, students are expected continue Social Work Practicum - II in their respective villages / towns/ wards during the Summer Vacation for *Two* weeks duration. They may carry out a social analysis of their rural/urban community under the guidance of the Faculty Supervisor, do need identification, prioritization of needs, develop an action plan, and implement the action plan in order to learn to design and practice certain social work interventions for the development of the community. The report of the Social Work Practice done during the Summer Vacation shall be added to reports of Social Work Practicum – II and should be made available to the examiner at the time of viva-voce examination.

Study Tour:

The Third semester students should go for study tour for a period of 7 to 10 days. The purpose of study tour is to have exposure to various agencies (like industries, governmental organizations/NGOs, hospitals, and correctional institutions) working within the state and outside of the state. All expenses in this connection needs to be borne by students themselves. The study tour is integral part of Concurrent Field work-III and the report along with the GPS photos should be made available to the examiner at the time of viva-voce examination. The study tour must be completed within the period.

Research Project/Dissertation:

Students of IV semester MSW shall undertake empirical evidence-based research based on University guidelines. Each student shall work and prepare the Research report under a research guide from the faculty/allotted by the Department. The project shall comprise of selection of the topic, methodological details, analysis, interpretation and deductions made. The respective college / the department of the university should monitor the dissertation/ research project.

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The respective college / the department of the university will prepare the set of guidelines for presenting the report.

Evaluation of the Research Project will be done along with the PPT presentation in viva-voce examination by the viva-voce committee constituted for the assessment of social work practicum or similar committee may be constituted if required.

Block Placement:

This programme enables learners to integrate learning and generate newer learning by participating in the intervention processed over a period of *Three weeks* continuously, in a specific agency. The students need to be placed in reputed organization related to their interest. The block placement gives an opportunity for the students to develop professional preparedness for job situations. It is a way for career building. Professional behavior and skills are developed during the block placement. Industries, hospitals, agencies and movement settings have to be given priority in block placement. Usually, Block field work is provided at the end of the two-year programme. There should be professionally qualified worker in the setting willing to plan orientation and provide consultation, when needed. The report of Block Placement should be made available to the examiner at the time of viva-voce examination of IV Semester.

**RESPONSIBILITIES OF STAFF INVOLVED IN FIELD WORK PRACTICUM:
(Basic Functions Outlined)**

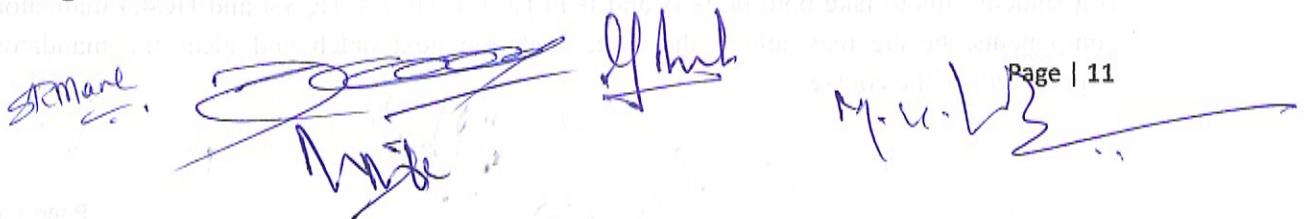
Field Work Coordinator:

The Department Council in Social Work shall nominate a Field Work Coordinator for first and third, second and fourth semesters, respectively. The Field Work Coordinator is responsible for:

- Responsibility of planning and monitoring fieldwork programme including networking with agencies.
- Make a purposeful distribution of students among the staff for fieldwork Supervision.
- Preparation of placement in consultation with the Department Council/staff.
- Arrangement of Orientation Visits and
- Supporting and networking between students, Department staff and Field Work agencies.

Faculty Supervisors:

Every staff member is required to visit regularly to supervise and monitor the fieldwork training components of students placed under him/her Three-way matching of students-agency-field work co-ordination in the department providing adequate supervision inputs to the agency supervisor and providing any support/assistance to the students for effective learning in the field.

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Chairman/Head of the Social Work Department/ Principals in Affiliated Colleges:

The Chairman of the Department Council in Social Work/Head of Social Work Department/Principals in affiliated Colleges are responsible to provide adequate logistical support, leadership and encouragement of fieldwork programme. He / She shall ensure support, guidance and an ambience of learning both in the department and in the fieldwork agency. Faculty shall evaluate the fieldwork reports weekly and guide the students regularly.

SCHEME OF EVALUATION AND EXAMINATION

Each course shall have two evaluation components. Internal Assessment (IA) and the Semester end Theory Examination. There shall be an examination at the end of each semester. The odd semester and even semester examination shall be conducted by the University as per the university circular issued from time to time. The social work practicum I to IV and, the dissertation/project work viva-voce shall be conducted by an internal and an external examiner.

Theory Examination:

Each Theory course shall carry a maximum of 100 marks out of which 25 marks shall be for internal assessment. The remaining 75 marks shall be for University examination. University examination shall be conducted as per the rules and regulations prescribed by the University.


Pattern of Theory Examination Question Paper:

Question paper for the University examination is of three hours duration shall be set as per the model given below It will consist of ten questions from all five units, two questions from each unit. The questions from all five units should be answered by selecting one question from each unit. (15 x 5 questions = 75 marks).

Internal Assessment (Theory):

The IA component in each theory course shall carry 25 marks (shall be based on Attendance-05 marks, test-10 marks, assignments-05 marks, and seminar-05 marks) and IA component in each practicum course shall carry 35 marks (25 marks for concurrent field work and 10 marks for other component). In semester end examinations each theory course components shall carry 75 marks and each practicum course shall carry 75 marks for concurrent field work and 40 marks for other components viz., social work camp, summer placement, study tour and block placement). IA will be awarded by the concerned faculty supervisors in respective departments.

If a student fails to take both parts A and B in HC1.4, HC2.4, HC3.4 and HC4.4 mandatory components, he/she may attend the same with the next batch and clear the mandatory requirement of the course.



ASSESSMENT OF PRACTICUM IN ALL SEMESTERS:

Concurrent Field Work:

The Chairman Department of Social Work/Chairman of BOE in Social work shall conduct Viva-Voce examination in the department in all semesters for both the department students and students of affiliated colleges by inviting one external examiner and one internal examiner for each panel from the Panel of Examiners (if there is no internal examiner available in the department, any external examiner from the panel can be nominated by BOE chairman). Field work practicum marks shall be awarded on the basis of assessing/evaluating the reports submitted by the students and performance in the Viva-Voce examination.

- A maximum of 25% marks is awarded for the reports/records submitted by the student. This shall be assessed by the respective faculty supervisors.
- A maximum of 75% of marks shall be awarded for the evaluation of the field work reports submitted by students and student's performance in the viva-voce examination conducted by the two examiners. The Department Council of Social Work shall take appropriate decision, evolve detailed guidelines, if required, and take any decision with regard to field work practicum and to resolve any problems with regard to field work practicum.

The Internal Assessment (IA) marks allotted by the concerned faculty supervisors in the Department and at the P.G. Centers/Constituent and Affiliated Colleges offering MSW course shall be submitted to the Chairperson, Department of Social Work, Raichur University, Raichur before notifying the same at the respective Departments, for moderation of these marks by the Department Council. After moderation the same shall be sent back to the concerned to facilitate notification and a copy of which shall also be sent to the Registrar (Evaluation), Raichur University, Raichur. Further, at every semester end examination, the students' Field Work Reports shall be valued by a committee consisting of either the chairperson of the department or one internal examiner and one external examiner for 75 marks, and *the student has to defend oneself through the oral/PPT presentation by following the below mentioned contents in a Viva-Voce examination to be conducted by this committee for 75 marks.* The Viva-Voce Examination shall be conducted in the Department of Social Work, Raichur University campus, Raichur.

Contents for evaluation of concurrent field work reports:

1. Introduction.

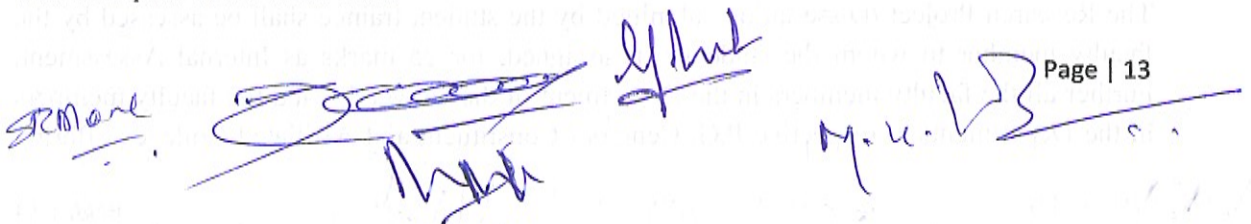
- Aim and objectives of Field work.

2. Group visits in brief (only for I semester)

3. Information about concurrent field work agency

- Brief history of the agency
- Vision, mission, objectives, organizational structure and staffs
- Functions, services, programmes, sources of funding etc.
- Administration, management, meetings, trainings, and documentation
- Achievements of agency (if any)

4. Action plan of the field work

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5. Work done as per action plan during field work
6. Learnings, observations, and experiences
7. Applications of Social Work intervention
8. Reasons for not implemented the activities as per the action plan.
9. Evolution of field work
10. Summary and conclusion
11. Suggestions for future field work

Evaluation of students' performance in Social Work Camp:

The individual reports submitted by the student trainees about the camp work and their experiences shall be assessed by a Camp Director for 10 marks towards internal marks and the student trainees are required to appear for a Viva-Voce Examination along with the Field Work Viva -Voce Examination of I semester for 40 marks. Presentation of valid social work camp's individual reports duly signed by the camp coordinator and the chairman of the department before the viva-voce committee is mandatory. The Viva-Voce Examination shall be conducted in the Department of Social Work, Raichur University, Raichur.

Evaluation of students' performance in Summer Placement:

Summer placement performance in second semester will be evaluated by external examiner for 40 marks through viva-voce along with along with the Field Work Viva -Voce Examination of II semester and by concerned faculty supervisor for 10 marks towards internal assessment. Presentation of valid summer placement's individual report duly signed by the concerned faculty supervisor and the chairman of the department before the Viva voce committee is mandatory.

Evaluation of students' performance in Study Tour:

The individual reports submitted by the student trainees about their experience of tour including the preparation made for the same shall be assessed by a committee consisting of the Tour Director and the Chairperson of the Department for 10 marks towards internal marks and the student trainees are required to appear for a Viva-Voce Examination along with the Field Work Viva -Voce Examination of III semester for 40 marks. The Viva-Voce Examination shall be conducted in the Department of Social Work, Raichur University, Raichur. Presentation of valid study tour report duly signed by the concerned tour in-charge faculty /tour director and the chairman of the department before the Viva voce committee is mandatory. If a student fails to take part in this mandatory component of study tour, he/she may attend the same with the next batch and clear the mandatory requirement of the course.

Evaluation of Research Project/Dissertation:

The Research Project /Dissertation submitted by the student trainee shall be assessed by the faculty member to whom the student was assigned, for 25 marks as Internal Assessment. Further all the faculty members in the Department of the University and the faculty members in the Departments at respective P.G. Centers / Constituent and Affiliated Colleges offering

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MSW Course shall submit the Internal Assessment marks to the Chairperson of the main Department, along with the reports, before the semester end examination for moderation of same by the Department Council. Further, the project reports/dissertations shall be evaluated by a committee consisting of either the chairperson of the department or an internal examiner and an external examiner for 75 marks, and *the student has to defend oneself through the PPT presentation in a Viva-Voce examination to be conducted by this committee for 75 marks*. The Viva-Voce Examination shall be conducted in the Department of Social Work, Raichur University campus, Raichur.

Evaluation of students' performance in Block Placement:

The performance of the students in Block Placement shall be assessed by a committee consisting of either the Chairperson of the Department or one Internal Examiner and one External Examiner. Presentation of valid block placement's individual reports duly signed by the respective supervisors and the chairman of the department before the viva-voce committee is mandatory. The reports submitted by the students shall be evaluated for 10 marks towards internal marks by concerned block placement supervisor and the students shall face the Viva-Voce Examination for 40 marks. The Viva-Voce for this component shall be held along with the Field Work Viva-Voce Examination of IV Semester. The Viva-Voce Examination shall be conducted in the Department of Social Work, Raichur University campus, Raichur.

DECLARATION OF RESULTS:

The minimum for a pass in each course shall be 40% of the total marks including both the IA and the semester-end examinations. Further, the candidate shall obtain at least 40% of the marks in the semester-end examination. There is no minimum for the IA marks.

Candidates shall secure a minimum of 50% in aggregate in all courses of a programme in each semester to successfully complete the programme.

Candidates shall earn the prescribed number of credits for the programme to qualify for the P.G. Degree.

MAXIMUM DURATION FOR COMPLETION OF THE PROGRAMME:

A candidate admitted to a post graduate programme shall complete it within a period, which is double the duration of the programme, from the date of admission.

Whenever the syllabus is revised, the candidate reappearing shall be allowed for the examinations only according to the new syllabus.



FIRST SEMESTER

COURSE CODE: HC1.1

COURSE TITLE: INTRODUCTION TO SOCIAL WORK (HISTORY, PHILOSOPHY AND IDEOLOGY)

Total-64 hours

Course Objectives:

- Understand the history of evolution of social work profession, both in India and the West.
- Develop insights into the origin and development of ideologies, approaches to social change.
- Understand rationale, goals, ideals and ethics for social change.
- Understand the perceptions of people and social problems, the status of benefactors and their motives.
- Develop skills to understand contemporary reality in its historical context.
- Understand self as a part of own environment and explore own assumptions, ideals, values to develop sensitivity to marginalization of vulnerable groups.

Course Outcomes:

- To enlighten the students about social reform movements in India; social work profession, ethics and philosophy and social work practice in various fields.
- To understand the history of evolution of social work profession, both in India and the west.
- To gain information about contemporary ideologies of social work and social change.
- To understand the social work education and consciously apply those in practice.
- To develop skills to understand contemporary reality in its historical context.

UNIT-I. Social Work

12 hours

Meaning and Definitions – Goals and Functions of Social Work -Values and Principles of Social Work -Roles of Social Work. Attributes of a profession, social work as a profession, social workers as a professionals. Origin and Development of Social Work: Origin and Development of Organized / Scientific Charity in the U.K. - Origin and Development of Social Work in the U.S.A.

UNIT-II. History of Indian Ideologies for Social Work

12 hours

Ancient Period: Vedic and Non-Vedic Ideologies (Dravidian, Charvaka, Buddhist, and Jain Ideologies);

Medieval Period: Vedantic Ideology – Sikhism – Zoroastrianism in India – Islam in India – Ideology of Basavanna – Mysticism of Bhakti and Sufi movements; Modern Period: Christianity in India - Hindu reform movements - Phule, Ambedkar and Periyar's Thoughts - Gandhian ideology and Sarvodaya movement.

UNIT-III. History of Western Ideologies for Social Work

12 hours

Ancient Period: Greek Philosophy and Judeo-Christian ideologies; Medieval Period: Protestantism and

Secular Humanism; Modern Period: Rationalism, Democracy, Welfarism, and Human Rights.

UNIT-IV. Social Work Education in India

14 hours

Historical Evolution of Social Work Education in India - Social Work Practicum and importance of supervision in practicum - Highlights of the Reports of the First, Second and Third Committees appointed by the UGC to Review Social Work Education in India. Indian Constitution and the role of state in providing social welfare services. Ideology of action groups and social movements - Ideology of non-governmental organizations. Ideology of Nationalism and excesses of nationalist movement. Interface between Professional and Voluntary Social Work in India.

UNIT-V. Social Work Ethics

14 hours

Concept of Ethics, Ethical Responsibilities in social work - Ethical Decision Making and Dilemmas in Micro and Macro Social Work Practice.

Overview of different methods of Social Work. Status of International and National Professional Associations. Models of Social Work: Clinical Model, Developmental Model and Ecological Model. Emerging Approaches to Social Work Practice (Critical Social Work, Feminist Social Work, Rights-based Social Work, Evidence-based Social Work, Strengths-based Social Work). Media-based Social Work / Social Networking based Social Work. Career Prospects for Trained Social Workers.

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Perspectives in Social Work, College of Social Work, Nirmal Niketan, Mumbai (Maharshra)

Social Work Journal, Bi-Annual, Department of Social Work, Assam University, Silchar-788 011 (Assam)

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COURSE CODE: HC1.2

COURSE TITLE: SOCIALCASE WORK

Total-64 hours

Course Objectives:

- To understand case work as method of social work and to understand values and principles of working with individuals.
- To enhance understanding of the basic concepts, tools and techniques in working with individuals and families in problem solving and in developmental work
- Develop appropriate skills and attitudes to work with individuals and families

Course Outcomes:

- The learners will be able to enhance their knowledge on working with individuals.
- The learners will be able to adopt social case work skills in their practice with individuals with problems.
- The learners will be empathetic in understanding the problems of the individuals and record the case.
- The learners will be able to handle the clients and their problems, get jobs in various settings.

UNIT-I. Introduction to Social Case work:

12 hours

Definitions, Meaning, Nature, and Purpose of Social Case Work

Importance of Social Case work and its relationship with other methods of Social Work

Historical development of Social Case work with special emphasis on the Indian context

Components of Case work practice

UNIT-II. Principles and Skills in Case Work practice:

14 hours

Principles of Case work practice, and Skills in Social Case Work Practice.

Importance of Case Worker-Client Relationship; Characteristics of professional relationship: empathy, transference and counter transference, resistance, sustaining the relationship, non-possessive, warmth, genuineness and self-disclosure;

Tools for Help: Case work tools: Interview, home visit, observation, listening, communication skills, rapport building.

Techniques of casework: Supportive, resource enhancement and counseling.

Self as a professional: Professional self- Conflicts and dilemmas in working with individuals.

UNIT-III. Case Work Process:

12 hours

Intake: meaning, steps, referral- types and stages,

Study: meaning, tools used, procedure followed in the study process: Interviewing, rapport building, Home visits & Reaching out, Collateral contacts & Relationship;

Social Diagnosis: meaning, types and models;

Treatment/ Intervention: meaning, objectives, goals and goals setting & treatment planning techniques; supportive/Environmental manipulation, reflective/ practical help or material help& direct treatment/ counseling.

Evaluation: meaning, objectives, types, methods, techniques,

Termination-meaning, reaction to termination, decision and planning to termination

Follow-up- meaning, purpose and types.

UNIT-IV. Application of Social Case Work in different settings & Clientele group:

14 hours

Medical and Psychiatric settings, Family and Child Welfare settings,
Community Settings,
Industries and Correctional Institutions, school settings etc.,
Role of Case Worker in various settings.

UNIT-V. Theories and Approaches in Social Case Work:

12 hours

Psycho-Social approach, Functional approach, Problem-solving approach, Crisis Theory, Occupational Therapy, Family Intervention, Behavioral Modification and Transactional Analysis. Social casework recording: need, importance & types of recording.

REFERENCES:

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Perspectives in Social Work, College of Social work, Nirmal Niketan, Mumbai (Maharashtra).
Social Work Journal, Bi-Annual, Department of Social Work, Assam University, Silchar-788 011 (Assam).

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Journal of Social Work (Sage)	: http://bit.ly/2BRxZBI
Social Work (NASW Press)	: http://bit.ly/2DYNSIz

ADictionary (2015), Case Work Meaning, Available at:

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Vidya-mitra (2016), Social Case Work Recording Structure, Content of Case Work Records, and Use of records, Available at

[:https://www.youtube.com/watch?v=VDR5u16Vu-4](https://www.youtube.com/watch?v=VDR5u16Vu-4)

Vidya-mitra (2016), Skills and Techniques in Social Casework Practice, Available at

[:https://www.youtube.com/watch?v=0mIWPn1yEDA.](https://www.youtube.com/watch?v=0mIWPn1yEDA)

Course Objectives:

- To gain knowledge about group formation and use of a variety of group approaches and to understand concepts, dynamics and models.
- To develop knowledge and principles, skills and techniques to be used by the social worker in group.
- To develop an understanding of process of group development and group dynamics.
- To identify the various situations and settings where the method could be used in the context of social realities of the country.

Course Outcomes:

- To develop knowledge and skills about group work.
- Able to demonstrate familiarity with Group Work processes, tools and techniques and their application in Professional Social Work Practice.
- Able to develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning, Evaluation and using Programme Media in groups
- To build capacity to deal with group in various settings, including developmental and work.
- To prepare the students to practice and evaluate group work in social work practice.

UNIT-I. Introduction to Social Group work: 12 hours

Understanding of Social Groups: Meaning, Characteristics, and classifications.
Significance of group life, Groups contributions to individual.
Small group as an instrument for development.
Social Group Work: Meaning, Definitions, Nature, Characteristics and Purposes of Social Group work
Need and importance of Group work
Assumptions underlying social group work.
Historical background of Social Group work with special emphasis on the Indian context.

UNIT-II. Principles and skills in Group work practice: 10 hours

Principles of working with groups
Skills in group work practice
Group dynamics

UNIT-III. Social Group Work Process: 15 hours

Pre-group, group formation, beginning phase, middle phase, advanced phase, use of programs, evaluation in groups and termination phase.
Stages of Group Development
The Program Development Process: The nature and purpose of program in Social group work, understanding interests and needs as a basis for program, group organization as a part of program development, guided interaction- the heart of the program process.

UNIT-IV. Application of group work method in different settings: 15 hours

Social group work practice in Community development setting
Social group work practice in Medical and psychiatric settings
Social group work practice in physically, visually and mentally challenged institutions, and de-addiction centers,
Social group work practice in family and child welfare settings
Social group work practice in the schools, aged homes, industrial settings and correctional institutions

UNIT-V. Recording in Group Work: 12 hours

Importance of recording in Social Group work.
Principles of recording
Types of recording.
Process of group work recording
Recording structure

REFERENCES:

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COURSE CODE: HC1.4 (PRACTICAL)

COURSE TITLE: SOCIAL WORK PRACTICUM - I

A. Orientation Lectures & Orientation Visits:

Orientation Lectures:

Before arranging Orientation Visits, the Department has to arrange for Orientation Lectures regarding the concept and significance of Social Work Practicum at the postgraduate level, different components of Social Work Practicum, the basic purpose and process of each of these components, various learning opportunities provided to the learners in a progressive manner, the formats and guidelines for recording the experiences of Social Work Practicum, shall be provided by the faculty supervisors

Orientation Visits:

There shall be a minimum of Ten orientation visits to be made in the first four weeks to provide an exposure to and understanding of the services provided in responses to people's needs. (Agencies in health setting, education, community, institutional services, criminal justice system, civic administration, rehabilitation etc.).

Soon after the completion of orientation visits, "Orientation to Fields of Social Work", a student workshop, shall be conducted to share the orientation visit experiences and learning.

B. Social Work Camp:

Rural/Tribal camp, with duration of *Seven* days, provides opportunities to the students to experience rural/tribal life, analyze rural/tribal dynamics, and observe the functioning of Government machinery (local self-government) and voluntary organisations. Micro-planning exercise and Participatory Rural Appraisal (PRA) activity shall be the part of social work camp. However, this will be an opportunity to practice community organization method. This experience aids peer participation in planning for activities for own group and those for local people. It also helps to develop skills to carry out, evaluate, and report the experience. The Camp shall be conducted under the guidance of two faculty members, who shall be deputed to be exclusively at the Camp site. The work of the faculty at the Camp site will be treated as Official Work. The students are expected to participate in the camp in addition to Concurrent Fieldwork-I. The report along with the GPS photos of the Social Work Camp shall be added to the Concurrent Fieldwork-I

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COURSE CODE: HC-1.5

COURSE TITLE: SOCIAL SCIENCES AND PSYCHOLOGICAL FOUNDATION FOR SOCIAL WORK

Total 64 hours

Course Objectives:

- Understand the basic concepts and applicability of sociology, economics and political science in order to examine the structure and functions of society.
- Facilitate to develop a social perspective and skill to analyze Indian society and change.
- Motivate to cultivate an analytical mindset with respect to society in order to emerge as an effective social worker.
- Understand the practical meaning of psychology.
- Understand the application factors of psychology in social work practice.

Course Outcomes:

- Learner must understand how, where, when and why sociological, economical, political and psychological knowledge has to be applied.
- Learner should be able to understand the factors of continuous social change in society.
- He/ She should be able to use sociological, economical, political and psychological knowledge for effective social work practice.
- Student must understand the meaning and applicability of psychological knowledge for encouraging the concept of welfare society.

UNIT-I: Basic Concepts in Sociology

12 hours

Society: Meaning and Concept, Characteristics, Structure and Functions of Society, Relationship between individual and Society.

Community: Meaning and Concept, Definitions. Characteristics of Rural, Urban and Tribal Communities.

Meaning, Characteristics and Functions of Institution and Association.

Meaning and Characteristics of Social Process.

Demographic Characteristics of Indian Society.

Relevance of Sociology for Social Work Practice.

UNIT II: Socialization, Social Control and Social Groups

14 hours

Socialization: Meaning and Concept, Importance and Functions; Agencies of Socialization.

Social Control: Meaning, Mechanisms of Social control, Agencies of Social Control: Formal and informal. Recent challenges in Social control. Dilemma in Social control practice.

Culture: Concept; Influence on individuals; Cultural change; Cultural Lag, Difference between Civilization and Culture. Cultural tolerance and Social peace. Status of women in early 21st century : Constitutional support for their upliftment.

Social Groups: Concept, Definition, Characteristics and Classification of Social groups.

Social Networking: WhatsApp, Face book. Sanskritization and Westernization.

UNIT-III: Basic Concepts of Economics and Political Science

14 hours

Wants and Needs, Demand and Supply. Basic economic activities- production, distribution consumption and exchange; Factors of production, Resources and Utility; Development and

under developed or developing economies and its indicators; Per capita income and national income; National Income. Inequal distribution of wealth; Causes and impact. Reserve bank of India : Historical picture, Functions and Staff structure

Economic Development and Planning in India:

Definitions of Politics in terms of state, power, resolution of conflicts. Concepts of Rights, Liberty, Justice and Equality, Power, Authority, Legitimacy, Totalitarianism and Autocracy. A critique of the Marxian theory of class. Communism. Fabian socialism, elites and masses, Power structure, classical theories of democracy. Political power: Ambedkar's perspective.

Interface between Social Work and Politics.

UNIT-IV: Introduction to Psychology

12 hours

Concept of Psychology, Overview of branches of Psychology, Significance of Psychology to Social work. Concept of Growth and Development, Role of Heredity and Environment in making of personality.

Lifespan approach to Understanding Human Development: Pre-natal period, Infancy, Babyhood, Early Childhood and Late Childhood, Puberty, Adolescence, Adulthood (Early, Middle and Old age). Different stages of development; Challenges and characteristics

Sigmund Freud's Psychosexual Theory of Development.

Psycho-social Development Theory of Erik Homburger Erikson.

Basic Human needs, Abraham Maslow's theory of Hierarchy of Needs, Two factor theory of Fredrick Hertzberg

UNIT-V: Emotions and Abnormal Psychology

12 hours

Emotions and Emotional Behaviour. Defense Mechanisms: Importance and Types.

Personality- Definition, nature, types and assessment.

Intelligence- Concept, Types of Intelligence, determinants and Assessment of Intelligence.

Concept of normality and abnormality, Mental Health- characteristics of Mentally healthy person, factors influencing mental health. Mental health and physical health - Interrelationship. Concept of abnormality – basic information on symptoms, causes and treatment of mental illnesses. Role of Social Worker in addressing the psychological issues of persons suffering from various psycho somatic disorders.

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13. Aggarwal, Ashish – GATT and Developing Countries. New Delhi. 1994

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Pandey, A.K – Tribal Society in India, New Delhi. 1997

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COURSE CODE: SC1.1

COURSE TITLE: DEVELOPMENT COMMUNICATION AND COMPUTER SKILLS

Total- 64hours

Course Objectives:

- To provide the required knowledge to understand the importance of communication for effective social work practice.
- To inculcate communication skills among social work trainees.
- To understand the importance and the role of media for effective communication.
- To understand the need and importance of developmental communication and computer skills.

Course Outcomes:

- Understand the process of communication, including different forms, levels and barriers.
- Students would gain knowledge about the communication models and its application
- Familiar with basics of computer its application in communication

UNIT-I. Communication

12 hours

Meaning, Concept, definitions, process, types and principles of communication

Elements of communication; Problems/Barriers of communication, Public speaking: planning, preparation and presentation.

7C's of communication: Consciousness, Consideration, Clarity, Concreteness, Courtesy, Correctness and Completeness.

Qualities of an Effective communicator.

UNIT-II. Communication Skills

12 hours

Effective Speaking: Principles of effective oral communication, speech preparation, techniques of effective speech;

Effective Listening: Meaning, nature and importance of listening, principles of listening, types of listening, barriers to listening;

Effective Writing: Concept of Draft, meaning and objectives of written communication, essentials of written communication; and

Feedback: Communication as a two-way process, Characteristics of feedback, kinds of feedback, techniques to improve feedback and feedback loops.

UNIT-III. Seminars, Group Discussion and Role Play

12 hours

Meaning, Process and Significance of Seminars, symposium, conferences, and workshops.

Meaning, Process and Significance of group discussions, role playing, games, brain storming, street

play. Street Theatre: Elements of Street Theatre, Script Writing and Choreography for Development, use of Puppets, Songs and Folklore.

UNIT-IV. Electronic Media and Communication and IEC

12 hours

Electronic Media and Communication: Communication languages, Emails, Video conferencing systems, Electronic newspaper, Telecommunication and its tools and Communication network.

Development reporting: Roles and responsibilities of a development reporter, ethics in reporting, specialized skills required and issues in development reporting.

Television and cinema :role in development communication.

Role of Information, Education, and Communication (IEC) in ensuring people's participation.

Use of Social Media for Social Work, Importance of effective communication for Social Workers.

UNIT-V. Development Communication and Computer Skills

14 hours

Meaning and major features of Development Communication:

Techniques of Development Communication: Information dissemination and education, behavior change, social marketing, social mobilization, media advocacy, communication for social change and community participation.

Innovations and trends of Development Communication

Significance of Development Communication to Social Work Practice.

Introduction to Computer: Characteristics of computer.

Introduction to computer hardware.

Memory units, Auxiliary storage devices, input devices. Output devices.

MS Windows: Introduction to M.S. Windows; Features of Windows; Office Packages- Office activates and Word-processing, Spreadsheet, Presentation graphics, Database, introduction and comparison of various office suites like MS-Office and Various computer applications for social work practice.

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MobileMedia &Communication	: http://bit.ly/2nysKm5
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MOOCICS(2013),Whatiscommunication?, https://www.youtube.com/watch?v=S7CN9Trw43w .	
YoungEntrepreneursForum(2016),10BarrierstoEffectiveCommunication,Availableat https://www.youtube.com/watch?v=slq1nAhZuqE	
UniversityofKent(2016),SpecialistCommunicationSkillsforSocialWorkers JohannaWoodcock Ross	ThinkKent,Availableathttps://www.youtube.com/watch?v=UVER1tforao

PAPER CODE: SC1.2

PAPER TITLE: PROFESSIONAL COMPETENCIES FOR SOCIAL WORK AND LIFE SKILLS

Total-64 hours

Course Objectives:

- Understand self as a being, as one in the process of becoming and experience self-awareness.
- Examine own values and attitudes and explore choices made to express self in own environment.
- To identify the importance of Personal and Professional Competencies in Social Work practice.
- Develop positive life skills and practice self-help methods for integration and for stress reduction.
- Understand the basics of interpersonal skills, time and stress management for Personal and Professional growth.

Course Outcomes:

- Recognize the significance of developing their Personal and Professional Competencies in accordance with specific standards.
- Cultivate the ability to critically analyze, understand and intervene in the problems of self and professional levels.
- The social work trainee will be able to utilize the life skills and knowledge to build effective personal and professional relationships.
- Learners will be able to develop access to multidimensional personal and professional ability.

UNIT –I. Personal and Professional Competencies

14 hours

Meaning and definitions of competencies – Interface between personal and professional competencies – Need for professional competencies – Overview of the Professional competencies needed for Social Work Practice. Concept of Self – Relevance of Johari Window for the understanding of self. Concept and Significance and Mindfulness – Techniques to develop Mindfulness. Concept of Self-esteem and its importance of positive self-esteem for personal and professional development. Moving from the Dreaded Drama Triangle towards the Empowerment Dynamic Triangle. Selecting Social work as a career - Earning a living as a social worker and acquiring a reputation – Need for life-long learning (continuing education).

UNIT –II. Merging the Art with Science

12 hours

Social Worker as an Artist: Compassion, empathy, professional relationship and creativity, Hopefulness, energy, judgment, personal values and professional styles.

Social Worker as a Scientist: Need for knowledge regarding social conditions/problems and skills in designing appropriate social work interventions, conducting social work research, project management, evaluation and policy impact.

UNIT-III. Interpersonal Skills 12 hours

Interpersonal skills – active listening - professional body language (gesture, posture, etc.).

Making presentations to a professional audience, writing to a Professional Audience, Recording and Documentation Skills, Public Speaking: Planning, Preparation and Presentation.(Presentation by students and assessing through their presentation), Team work.

UNIT-IV. Time and Stress Management 12 hours

Time and Stress Management, Conflict Resolution, Supervision - Coaching – Mentoring – Training – Consultancy. Critical thinking - Emotional Intelligence (EQ) – Assertiveness - Spirituality. Cultural competence and engaging diversity. Making ethical decisions, avoiding malpractice.

UNIT-V. Life Skills 14 hours

Self awareness, self esteem, assertiveness, coping with anger, fear, anxiety, stress, hurt and depression, sensitivity, empathy and support, creative thinking, time management, decision making, understanding defense mechanisms, positive thinking, enhancing capacity to love, be happy and enjoy.

Presentation skills, Soft- Skills and Building effective relationships

Practicum: Public speaking on any topic, oral presentation with visual, technology, group discussion, listening comprehension. Group Research Projects. Using computer, role-play

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The Social Worker	http://bit.ly/1srOtUE
Atlantis	http://bit.ly/2DYVjzm
Journal of Social Work Values and Ethics	http://bit.ly/2EEJMX1
Social Work & Social Sciences Review	http://bit.ly/2GLZrVa
European Scientific Journal	http://bit.ly/2E3c14s
Paul Wright (2012), Personal & Professional Development, Available at	https://www.youtube.com/watch?v=5F-IDLA9Zjc