# YENEPOYA

(DEEMED TO BE UNIVERSITY)
Recognized under Sec 3(A) of the UGC Act 1956
Accredited by NAAC with 'A' Grade

# YENEPOYA (DEEMED TO BE UNIVERSITY)

## Deralakatte, Mangaluru -575018

# REGULATIONS AND CURRICULUM GOVERNING

# POSTGRADUATE PROGRAM IN

# MASTER OF SOCIAL WORK (MSW)

## (REVISED CURRICULUM – AMENDED UP TO 2018)

## <u>NOTIFICATION – 23/32-ACM/2018 dtd. 03.09.2018</u>

Sub: Implementation of Choice Based Credit System in PG Program

Ref: Resolution of the Academic Council at its meeting held on 11.08.2018
vide agenda – 23

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The Academic Council at its meeting held on 11.08.2018, vide agenda – 23 approved the proposal to implement Choice Based Credit System in the following five PG programs which was subsequently ratified by the Board of Management.

1. M.S. W. (Master of Social Work)
2. M.H.A. (Master in Hospital Administration)
3. M.Sc. (Bioscience)
4. M.P.T. (Master of Physiotherapy)
5. M.P.H. (Master in Public Health)

The Regulations for the Choice Based Credit System in PG programs as recommended by the Faculty of Allied Health & Basic Sciences was also approved.

B.T. N—————

I/c **REGISTRAR**
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Yenepoya (Deemed
University Road, Deralakatte
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Copy to:

1. Dean, Faculty of Allied Health & Basic Sciences
2. Principal, Yenepoya Physiotherapy College
3. The Coordinator, Choice Based Credit System
4. Dy. Director, YRC
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# PART- I

# Regulations Governing the Choice Based Credit System
## for the Two Years Post Graduate Programme in Social Work (MSW)

**1. Preamble:**

The University Grants Commission, New Delhi, has directed all Universities in the country to implement the Choice based Credit system (CBCS, semester scheme) in both under and post graduate programme to enhance academic standards and quality in higher education through innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems. Choice Based Credit System is a flexible system of learning. It enables the students to learn at their own pace, choose electives from a wide range of elective courses offered by the other University Departments, adopt an inter-disciplinary and intra-disciplinary approach in learning, make best use of the available expertise of the faculty across the departments or disciplines and has an inbuilt evaluation system to assess the analytical and creativity skills of students in addition to the conventional domain knowledge assessment pattern.

Given the present trend of globalization, it is highly essential for educational institutions to adopt appropriate teaching-learning methodologies with a view to increase knowledge base and to build the competencies of professional social work trainees to manage the challenging opportunities and various roles in the job market. In this context Yenepoya (Deemed to be University) is desirous to adopt Choice Based Credit System (CBCS) so that the acceptability of the programmes offered by the University becomes comparable and readily acceptable. In view of this the PG Board of Studies in MSW has prepared the revised syllabus and scheme of examination based on CBCS regulations of Yenepoya (Deemed to be University) 2018.

**2. Title and Commencement**:

- These regulations shall be called "The Regulations Governing the Choice Based Credit System for the Two Years (four semesters) Post Graduate Degree Programme in Social Work.

- The course shall be called **' Master of Social work'** leading to **'MSW'** Degree.

- These regulations shall come in to force from the academic year 2018-19.


**2. Definitions of Key Words:**

i. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

ii. **Choice Based Credit System**: The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

iii. **Course:** Usually referred to, as 'papers" is a component of a programme. The courses shall define learning objectives and learning outcomes. A course shall comprise lectures/ Tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

iv. **Credits:** Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, normally in each of the courses, credits will be assigned on the basis of the number of lectures/tutorial laboratory work and other forms of learning required, to complete the course contents in a 16-20 week schedule: One credit=1 hour of lecture per week/ two hours of Laboratory or practical/three hours of clinical rotation, field work practice /posting. All courses need not carry the same credits.

v. **Grade Point**: It is a numerical weight allotted to each letter grade on a 10 point scale.

vi. **Credit Point**: It is the product of grade point and number of credits for a course.

vii. **Cumulative Grade Point Average (CGPA)**: It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

viii. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters:A+, A, B+, B, C, P, F.

ix. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

x. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester.

## 3.Semester System and Choice Based Credit System

This master system accelerates the teaching-learning process. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a cafeteria 'type approach in which the students can take courses of their choice, undergo additional courses and acquire more than there quired credits, and adopt an interdisciplinary approach to learning**.**

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# PART-II

# MASTER OF SOCIAL WORK

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## 1. Introduction:

**Masters in Social Work (MSW)** is a two year postgraduate degree in social work. MSW degree is offered by many prestigious universities across the world. In the earlier times no professional education was required for social work, but now the field requires a professional qualification to work.MSW degree holders are eligible for recruitment for positions invarious Government departments such as Women and Child Development, PanchayathRaj, Social Welfare, Human Resource,Tribal Development, Social Justice as ICDS Supervisors, Child Development Project Officers (CDPOs), Social Welfare Officers, Panchayath Development Officers and Programme Officers. They can work as Medical and Psychiatric Social Workers, Public Health Consultants, Counsellors, Social Scientists, Social Work Educators& Researchers in Universities and Schools of Social Work,HealthCare Institutions, Rehabilitation Homes, NRHM, RCH, HIV/AIDS and Other Public Health Programs/Projects. They are also recruited as Social Workers, Community Development Officers and Project Officers in NGOs.

Trained graduates after the course can get opportunities to hold responsible positions in International Organizations like UNO, UNICEF, ILO, WHO and CSR projects of the corporate entities. The Master's degree programme equips social work professionals to work as agents of change from grassroots up to policy levels.Today a significant number of social work graduates are engaged in advocacy, education and empowerment of the marginalized populations in the society.

## 2. Objectives of the course:

- To provide education and training in social work to those desirous of making a career in social work practice.
- To equip the students with requisite knowledge, skills and values in working with people in various settings.
- To promote among learners a sense of responsibility and commitment to work with different sections of people and especially of the vulnerable sections of the society.

- To prepare the students for responsible professional social work practice and consultation.
- To develop interdisciplinary and specialized professional outlook for upholding the dignity and esteem of the medical social work and health profession.
- To acquire knowledge and skills in undertaking practice-based research and to administer human service organizations.

## 3. Course details:

### 3.1. Title of the course

The course shall be called 'Master of Social Work' leading to MSW Degree.

### 3.2.Course curriculum pattern:

Semester-wise and Choice Based Credit System (CBCS) pattern to be implemented during 2018-19 academic year.

### 3.3. Duration of the course

Two years.

### 3.4. Eligibility for admission

- Graduate in any discipline from a recognized University with a minimum of 50% marks in the aggregate.
- Candidates will be selected on merit basis through written test, group discussion and individual counselling.  Weightage of marks will be as follows:
    - i.   Written test                    -60
    - ii.  Group discussion            -20
    - iii. Individual counselling       -20

### 3.5. Number of seats:  20 seats per year.

### 3.6. Admission:   July-August.

### 3.7. Commencement of the course:  August.

## 4. Course structure:

### 4.1. Semesters:

The course shall consist of 4 semesters covering 2 academic years. Each academic year shall be divided into 2 semesters and each semester is of 16 weeks duration.

| Odd Semester 1st & 3rd | August to December |
|---|---|
| Even semester 2nd & 4th | February to June |

### 4.2. Types of Courses:

MSW programme shall have the following courses:

i. **Core course**: a course that should compulsorily be studied by a candidate as a requirement is termed as a core course this can be hard core or soft core.

ii. **Open Elective**: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline or subject or domain or nurtures the candidates proficiency skill.

   - The open elective courses shall be offered in the second and third semesters only.
   - The list of open elective courses offered shall be displayed in the website.
   - A student shall not take the courses offered by the department in which she/he is enrolled.
   - Registration for the open elective courses shall be at least one week prior to the commencement of the course with the CBCS coordinator.

iii. **Assigning Credit Hours per Course:** While there is flexibility for the departments in allocation of credits to various courses offered, the general formula shall be:

   - All corecourses shall have4credits each.
   - All open electivesshall have3 credits each.
   - Project workshall have 4credits.
   - Social work Practicum( Field work practice)shall carry 4 credits
   - Internship/ Block Social work placement shall have 4 credits.

Total credits for the programme shall be 94. Out of the total 94 credits of the programme, the **Hard Core** is 56 Credits(62.22%) of the total credits (including Field work practicum and Internship), **Soft Core** is 24 Credits (26.7%), the **Open Electives** have fixed 6 credits (3 credits*2 courses) and Project Work has 4 Credits (4.44%).

**Semester-wise total courses**

| Semester 1 | Semester 2 | Semester 3 | Semester 4 |
|---|---|---|---|
| **Hard Core**<br>• 4(including Social Work practicum) | **Hard Core**<br>• 3(including Social Work practicum) | **Specialization-wise Hard Core**<br>• 2(including Social Work practicum) | **Specialization-wise Hard Core**<br>• 4(including Social Work practicum, Project work & Internship) |
| **Soft Core**-2 | **Soft Core**-2 | **Soft Core**-3 | **Soft Core**-2 |
| | **Open Elective**-One | **Open Elective**-One | |

Social work practicum will be compulsory in all the semesters. Internship is compulsory to complete the course and total duration is 30 days (including weekly holidays) to be undertaken in any designated settings related to specializations opted by students.

**4.3. Specialization:** The following are the specializations students will choose during their admission to the course. The PAPERs are common during the first year. PAPERs during the second year will be as per the specializations/streams opted by the students.

### Specializations

1) Medical and Psychiatric Social work (MPSW)
2) Human Resource Management (HRM)

## 5. Distribution of papers, credits and scheme of examination:

### I Semester MSW

| Sl. No | Type | Title of Paper | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | IA | SEE | |
| 1 | Hard core | Social Work Profession-History and ideologies | 4 | 4 | 40 | 60 | 100 |
| 2 | Hard core | Social Case Work | 4 | 4 | 40 | 60 | 100 |
| 3 | Hard core | Social Group Work | 4 | 4 | 40 | 60 | 100 |
| 4 | Soft core | Human Growth and Development | 4 | 4 | 40 | 60 | 100 |
| 5 | Soft core | Social sciences and Health perspectives for social work | 4 | 4 | 40 | 60 | 100 |
| 6 | Hard core | Social Work Practicum-I | 14 | 4 | 40* | 60 | 100 |
| Total | | | 34 | 24 | 240 | 360 | 600 |

**IA**-Internal Assessment, **SEE**– Semester End Examination Hrs/**W**-Number of hours per week
*Viva Voce to be conducted by External Examiner

### II Semester MSW

| Sl. No | Type | Title of Paper | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | IA | SEE | |
| 1 | Hard core | Community Organization and Social Action | 4 | 4 | 40 | 60 | 100 |
| 2 | Hard core | Social Work Research and Statistics | 4 | 4 | 40 | 60 | 100 |
| 3 | Soft core | Organizational Behaviour | 4 | 4 | 40 | 60 | 100 |
| 4 | Soft core | Basics of Counselling | 4 | 4 | 40 | 60 | 100 |
| 5 | Open Elective | Personality Development | 3 | 3 | 40 | 60 | 100 |
| 6 | Hard core | Social Work Practicum-II | 14 | 4 | 40* | 60 | 100 |
| Total | | | 33 | 23 | 240 | 360 | 600 |

**IA**-Internal Assessment, **SEE** – Semester End Examination Hrs/**W**-Number of hours per week
*Viva Voce to be conducted by External Examiner

## III Semester MSW

| Sl. No | Type | Title of Paper | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | IA | SEE | |
| 1 | | **Common course for both Specializations** | 4 | 4 | 40 | 60 | 100 |
| | Hard core | Social Work Administration | | | | | |
| **Specialization- I** <br> **Medical & Psychiatric Social Work** | | | | | | | |
| 2 | Soft core | Medical Social Work | 4 | 4 | 40 | 60 | 100 |
| 3 | Soft core | Psychiatric Social Work | 4 | 4 | 40 | 60 | 100 |
| 4 | Soft core | Psycho-Social Interventions in Mental Health | 4 | 4 | 40 | 60 | 100 |
| **Specialization – II** <br><br> **Human Resource Management** | | | | | | | |
| 2 | Soft core | Human Resource Management and Development | 4 | 4 | 40 | 60 | 100 |
| 3 | Soft core | Management of Industrial Relations | 4 | 4 | 40 | 60 | 100 |
| 4 | Soft core | Management Concepts and Practices | 4 | 4 | 40 | 60 | 100 |
| 5 | Open electives | Human Relations & Communication | 3 | 3 | 40 | 60 | 100 |
| 6 | Hard core | Social Work Practicum-III | 14 | 4 | 40* | 60 | 100 |
| **Total** | | | **33** | **23** | **240** | **360** | **600** |

**IA**-Internal Assessment, **SEE** – Semester End Examination Hrs/**W**-Number of hours per week

*Viva Voce to be conducted by External Examiner

| Sl. No | Type | Title of Paper | Hrs/W | Credits | Max Marks | | Total Marks |
|---|---|---|---|---|---|---|---|
| | | | | | IA | SEE | |
| 1 | | **Common course for both Specializations** | 4 | 4 | 40 | 60 | 100 |
| | Hard core | Project Planning & Management | | | | | |
| **Specialization- I** **Medical & Psychiatric Social Work** | | | | | | | |
| 2 | Soft core | Mental Health Care & Rehabilitation | 4 | 4 | 40 | 60 | 100 |
| 3 | Soft core | Social Work in Public Health | 4 | 4 | 40 | 60 | 100 |
| **Specialization – II** **Human Resource   Management** | | | | | | | |
| 2 | Soft core | Labour Welfare and Employee Relations | 4 | 4 | 40 | 60 | 100 |
| 3 | Soft core | Labour Legislation | 4 | 4 | 40 | 60 | 100 |
| 4 | Hard core | Social work Practicum-IV | 14 | 4 | 40 | 60 | 100 |
| 5 | Hard core | Research Project | - | 4 | 40 | 60 | 100 |
| 6 | Hard core | Internship/Block placement | 30days | 4 | 60 | 40 | 100 |
| **Total** | | | **34** | **24** | **260** | **340** | **600** |

**IA**-Internal Assessment, **SEE** – Semester End Examination Hrs/**W**-Number of hours per week

*Viva Voce to be conducted by External Examiner

**Proposed New CBCS Scheme of papers – Social Work (MSW)**

| Sem | Hard core | | | Soft core | | | Open electives | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | Papers | Credits | Total | Papers | Credits | Total | Papers | Credits | Total | |
| I | 4 | 4 | **16** | 2 | 4 | **8** | - | - | - | **24** |
| II | 3 | 4 | **12** | 2 | 4 | **8** | 1 | 3 | **3** | **23** |
| III | 2 | 4 | **8** | 3 | 4 | **12** | 1 | 3 | **3** | **23** |
| IV | 4 | 4 | **16** | 2 | 4 | **8** | - | - | - | **24** |
| **Total** | | | **52** | | | **36** | | | **6** | **94** |
| | | | **55.31%** | | | **38.29%** | | | **6.4%** | **100%** |

## 6. Attendance

6.1. Each semester shall be taken as a unit for the purpose of calculating attendance. A student shall be considered to have satisfied the requirement of attendance for the semester if he/she attends 80% of the number of classes actually held in each subject including seminars and social work practicum. Only such students are eligible to appear for the semester end examination in their first attempt.

6.2. A candidate who does not satisfy the requirement of attendance even in one subject either in Theory or social work practicum shall not be eligible to take the examination in that particular subject of the concerned semester.

6.3. A candidate who fails to satisfy the attendance requirements in a particular subject of a semester shall repeat that subject in the next semester. However, he/she need not repeat social work practicum if he has the required attendance in it.

**7. Educational process:**

7.1. The educational process uses Credit Based System.Total credits for the course shall be 94 which will be equivalent to 2400 marks.  Number of credits for each paper will be equal to number of hours taught for that paper, based on its importance and weightage.

7.2. When a student earns the specified number of credits in every semester as given in the respective course structure, he/she is deemed to have completed the requirements of post graduate degree.

**8. Scheme of examination and Assessment of a Course:**

Evaluation of a course shall be done on a continuous basis followed by one semester end university examination (SEE) for each course.
The components of CIA may include Sessional tests, Seminar /Journal Cub/, Review/Assignment/Social involvement and other activities relevant to the course.

  i.   The CIA shall be 40% and SEE shall be 60%.
  ii.  There shall be no minimum marks for CIA, but the minimum marks for SEE shall be 40% and in aggregate it shall be 50% for pass per course.
  iii. There shall be examinations at the end of each semester ordinarily during December/January for odd semesters and during June/July for even semesters
  iv.  The SEE duration shall be three hours.
  v.   The question paper pattern shall be decided by the Board of Studies (BoS) respective Departments.
  vi.  There shall be a supplementary examination for failed candidates at a specified time of the academic year.

**8.1. Distribution of Weightage for CIA (Continuous Internal Assessment–Weightage=40)**

1) Internal  tests                                    -2     - 10 W

2) Assignments: written                               -2     - 10 W

3) Seminar/ Journal paper relevant to the Core   -2        - 10 W

4) Overall Participation (including attendance)            - 10 W

**8.3. Assessment of Social Work Practicum:**

The maximum credits for Social Work Practicum shall be 4. Total Social Work Practicum hours per week shall be 14. Student shall complete 30 days of field work per semester. The performance of the students in Social Work Practicum shall be assessed in two ways. The internal faculty supervisor will assess the student out of 60 marks for field work. The statement of marks of all students shall be submitted by the HOD of the Department to the Controller of Examination

of Yenepoya (Deemed to be University) before the commencement of the University Semester end Examination. The viva voce examination during every semester shall carry 40 marks each and shall be conducted by a team of two examiners (One External and One Internal) upon completion of theory examination as approved by the Controller of Examination of the University.

**8.4. Assessment of Compulsory Research Project**:

- The research project offers students an opportunity to plan a study, prepare research tools, collect data in the field, analyze the data, and write up the project under the guidance of the faculty.
- Students shall use any methods of research (quantitative & qualitative). A student selects the research topic in the second semester itself in consultation with the faculty in charge and reports the same to the head of the institution in writing. The tools of data collection should be finalized and data collection shall be completed after getting University Ethics Committee Approval. Data collection, analysis, interpretation and report writing can be spread in $3^{rd}$ and fourth semesters.
- Two bound copies of the research project duly signed by the Research Guide and certified by the Head of the Institution/ Chairman of the Department should be submitted to the Controller of examination at least one month before the last working day of the IV semester.

The maximum credits for the project work shall be 4(equal to 100 marks). Of the total marks 30 marks will be awarded by respective Internal Faculty Guide of MSW Department, 40 marks by the External Examiners based on independent evaluation of dissertation and 30 marks for viva voce conducted after the Semester End Examination. Ordinarily the viva voce will be conducted by a panel constituted by the Controller of Examination with an External and an Internal examiner.

**8.5.Assessment of Internship/ Block placement:**

Internship/ Block placement in the fourth semester shall carry 4 Credits (100 marks) which will be awarded based on successful completion by the student in any designated setting. Assessment of Internship/ Block placement will be conducted based on the attendance

certificate, daily log book, evaluation report and completion certificate issued by the authorized persons of the respective institution/organization/industry. The student is required to produce consolidated report of internship outlining internship objectives. Upon receipt of these testimonials the HOD of the department in consultation with respective Faculty Supervisors award credits and marks to students. Of the total marks 40 marks will be awarded by respective Agency Supervisor and Faculty Supervisor based on prescribed evaluation criteria. 60 by the Faculty Supervisor which will be assessed based on records of internship. The statement of credits and marks awarded shall be submitted by the HOD to the Controller of Examination which is one of the pre-condition for announcement of results by the University.

**9. Pattern of Semester End Examination:**

Question paper for the University Semester End Examination is of three hours duration. It will consist of three parts i.e., Long essays, Short essays and Short answers. The questions from all three parts should be answered by selecting questions as shown in the table given below:

| Pattern and Choices | Marks | Total marks |
|---|---|---|
| **Part I –Long essays:** <br> Total three questions of which answer any two | 15 | 30 |
| **Part II- Short essays:** <br> Total three questions of which answer any two | 10 | 20 |
| **Part III- Short answers:** <br> Total three questions of which answer any two | 05 | 10 |
| **Total Marks** | | **60** |

**9.1 Valuation of answer scripts**

- Each theory examination shall be evaluated by one internal and one external examiner. There shall be a third evaluation if the difference is more than 15%.
- Viva voce conducted for Social work practicum shall be conducted at the end of every semester immediately after SEE jointly conducted and evaluated by one internal examiner from the Department recommended by the HOD and one external examiner.

9.2. Furthermore, any matter related to conduct of examination, valuation, announcement of

results shall be as per the rules of Yenepoya (Deemed to be University).

## 10. Letter Grades and Grade Points:

The results of successful candidates at the end of each semester shall be declared in terms of Grade Point Average (GPA) and letter grades as given below shall be followed:

| Letter Grade | Grade Point | Range of marks |
|---|---|---|
| A+(Outstanding) | 10 | 95-100 |
| A ( Excellent) | 9 | 85-94 |
| B+ (Very Good) | 8 | 75-84 |
| B (Good) | 7 | 65-74 |
| C (Average) | 6 | 55-64 |
| P (pass) | 5 | 50-54 |
| F (Fail) | <5 | Less than 50 |

## 11.     Letter grade for Cumulative Grade point average (CGPA):

The results at the end of the fourth semester shall be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in all the four semesters and the corresponding overall letter grade. The letter grade as described below shall be adopted.

| CGPA Range | Letter Grade |
|---|---|
| 9.0-10.0 | A+(Outstanding) |
| 8.0 – 8.99 | A ( Excellent) |
| 7.0 - 7.99 | B+ (Very Good) |
| 6.0 - 6.99 | B (Good) |
| 5.5 - 5.99 | C (Average) |
| 5.0 – 5.49 | P (pass) |
| <5.0 | F (Fail) |

**12. Carry over**

i. A candidate who passes the semester examinations in parts is eligible for only CGPA and letter Grade but not for ranking.

ii. Carry over shall be allowed for candidate who failed in not more than two courses in a semester.

iii. The results of the candidates who have passed the fourth semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.

iv. A Candidate who fails in any of the project work/Project Report/ dissertation shall reappear for the same within the nearest semester end examination schedule.

v. Re-Entry after Break of the study

    a. Students admitted to a program abstaining for more than 3 months must seek readmission into the appropriate semester.

    b. The student shall follow the syllabus in vogue (currently approved/is being followed) for the program

    c. All re admissions of students are subject to the approval of the Vice Chancellor.

**12. Maximum period for completion of the Programme:**

A candidate shall complete the four semesters (two years) programme within five years from the date of admission.

## FIRST YEAR

## I SEMESTER

**PAPER**

**SOCIAL WORK PROFESSION- HISTORY AND IDEOLOGIES**

**Objectives:**

- To understand the concept, definition, objectives, functions and methods of social work.
- To acquire an understanding and knowledge of the history and philosophy of Social Work and its emergence as a profession.
- To provide an awareness of various models of professional practice and its application.
- To appreciate Social Work as a profession and to recognise the need and importance of Social Work Education, Training and Practice.
- To understand the current trends of social work practice in India.
- To develop understanding about the fields of social work.

**CONTENTS**

**UNIT – I**
- Social Work: Definition, Philosophy, Objectives, Characteristics, Principles and Scope.
- Concept of related terms: Social Service, Social Reform, Social Action, Social Legislation, Social Policy, Social Welfare, Social Security, Social Justice, Voluntary social work and Professional Social Work.

**UNIT –II**

- Influence of Western Ideologies on Social Change – Judaism – Christian Ideologies, Protestantism, Rationalism, Welfarism, Liberalism, Socialism and Capitalism.
- Social Reformers and their contribution to Social Welfare: Gandhian & Ambedkar's Philosophical foundation to social change in India.

**UNIT-III**

- Historical development of Social Work in England: The Elizabethan Poor Law 1601, Charity Organisation Society 1869, Settlement House Movement, The Beveridge Report 1941.
- Development of professional Social Work in USA and India.

**UNIT – IV**

- Social work profession: Social work principles, attributes of social work profession, professional values, code of ethics in social work practice.
- Fields and Methods of social work.
- Professional organizations and associations- their role and functions.

**UNIT – V**

- Approaches and Models' of Social Work: Relief model, Welfare model, Clinical model, Systems model, Developmental model and Human Rights model.
- Emerging social perspectives of social work practice: Social inclusion, globalization, human rights, gender, civil society, ecology and environment.

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**PAPER:**

**SOCIAL CASE WORK**

**Objectives:**
- To understand the values and principles of working with individuals.
- To develop understanding among the students on social case work as a methods of social work.
- To help students gain understanding on the tools and techniques of social case work.
- To equip the students with better understanding about the case work process and the importance of recording.
- To become familiar with different approaches / models of Social Case Work.
- To develop the skills of the students to utilise case work techniques in different settings.

**CONTENTS**

**UNIT- I**
- Social-Case Work: Historical developments of Case Work methods in Social Work.
- Definition and Objectives:, its importance and relationship with other methods of Social Work, assumptions in case work, values of case work.
- Principles in Case Work, Basic components of Social Case Work: the person, the problem, the place and the process.

**UNIT -II**
- Social Case Work process: study, psychosocial diagnosis, treatment/intervention, evaluation, termination.
- Client - Case Worker relationship.

**UNIT- III**
- Tools in social case work study: Interview, observation, listening,skills in communication, home visits, collateral contacts and recording as a tool.
- Treatment techniques of case work- environmental modification, resource mobilisation and counselling.

**UNIT- IV**
Models / Approaches in Social case work:
- Psychosocial approach
- Problem solving approach
- Functional approach
- Diagnostic approach

- Crisis -intervention.
- Task-Cantered approach

**UNIT- V**

Application of Social Case Work with specific issues in different settings:
- Working with children
- Institutionalised children and child welfare centres
- Working with adolescents
- Working with Family
- Working with marital conflicts
- Social Case Work in Medical Hospitals and Palliative care centres: client's / families' non-cooperation for treatment, lack of knowledge about services, schemes and facilities, lack of coping skills and resources.
- Social Case Work in Psychiatric hospitals and Psycho-social rehabilitation centres.
- Social Case Work in De-addiction centres: Lack of motivation, relapse and non co-operation from family.
- Working with Elderly and Old age care homes.
- Social Case Work inIndustrial setting.
- Social Case Work in Community setting.

**References:**
- *Introduction to Social Work,* Paul Chowdry. 1979 ,Atma Ram And Sons, Roopa Printers,Shahdara, Delhi.
- *Principles and  Practices of social work,*ShaikhAzharIqbal. Sublime publications, Jaipur,
- *Social work practices,*Rameshwari Devi. Ravi PrakashMangal Deep Publications, Jaipur.
- *Family and Intervention*, Desai Murali, Tata Institute of Social Sciences, Mumbai 1994.
- *Social Case Work,* 2003.Upadhyaya.
- *The Case Study Approach in Social Research: Basic Methodological Issues*. Sjoberg, G., Williams, N., Vaughan, T. R., and Sjoberg, A. F. (1991). In J. R. Feagin, A. M. Orum, and G. Sjoberg (eds.).
- *A Case for the Case Study.* Chapel Hill, NC: The University of North Carolina Press.
- *The Dynamics Of Case Work And Counselling,*Aptekar.H.H.
- *The Helping Interview,* Benjamin A. N.Y.Houghton, Muffin Co).
- *The Case Work Relationship,*Biesteck F.P. George, Allen AndUnwin.
- *Interviewing: Its Principles and Methods,*Ammet.Garrett, 1962. Family Service association, New York, USA.
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- *Social Case Work: A Problem Solving Process,* Pearlman, Helen, 1995. The University of Chicago Press, Chicago, USA.
- *Theories of Social Casework,* Robert W,Roberts Robert H. Nee,2000. Univ of Chicago Press, Chicago

**PAPER:**

**SOCIAL GROUP WORK**

**CONTENTS**

**Objectives:**

- To understand the values and principles of working with groups.
- To develop understanding among the students on social group work as a method of social work.
- To help students gain understanding on the tools and techniques of social group work.
- To equip the students better understanding about the group work process and the importance of recording.
- To become familiar with different approaches / models of Social Group Work.
- To develop the skills of the students to utilise group work techniques in different settings.
- To develop appropriate skills and attitudes to work with individuals and families.

## UNIT- I

- Social Group Work: Definition, characteristics, historical development and scope.
- Values and principles of Social Group Work
- Types of groups-growth oriented, therapeutic and treatment groups, educational groups, task oriented groups, factors of group formation, formulation goals.
- Stages of Group formation: forming, storming, norming, performing and adjourning.

## UNIT- II

- Group dynamics: Interactions, bond, sub groups, role, leadership, isolation, decision making, problem solving, conflicts, communication and relationships.
- Skills of working in short term groups.

- **UNIT- III**
- Social Group work process: Intake, study, analysis, assessment, negotiating contracts, treatment, evaluation and termination
- Self help groups: concept, uses, objectives, planning and process of formation.
- Social Group Work recording: Principles, types of recording.
- Programme planning-Role of Social worker.

## UNIT –IV

- Application of various group work skills with different groups:
  Groups in schools
  Groups in mental health settings
  Groups in rehabilitation setting
  Group work with Loss
  Group work with addicts
  Group work with elderly and their caregivers
  Group work with physically ill
  Group work with Gay, lesbian and bisexual clients

## UNIT- V

- Evaluation in group work: importance, types and methods of evaluation, Termination in group work.
- Use of programme media in social group work– print media, socio-drama: role play, street theatre, use of multimedia.

**Group work References:**
- *Group Work-(Fourth Edition) DavidCapuzzi*Rawat Publications, Jaipur. India.
- *Groups in Social Work,*Balagopal and Vassily, 1983. Macmillan Publishers, New York, USA.
- *Groups for growth and change,* Brown, 1991. Longman Publishers, New York, USA
- *Groups: Process and Practice,* Cory & Cory, 1982. C.A.Brooks/Cole Publishers, Monterey.
- *Social Group Work: A helping Process,*Konopka, 1983. Prentice Hall, New Jersy, USA
- *Social Group Work: Principles and Practice,*Trecker, 1983. New York Association Press, New York, USA.
- *Groups that work – Techniques and Interventions,* Swati S Vohra and NishitaRai, 2005.,Ane Books, New Delhi. India
- *Group Work Theories and Practices,*Siddqui S Y, 2008. Rawat Publications, Jaipur. India.

**PAPER:**

**HUMAN GROWTH AND DEVELOPMENT**

**Objectives:**

- To gain an understanding on human growth and development aspects.
- Develop an overall understanding of the principles of growth, their relevance, and application to behaviour at various phases in the life span.
- To understand the role of hereditary and environmental influences in growth and development.
- To understand the relevance of psychology for social work practice.
- To develop an understanding of the individual as thinking, feeling and responding person.
- To develop an understanding of the concept of Health, principles of healthful living and the levels of prevention in Health, with particular reference to the role of the Professional Social Worker.
- To understand interactional nature of growth and behaviour at various stages in the life span: infancy, childhood, adolescence, youth, adulthood, and old age.
- To acquire basic information with regard to malnutrition, common communicable and non-communicable diseases and common mental disorders.

**CONTENTS**

**UNIT – I**
- Meaning of growth and development: principles of human development
- Theoretical perspective: Developmental stages – Elizabeth Hurlock
- Psycho-Social development stages - Erickson

**UNIT - II**
- Introduction to Psychology: Nature and Scope of psychology, Fields of Psychology, Relevance of studying human behaviour for social workers,
- Determinants of human behaviour – heredity and environment.
- Basic human needs and Maslow theory of needs.

**UNIT – III**

- Basic psychological concepts: adjustment and maladjustment, sensation and perception, attitude, memory, learning, thought, Language, Intelligence, motivation, emotion, sexuality and gender and personality.
- Mechanism – Task oriented and defence-oriented mechanisms.

- Concept of Normality and Abnormality.

## UNIT – IV

- Personality theories: Psychodynamic- Sigmund Freud
- Learning theories – Bandura, Pavlov and Skinner
- Physical, Emotional, Cognitive and Social aspects of the following developmental stages with special reference to Indian Conditions: Pregnancy, Infancy, Babyhood, Early Childhood, Late Childhood, Adolescence, Early Adulthood, Late Adulthood, Middle Age, Old Age.

**References:**

- *A Short textbook of Psychiatry,* Himalaya Publishing House, New Delhi, Ahuja, Niraj., 2005.
- *Psychology-The Fundamentals of Human Behaviour;* Munn, N.A. London; George G. Harrap& Co, Ltd.
- *The ICD – 10 Classification of Mental and Behavioural Disorders, Diagnostic Criteria for Research,* WHO, 2004. AITBS Publishers and Distributors (Regd.), Delhi.
- *Treatment and Management in Adult Psychiatry.*Berrios, G.E & Dawson, J.H, 1983.,BailiereTindall, London.
- *Abnormal Psychology and Modern Life,* Coleman James. C, 1975. D.B. Taneporevela, Mumbai.
- *Psychiatry in India,*BhalaniDesouza.A, 1975. Book Depot Medical Booksellers, Mumbai.
- *Developmental Psychology,* Hurlock, Elizabeth., 2001., Tata McGraw Hill, New York.
- *Text Book of Prevention and Social Medicine,* Park. J.E & Park. K, 2003.,BansaridasBhanot, Jabalpur.
- *Introduction to Psychology,* Davidoff. L.L. Aucklan; McGraw Hill Inc;
- *Human Development, Rayner, Eric: London; George Allen and Unwin.*
- *Development Psychology in India,*Saraswathi T.S, Dutta R : Delhi; Sage publications,
- *An Introduction to Social Psychology,*Kuppuswamy B. :; Bombay; Media Promoters and Pub. Pvt. Ltd.
- *Understanding Psychology,*Fieldman Robert S. Tata McGraw Publishing Company, New Delhi, 1999.

## PAPER:

## SOCIAL SCIENCE AND HEALTH PERSPECTIVES FOR SOCIAL WORK
**Objectives:**
- To understand the relationship between social science and social work.
- To develop the abilities of students to analyse the sociological concepts and their relationship with social work practice.
- To understand Indian social problems and its impact on social development.
- To develop skills for social analysis.
- To develop an understanding of emerging issues of social concern and their impact on society.
- To develop basic understanding of health perspectives and their practice in social work
- To enhance knowledge on health policies, health care delivery system and health care schemes to address health problems in the society.

## Contents
### UNIT- I
- Social sciences : Social work and sociology, social work and psychology, Social work and economics, social work and  jurisprudence, social work and  anthropology, social work and political science, social philosophy.
- Orientation to basic sociological concepts:
- ✓ Society: definition, characteristics.
- ✓ Community definition, characteristics, difference between community and society.
- ✓ Types of Indian community and its features; Tribal, Rural and Urban.
- ✓ Associations and Social Institutions:  Definition, characteristics and differences.

### UNIT II
- Social Groups: Primary groups and secondary groups, Ingroups and out groups, clan, tribal groups, crowd, the public, the audience:  definition, characteristics.
- Culture, Civilization, Social change, Social control: Definition characteristics and functions.
- Socialization: Meaning, characteristics, Process of Socialization, Agencies of Socialization.
- Social stratification in India: Forms-Class and Caste. Definition, characteristics, difference, present trend and its socio economic impact on the public.

### UNIT –III
**Understanding Social Problems**
- Definitions, status and causes of Poverty, Illiteracy, Unemployment, Overpopulation, Malnutrition, Crime, Discrimination, Sexual abuse, and Gender discrimination.
- Problems of Children: Children in conflict with law, Child abuse, Child labour, Street children.
- Human Trafficking- meaning, causes, implications and preventive measures.

**UNIT IV**

**Emerging areas of social  and health concerns:**

- Family discord-Domestic violence, divorce, marital separation, dowry deaths.
- Problems of Addiction: substance abuse, technology addictions.
- Communal violence.
- Communicable diseases, lifestyle diseases and geriatric health

**UNIT-V**

- Concepts, perspectives and dimensions of health.
- Health for all- issues and concerns.
- Introduction to health care delivery model in India.
- National health programmes and schemes in India: Government and Non-Governmental.

**References:**

- *Social work: An integrated approach. Sanjay Battacharya. Deep and Deep Publications –New Delhi*
- *An Introduction to Sociology, VidyaBhushan, D R Sachdeva. Kitabmahal- Allahabad*
- *An Introduction to Sociology, First edition. Roshni Jain, 2012. AITBS publishers- New Delhi*
- *Sociology for Nurses, Sixth edition. Krishna Gowda, 2010.  CBS Publishers & Distributors Pvt Ltd- New Delhi*
- *Sociology for Social Workers, P.S Rama Raju, 2015.  Book Enclave-Jaipur*
- *K. Park, Preventive and social Medicine, 23$^{rd}$ edition, 2015.  M/s BanarsidasBhanot- Jaipur*
- *Applied Sociology,  Satish Mittal, Sushil Kumar Saxena, 2012.  Commonwealth publishers- New Delhi*
- *Rural Sociology, Satish Mittal, Sushil Kumar Saxena, 2012.   Commonwealth publishers- New Delhi*
- *Short text book of preventive & social medicine, second edition.  GN Prabhakara, 2010.  Jaypee brothers medical publishers (P) ltd*
- *Social problems in India, third edition.  Ram Ahuja, 2014. PremRawat for Rawat Publication.*
- *Sociology of Health, Mohammed Akram, 2014. PremRawat for Rawat Publication-Jaipur*
- *Textbook of community health for health inspector, B Sridhar Rao, 2011. AITBS publishers-New Delhi*
- *Handbook of community medicine, S Pruthvish, 2012. Jaypee brothers medical publishers (P) ltd-New Delhi*

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SOCIAL WORK PRACTICUM-I

**PAPER:**

**COMMUNITY ORGANISATION AND SOCIAL ACTION**

**Objectives:**

- To get a clear understanding on the concept of community, community organization, community development and social action.
- To gain clear understanding on different methods of community organization.
- To enable the students on skills of community organization and social action.
- To study thevarious strategies to address various social problems in the community.

**CONTENTS**

**UNIT- I**

- Community Organization: Definition, Objectives, Philosophy, Scope, Community Organization as a method of social work.
- Concept of community, community development, community organization and social action.
- Similarities and differences between Community Organization and Community development.

**UNIT- II**

- Components of Community Organization: Planning, Education, Communication, Community participation, Collective decision-making, leadership development, Resource mobilization, Community action.
- Phases of Community Organization: Study, Analysis, Assessment, Discussion, Organization of Action, Evaluation, Modificationand Continuation.

**UNIT- III**

- Models of community organization-Locality Development Model,Social planning model, Social action model
- Skills of Community organizer- Training, Fund raising, Net working and Program planning.
- Roles of community organizer: Facilitator, Enabler, Expert, Educator, Advocate.

**UNIT -IV**
- Social Action: Definition, Objectives, Principles and methods.
- Protests, demonstration, networking, advocacy and use of public interest litigation, enforcement of social legislation through social action.

- Social action and social movement.

**UNIT -V**

- Strategies of Community Development.
- Concept of Empowerment.
- Participatory Rural Appraisal (PRA), Micro financing and Self Help Groups (SHG) as a strategy of empowerment.
- Challenges to community work.

**References:**

- *Women's Liberation in India, Social* Welfare, Agarwal R.C.  January, Vol.20, No.10.
- *Community Organization,* Arthus Dunham Kant.K . New Delhi; Arnold Publications.
- *Community Organizing,* Berger & Specht. New York University  School of Social Work.
- *Elements Of Social Psychology,* Bhatia H.R : 3rd Revised Edition, Somaiya Publications Pvt. Ltd.Bombay.
- *Encouraging Community Development,* Biddle Williams W. Light and Life Publishers. New Delhi.
- *Community Organizing - Theory & Practice,* Biklen, Bouglas P, Prentice. New Jersey.
- *The Political Economy of Rural Development,* Brara J. S.  New Delhi. Allied Publications.

## PAPER:

## SOCIAL WORK RESEARCH AND STATISTICS

## Objectives:

- To gain familiarity with research concepts, types and tools of research.
- To develop knowledge, attitude and skills appropriate for social work research.
- To develop skills for use of library and documentation in research work.
- To acquire the skills of undertaking study/surveys using research methodology.

## CONTENTS

## UNIT- I

- Research: Meaning, Definition, Purpose and characteristics of Research.
- Types of research: Distinction between social research and social work research
- Ethical considerations of Social Work Research, limitations of research.

## UNIT- II

- Steps in Social Work Research: Research question, selection of social work research design, literature review, research protocol, formulation of objectives and research hypothesis.
- Research design: Exploratory, Descriptive, Diagnostic and Experimental.
- Qualitative and Quantitative Research methods

## UNIT- III

- Sampling:Purpose of sampling, Concepts related to sampling –population, universe, sampling frame and sampling unit, Meaning of probability and non-probability sampling, Types of probability and non-probability sampling, Techniques and procedures in sample selection.
- Source of data collection: Primary and Secondary data.
- Tools of data collection: Questionnaire and interview: Types, construction, advantages and disadvantages.
- Observation and focus group discussion: Types, construction, advantages and disadvantages.

**UNIT- IV**

- Measures of Central Tendency: Arithmetic Mean, Median and Mode; Measures of Dispersion: Range, Quartile deviation, Standard deviation and Co-efficient of Variation. Tests of Significance, "t" test and chi-square test.
- Correlation: Different types and uses, Karl Pearson's Coefficient of Correlation and Rank Correlation.
- Computer Applications: Use and application of computer in Social Work research with special reference to Statistical Package for Social Sciences (SPSS).

**UNIT V**

- Formulation of research proposal: planning and conducting a minor research study.
- Research Structure of reports for differing readership, planning outline of report, editing for accuracy and neatness, standard formats for referencing, footnotes and bibliographies, preparing research abstract and dissemination of research findings.
- Writing up research paper / article: steps and importance.

**References:**

- *The Elements of Research.* Whitely, Frederickl.
- *Methods in Social Research.*Goode and Hatt.
- *Social Work Research.*Polarrky, Norman.
- *Introduction to Biostatistices and research methods*. PSS Sunder Rao, J Richard
- *Research methodology for health professionals.* RC Loyal(Jaypee)
- *Scientific Social Surveys and Research.* Young, Pauline.
- *Research Methods in Social Relations.*Clarie, selttiz& Marie Jahoda.
- *Premier of Social Statistics.*Dorn Busch and Schnid.
- *An Introduction to Research Procedure in Social Science.*Gopal M.A.

**PAPER:**

**ORGANIZATIONAL BEHAVIOUR**

**Objectives:**

1. To develop an understanding of organization and organizational behaviour.
2. To understand the concept of organizational change and how to manage organizational change.
3. To enhance the knowledge of motivation, and its relation to behaviour and performance.
4. To gain knowledge and understanding on various types of organizations and theories.

**CONTENTS**

**UNIT- I**

- Organizational behaviour– Concept,Objectives,Elements and Scope.
- Organizational Behaviour – Models and approaches; challenges and opportunities.
- Theories of Organizational Behaviour.
- Principles and process of organization.
- Organizational types, structure, and functions.

**UNIT -II**

- Organizational culture, climate and effectiveness.
- Personality – Development of Personality attributes, Transactional analysis, Johari window.
- Groups –nature and type of groups, dynamics of groups and importance of team building.
- Conflict – Types of conflict - intra personal, interpersonal, organizational – Constructive and destructive conflict – Conflict management.

**UNIT -III**

- Motivation – Concept, Definition, Importance and Objectives.
- Theories of motivation – Maslows Theory, E R G Theory, Herzberg's Two Factor Theory.
- Motivation, performance, job satisfaction.
- Stress management – Definition, causes, types and management of stress.

**UNIT- IV**

- Power in organization – Sources and types of power in organizations.
- Power, Authority and Influence: Concept, importance and distinction.
- Leadership: Characteristics, types and functions.
- Theories of Leadership.

**UNIT- V**

- Organizational change – Nature and types.
- Factors of organizational change.
- Managing Organizational change,basic organizational development, Organizational Development Interventions.

**References:**

- *Principles and Practices of management,*Shejwalkar.
- *Essential of management,* Koontz H and Weitrich.
- *Principles and practices of Management,* T. N. Chabra.
- *Organisational behaviour,* Stephen Robbins.
- *Organisational behaviour,* Keith & Davis.
- *Organisational behaviour,* K. A. Ashwatthapa.

# BASICS OF COUNSELLING

**Objectives:**

- To acquire knowledge of the theoretical approaches of counselling.
- To understand the process of Counselling.
- To gain knowledge of practice of Counselling in different settings.
- To develop counselling skills.

## CONTENTS

### UNIT- I

- Introduction to Counselling: Meaning, Definition, Need and Importance of Counselling and Professional Ethics in Counselling, evolution of Counselling.
- Pre-requisites of counselling and Skills of counselling, qualities of a Counsellor.

### UNIT- II

- Basic Principles of Counselling: Participation, Individualization, Confidentiality, Communication, acceptance, self-confidence, self-awareness and other principles governing the counselling relationship.
- Counselling process, history taking, goal identification, Interview and it significance in counselling.

### UNIT -III

- Theoretical foundations of counselling: Adlerian Theory, Client-centred theory, Transactional Analysis, Gestalt approach, Rational emotive therapy, Behaviour modification technique and Reality therapy.

### UNIT- IV

- Counselling across life span : counselling children, emotional distress, family conflicts, substance abuse (alcoholics), drug addicts, senior citizens, crises situation, marital counselling.

### UNIT –V
- Types of counselling – individual counselling: Process, advantages and disadvantages.
- Group counselling: Process, strategies and structure.

**References:**

- *Hand book of counselling and psychotherapy.*Felthem,colin and Horton.
- *Counselling with young people,* Burnett. J.
- *Counselling for personal adjustment,* Fred Machinery.
- *Counselling with Young people,*MorriscoC.Engene.
- *The Dynamics of counselling process.*ShestroinEverlett, BrammerM.Lawrence.
- *Introduction to Counselling,*Tobbert, E.L.
- *Controversies in psychotherapy and counselling,* Colin Feltham, Sage Publications, New Delhi.
- *Counselling Children,* a Practical Introduction, Kathryn Geldard& David Geldard, Sage Publication, New Delhi.
- *Counselling content and process,*Fullmer, D.W. & Bernard H.W.
- *Handbook of counseling Techniques,* Harms E & Schreiber.
- *On Becoming a counselor – A Basic Guides for non-professional,counsellors,*Kennedt.E. Macmillan, New Delhi.
- *Conducting Needs Assessments- a Multidisciplinary approach.* Fernando I Soriano. Sage Publications 1995.
- *The Handbook of Social Work Research Methods,* Bruce Thyer Published by SAGE, 2001

### PAPER:

## PERSONALITY DEVELOPMENT

### Objectives:

- To understand the importance of personality of an individual and recognize its dynamic role in personal and professional endeavors
- To develop the interpersonal skills and be an effective goal oriented individual
- To empower participants to be better communicators by providing them with relevant inputs and also sharpening their skills.
- To inculcate positive attitude and understand its influence on behaviors
- To enhance holistic development of students and improve their employability skills

### Contents

### UNIT I
### Introduction to Personality Development

- Personality: The concept, definitions and basics of personality, Dimensions of personality, significance of personality development.
- Failure: The concept of failure, causes of failure.
- Success: Concept of success, Hurdles in achieving success, Overcoming hurdles, Factors responsible for success.
- Analyzing Strength and Weakness- SWOT analysis.

### UNIT II
### Attitude and Motivation

- Attitude: Concept, Significance, Factors affecting attitudes.
- Negative attitude: Disadvantages
- Positive attitude: Advantages , Ways to develop positive attitude
- Differences between personalities having positive and negative attitude.
- Motivation: Concept of motivation, Significance, Levels of motivation, Internal and external motives, Importance of self- motivation, Factors leading to De-motivation.

### UNIT III
### Self esteem and Self image

- Self-esteem: Concept and importance
- Low self esteem Symptoms and consequences, traits of low self esteem, techniques to re build self esteem. Developing and maintaining positive self-esteem.
- Self image: Concept, types of image, altering self images.
- Practicles: Enhancing self esteem and self image.
- Etiquettes: social and official etiquettes, email etiquettes and telephone etiquettes.

**UNIT IV**

**Leadership development**

- Leadership: Meaning, types and qualities.
- Decision-making: skills and process, team work-Process, Time management
- Conflict Management: concept, Levels of Conflict, Managing Conflict.
- Employability skills: Facing the Personal Interview, Psychometric Analysis, Mock Interview Sessions.

**References:**

**Text Books:**

1. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.
2. Stephen P. Robbins and Timothy A. Judge(2014), Organizational Behavior 16th Edition: Prentice Hall.
3. SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications.

**Reference Books:**

1. Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi.Tata McGraw-Hill 1988.
2. Heller, Robert.Effective leadership. Essential Manager series. Dk Publishing, 2002
3. Hindle, Tim. Reducing Stress. Essential Manager series. Dk Publishing, 2003
4. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001
5. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).
6. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House. 2005.
7. Smith, B . Body Language. Delhi: Rohan Book Company. 2004
8. Wallace : Personality Development 1st Edition, 2008 Cengage Learning India.
9. Succeed for your self -Richard Denny (3rd edition)- Kogan page India
10. www.vivagroupindia.com.
11. Kundu, C.l.- Personality development, Sterling Bangalore.

**MSW/SWP**

SOCIAL WORK PRACTICUM-II

SPECIALIZATION - I

MEDICAL AND PSYCHIATRIC SOCIAL WORK

COMMON PAPER FOR SPECIALIZATION- I&II:

PAPER:

SOCIAL WORK ADMINISTRATION

### Objectives

- To help students to acquire knowledge on the basic processes of administration.
- To help students to understand the procedures and policies involved in establishing and maintaining human service organizations.
- To acquire knowledge on different types of service organizations.
- To acquire skills to network and participate in the management of resources-human, material and finance.
- To develop skills to plan, implement and participate in management of programmes.

### CONTENTS

**UNIT-I : Introduction to social work and social welfare administration and public administration**
- Concept of administration in Social Work, Social welfare and Public administration
- Differences between social work and social welfare administration.
- Evolution of Social Work Administration-Stages of Development.
- Principles of Social Work Administration.
- Scope of Social Work Administration

**UNIT –II: Human Service Organizations: meaning, role, formation and management**
- Introduction to human service organizations (Voluntary organizations, NGOS) in India - meaning, definition, types and programmes.
- Stages involved in establishment of human service organizations- Initiation, preparation of Byelaws, rules and regulations, governing board, committees, programmes,
- Registration procedures of service organizations under different types of legislations-Societies Act, Trust Act, Income Tax Act.

**UNIT- III: Management of HSO-Principles and Techniques**

- Administrative Process in an Organization: Planning, Organizing, Staffing, Directing, Coordination, Training, Allocation of responsibilities, Monitoring, Budgeting, Reporting
- Public relations and networking.
- Office administration: office management and maintenance of records, Project proposal writing

**UNIT- IV: Financial Resources and its Management**

- Financial sources: sources of finance-private, national and international agencies, types of funding, methods of fund raising.
- Processes of accounting and auditing in human service organizations, rules regarding investments.
- FCRA- requirements and compliance

**UNIT-V: Social security and welfare programmes of the Government**
- CSWB (Central Social Welfare Board) and State Social Welfare Advisory Boards.
- Social security schemes of state and central government.
- Introduction to various welfare programmes of the government: Child welfare, Women welfare, ICDS programme; SC & ST welfare; Social defense- Senior citizens, prevention of alcoholism and substance abuse; Empowerment of persons with disabilities.
- Government of India schemes for NGOs

*References:*
1. *Choudry, Paul Hand book on Social Welfare Atma Ram & sons, Delhi.*
2. *Sachdev. D R. ocial Welfare administration in India. KitabMahalAgencies,Allahabad*
3. *Dennison.D&Chepman, Valerie's Social Policy and Administration, George Allan and Unwin, London*
4. *Dubey S.N. Administration of Social Welfare programmes in India. Bombay*
5. *Dubey S.N. &Murdia Administration of Policy and programmes for Backward classes in India, Somaiya pub., Bombay*
7. *Shunmugavelayutham K. Social Legislations and Social Change, ValgaValamudan Pub.Chennai.*

## MEDICAL & PSYCHIATRIC SOCIAL WORK

**PAPER:**

**MEDICAL SOCIAL WORK**

**Objectives:**

- To enable the students to develop appropriate values, knowledge, skills and techniques for effective Social Work practice in the medical field.
- To enable the students to understand the psycho- socio- cultural realities associated with patient care in the Hospital and Community setting.
- To acquire the knowledge with respect to the inter-disciplinary approach for persons with disease and disability.
- To gain knowledge about the policies pertaining to health and disabilities

**CONTENTS**

**UNIT- I**

- Medical social work: Meaning, Definition, Objectives, Need and scope; Historical development of Medical Social Work in India and abroad.
- Study about Medical College Hospital and functions of medical social worker
- Team work and Multidisciplinary approach in health care

**UNIT-II**

- Concept of long term hospitalization: Impact of long term hospitalization on the patients and the families
- Palliative care and pain Management.
- Role and Functions of Medical Social Worker in different settings:
    - ➢ Rural and Urban Community Settings
    - ➢ Maternity and Children's Hospital
    - ➢ Terminal and Chronic Illness: Diabetes, Cardio-Vascular Disorders, HIV/ AIDS, Cancer, Tuberculosis, Leprosy
    - ➢ Blood Bank, Organ Transplant Centres, Trauma Care Centres, Hospice settings**.**

**UNIT-III**

- Practice of Health education –Materials and Methods in Health Communication.

- Preventive and Rehabilitative role of social worker.

**UNIT-IV**

- National health programmes in India.
- Health care system in India - at the Centre, State level, district level and village level.
- Voluntary Health Agencies in India and International health - World Health Organisation (WHO), UNICEF, UNDP, FAO, ILO, World Bank,
- Non - governmental and other Agencies - Ford Foundation, CARE, International Red Cross, Indian Red Cross.

**References:**

- *Medical Sociology*, Cockerham William C (2000).   Prentice Hall
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- *Textbook of Preventive and Social Medicine*,  M.C. Gupta & B.K. Mahajan (2003). Jaypee Brothers
- *Preventive and Social Medicine*, Park K. (2009). BanarsidasBhanot Publishers
- *Medical Social Work in India,* Pathak S.H. (1961). Delhi School of Social Work
- *Medical Social Work*, Seth G.S. (1995). Medical College, Mumbai
- *Preventive and Social Medicine.*  Sivan Sadhana (1997). All India Publishing & Distributors, Chennai.
- *Social and Preventive Medicine*, Yash Pal Bedi, (1980). Athma Ram & Sons

## PAPER:

## PSYCHIATRIC SOCIAL WORK

## CONTENTS

## Objectives:

- To comprehend the concepts and perspectives of psychiatric social work.
- To gain knowledge about the concept of Mental Health.
- To develop an understanding of minor & major psychiatric disorders.
- To be equipped with skills as psychiatric social workers in psychiatric settings.
- To gain knowledge of the policies pertaining to mental health.

## UNIT –I Introduction to Psychiatric Social Work

- Historical Development of psychiatric Social Work in U.K., U.S.A. and India. Scope of Psychiatric social work in India.
- Role and functions of a Psychiatric social worker
- Challenges in psychiatric social work practice.

## UNIT-II Adult Psychopathology

- Introduction to Classification of mental disorders according to ICD – 10; Organic mental disorders, psychoactive substance use disorders, Schizophrenia; and Mood disorders.
- Neurotic, Stress related and Somatoform disorders, Personality Disorders, sexual disorders and sleep disorders.
- Psychiatric assessment: Interviewing, Case History taking: Sources of Intake, Mental Status Examination, and Formulation of Psychosocial Assessment.

## UNIT-III Child Psychopathology and Practice of Social Work Methods

- Child and Adolescent Mental Health: Behavioral and Emotional Disorders in Children: ADHD, Conduct Disorders, Pervasive Developmental Disorders, Eating and Elimination Disorders, Learning Disabilities and Mental Retardation
- The need for and importance of working with patients and families: Burden of Care, Treatment Compliance and Relapse prevention.

**UNIT-IV Rehabilitation and Community Mental Health**

- Community Mental Health: Meaning, importance and role of Psychiatric Social Work.
- Role of Psychiatric Social Worker in different settings: In- patient Psychiatric hospital, Out-patient Psychiatric department, Rehabilitation Centre, Day Care Centre and Half way Home for the Mentally ill.

**UNIT-V Legal and Ethical Issues in Mental Health**

- Legislations and policies related to Mental Health: National Mental Health Programme 1982, Mental Health act 1987
- Rights and responsibilities of mentally ill persons: Basic rights, legal responsibilities and civil responsibilities.
- Present mental health services in India.
- Ethical Issues related to mental health.

**References:**
- Abnormal psychology and modern life, Coleman, James C. Tarporevala&sons,Bombay.
- *Mental health and Mental illness, Roberts N. Routledge&Kegan Paul, London, 1967.*
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- *Parks's Text Book of Preventive and Social Medicine.K.Park ,*
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- *Cronkite, K. (1995). On the edge of darkness: America's most celebrated actors, journalists and politicians chronicle their most arduous journey. New York: Dell Publishing*
- *Danquah, M. (1998) Willow weep for me: A black woman's journey through depression. New York: The Ballatine Publishing Group.*
- *Jaminson, K. R. (1997). An unquiet mind: A memoir of moods and madness. New York: Vintage Books.*
- *Lovelace, D. (2008). Scattershot: My bipolar family. New York: Dutton.*
- *Saks, E. R. (2007). The center cannot hold: My journey through madness. New York: Hyperion.*
- *Thompson, T. (1996). The beast: A journey through depression. New York, The Penguin Group*
- *Herr, S., Arons, S. & Wallace, R. (1983). Legal rights and mental health care. Lexington, MA: Lexington Books.*

**PAPER:**

**PSYCHOSOCIAL INTERVENTIONS IN MENTAL HEALTH**

**CONTENTS**

**Objectives:**

- To gain an understanding of the need and significance of psychosocial interventions in various mental health care settings.
- To equip the students with behavioral, cognitive-behavioral, solution-focused, Strengths based, crisis intervention, Trauma care techniques and skills.
- To enable the students with the knowledge and the skills of working with a variety of clients in mental health care settings.

**UNIT – I An Overview of Psychosocial Interventions**

- Meaning, Need and Scope of Psychosocial Interventions
- Life skills Education: Communication, Problem Solving, Decision Making, Coping with Stress.

**Unit II- Child and Adolescent Mental Health**

- Skills in working with children with developmental, learning, emotional and conduct disorders.
- Behavioral Interventions in Children and Adolescents: Assumptions, Steps and Process of Behaviour Therapy; Types of Behaviour Therapy
- Child Abuse and neglect: Causes; Role of parents and Teachers, Social work interventions, Child line services.

**Unit III-   Interventions in Substance Dependence, Psychiatric Disorders**

- Substance Dependence:  Solution focused and strengths based approaches; Working with spouses and families of substance dependents, Relapse prevention and Rehabilitation: Alcoholics Anonymous and Narcotics Anonymous; Group Therapy in Substance Dependence.
- Social Work Interventions in adult psychiatric populations: Individual Counselling, Psycho education; Group Therapy,, Family Counselling, cognitive-behavioural approaches, Half-way homes, Occupational Therapy and Rehabilitation. Community mental Health Services

## Unit IV- Terminal Illness and Dementia

- Psychosocial interventions in Terminal Illness: cancer, COPD, Chronic Heart Conditions and Renal Diseases; Organ donation and transplant, Palliative Care
- Dementia Care and caregiver support
- Grief and Bereavement: Elizabeth Kubler-Ross's Stages of Grief, Skills and techniques of grief work.

## Unit V- TraumaCounseling, Suicide Prevention and Intervention

- Family Violence, Sexual Assault, Disaster management: Psychosocial Interventions
- Suicide: Risk Assessment, Intervention and Prevention; Role of hotline services.
- Crisis Intervention: Assumptions, Steps, Skills and Techniques

**References:**

- VMD Namboodiri. *Concise Textbook of Psychiatry,* Second edition.
- Adamec C. (1996). *How to live with a mentally ill person.*New York: John Wiley & Sons.
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- *Beck, A. T. (1976). Cognitive therapy and the emotional disorders. New York: International University Press.*
- *Meichenbaum, D. (2008). Cognitive behavior modification : an integrative approach. New York: Plenum Press.*
- *Bruscia, K. (1998). Defining music therapy (2nd ed.) Barcelona: Gilsum.*

## PAPER:

SOCIAL WORK PRACTICUM-III

# HUMAN RESOURCE MANAGEMENT

**PAPER:**

## HUMANRESOURCE MANAGEMENT AND DEVELOPMENT

**Objectives:**

- To develop an understanding about human resource development policies and practices for organization effectiveness.
- To develop skills of professionals in performance management and employees training
- To gain knowledge of human resource management in relation to and its intervention strategies.
- To familiarise with various certifications and Quality Management systems in productivity.

## CONTENTS

### UNIT-I

**Human Resource Management:**
- Meaning, Concept, definition, objectives and scope.
- International human resource management- concept, definition and importance.
- Human Resource Department and its functions.
- Man power Planning: meaning, definitions, objectives, benefits and process.
- Job analysis: need, process and methods.
- Job description: characteristics, contents and steps. Job specification

### UNIT-II

**Functions of Human Resource Management:**
- Recruitment: meaning, objectives, methods, sources and process.
- Selection: meaning, methods and process.
- Placement: meaning and process.
- Induction: meaning and process.
- Promotion: meaning, objectives, principles and bases.
- Transfer: meaning, objectives, principles and bases.
- Separation: Retirement (VRS), Superannuation &Resignation.
- Exit interview. Terminal benefits

## UNIT-III

### Wage and Salary Administration:
- Meaning, concept, types (Minimum Fair and Living) and methods (Piece and Time rate) of Wage payments.
- Factors influencing in Wage determination and components of wage.
- Job evaluation programme. Financial and non-financial incentives

## UNIT-IV

### Human Resource Development:
- Concept, meaning, definition
- Performance appraisal meaning, purpose, methods and tools
- Training- meaning, objectives, types, methods and procedure  (SWOT)
- Management techniques- 5S, Kaizen, six sigma
- ISO standards- procedure for certification

## UNIT-V

### Employees engagement programmes:
- Job enrichment, job enlargement, job rotation
- Employees motivation and morale, employees job satisfaction
- Organizational  culture and climate

### References:
- *Armstrong, Mechael Baron, Angela (2006) Handbook of Strategic HRM, Mumbai : Jaico Publishing House*
- *Botton, Trevor (2001) An Introduction to Human Resource Management, New Delhi : Infinity Books*
- *Pattanayak, B. and Verma, Harish C. (1998) : Human Resource Management, New Delhi : Wheeler Publication*
- *Rao, P. Subba(1999) Essentials of Human Resource Management & I. R; Mumbai : Himalaya Pub.*
- *Saiyadain, Mirza S. (1988) Human Resource Management; New Delhi : Tata McGraw – Hill Publication Com. Ltd.*
- *Sigh, M. K. and Bhattacharya, A. Ed. (1990) Personnel Management, New Delhi : Discovery Publishing House*
- *Tripathi, P. C. (1978) Personnel Management; Theory & Practice; New Delhi : Sultan Chand & Sons*
- *Davar R.S1980. PersonnelManagement &Industrial Relations, VikasPublishing House, New Delhi*
- *AgarwalR.D 1973Dynamics of PersonnelManagement inIndia Tata MacGrawHill , Delhi*

## MANAGEMENT OF INDUSTRIAL RELATIONS

**Objective:**

- To develop an understanding about industrial relations and factors influencing on industrial relations
- To familiarize with the role and functioning of trade unions in industries.
- To develop knowledge and skills in managing employee problems and maintaining effective relations with trade organizations
- To develop knowledge on various industrial unrests and settlement of disputes

## CONTENTS

### UNIT-I

**Industrial Relations Perspectives:**

- Conceptual framework and approaches to industrial relations
- Influence of the emerging socio-economic scenario on industrial relations
- Roles of employer/management, trade union and government in industrial relations
- IR at the shop floor, Standing Orders, salient features of Industrial Employment (Standing Orders) Act, 1946.

### UNIT-II

**Trade Union and the employee:**

- Structure, characteristics and functions of trade unions
- Trade Union Security; Theories and problems of trade unions
- Recognition of trade unions as collective bargaining agents
- Essentials of Trade Unions Act, 1926
- Principles of Employee disciplining and Grievance handling

### UNIT -III

**Industrial Unrests:**

- Causes and cures of industrial disputes
- Bipartite and Tripartite machineries
- Collective Bargaining, Conciliation, Voluntary Arbitration and Adjudication
- Collective Agreements and settlements
- Authorities for settlement of industrial disputes and relevant provisions under Industrial Disputes Act, 1947
- Awards and Writ of Certiorari; Productivity Bargaining and Gains Sharing.

**UNIT -IV**

**Method of Direct Action:**

- Purpose and relevance to other peaceful methods
- Strikes, Lock out- concept and elements, types and forms of strike, legal, illegal and unjustifiable strikes and lock outs
- Protections to workmen and prohibitions on the right to strike and lock out.

**UNIT -V**

**Employee Empowerment:**

- Industrial Democracy, Workers Participation in Management
- Industrial Peace and International Labour Organisation
- IR Policy, Additional Recommendations of II National Commission on Labour
- IR and Technological Change

**References:**

- *Mamoria C.B. & S. Mamoria : Dynamics of Industrial Relations in India.*
- *PramodVarma : Management of Industrial Relations, Vora Publications, Ahmedabad.*
- *Tripathi P.C. : Personnel Management and Industrial Relations, Sultan Chand & Sons Publications, New Delhi.*
- *Ramaswamy E.A. : The Strategic Management of Industrial Relations, Oxford University Press, New Delhi.*
- *Niland R. et. al : The Future of Industrial Relations, Sage, New Delhi.*
- *C.S. VekataRatnam : Globalisation and Labour-Management Relations Response Books, New Delhi.*

**MANAGEMENT CONCEPTS AND PRACTICES**

**Objectives:**

- To gain knowledge and process of management in organizations.
- To equip learners with comprehensive knowledge of management as a profession
- To stimulate thinking on rationale behind management concepts and problems associated with their enforcement
- To create an awareness of the role and functioning of management in relation to human factor
- To impart knowledge on planning and administering for the people centred management in the organization

**UNIT-I**

**Basics of management:**

- Foundation to modern management
- Modern management concepts, definitions and issues
- Role of management in organizational setting- corporate, government and NGOs
- Henry Fayol-Management concepts and contribution
- Principles of management
- Evolution of management thought- management thinkers and contribution

**UNIT-II**

**Functions of management- POSDCORB**

- Planning and forecasting- concepts, importance, types and techniques
- Organizing: meaning and importance
- Staffing: meaning and importance
- Decision making- importance and relevance
- Coordinating: meaning, nature, types, techniques and importance.
- Controlling: meaning, steps, types, areas, benefits and essentials of effective control system.
- Recording and reporting: meaning types and importance
- Budgeting- types and implication
- Managerial control- meaning, areas and benefits
- MBO- Concepts, objectives and applicability

**UNIT-III**

**Essentials of management:**

- Power: meaning sources and types
- Authority: meaning, sources and limitations, delegation and decentralization of authority.
- Meaning and measures for effective delegation and decentralization, responsibility, accountability and transparency
- Departmentation: meaning, objective and methods
- Conflict management and prevention of unrest
- Total quality management- concepts and importance

**U N I T- I V**

**Modern perspective in management**

- Entrepreneurial management- basic concepts and trends
- Quality control and management- relevance and importance
- Innovation management- basic concept, types and process
- Material management and inventory control- concept, types and process
- Material management and inventory control-concept and issues management information system- basic concepts and trends
- Modern concepts of management-5S, Kaizan and Six Sigma

**References:**

- *Aquinas P. G. Principles of Management. Anmol Publishing HouseNewDelhi*
- *Chopra. S1989. ManagementofHumnResources.V.KPublishing House*
- *Drucker , Peter 1993 Managing the non – profit organization Delhi : Macmillan*
- *Fernandes , W1989.Voluntary Action &Government Control.New Delhi:Indian Social institute.*
- *MonappaArun & SaiyadainMirza. S. Personnel Management , Tata McGrawHill Publishing Company Ltd*
- *Mukherjee, Mukherjee.S1989. Guidebook for strengthening Voluntary Organizations , Ghaziabad : Kendra*
- *Rao V.S.P&NarayanaP.S .Organization theory & behaviour, KonarkPublishers Pvt.Ltd*
- *Rao T.V. HumanResource Development–experiences,Interventions& strategies: Sage PublicationsIndia Pvt.Ltd.*
- *RaoV.S.P.Human ResourceManagement Richard H.Hall Organizations– PrenticehallofIndia Pvt.Ltd*
- *SherlekarS.A.Management , HimalayaPublishing House.*
- *Singh B.P&Singh A.K.Essentials of Management , Excel Books*
- *Stephen . P.Robbins. Organization theory, Structure, Design &pplication : PrenticehallofIndia pvt.ltd*
- *TripathiP.C &ReddyP.N.Principlesof Management, Tata MsGrawHill Publishing Co.Ltd*
- *Chhabra, T.N. (2003). Principles and Practice of Management, Delhi: Dhanpat Rai and Co.*

**PAPER:**

**COMMUNICATION**

**Objectives:**
- To understand and appreciate the role of communication in every sphere of human life.
- To enhance the knowledge of students on concepts and various methods of communication.
- To develop the ability of students in application of various communication media in their professional life.
- To develop practice based effective skills in personal and organizational communication.
- To develop abilities of students to analyze the modern-day challenges of communications.

**Contents**

**UNIT-I**
- Introduction to communication- Meaning, Concept, definition, objectives, importance of communication in professional and public life
- Process of communication: Source or sender, encoding (message creation), channel or medium, decoding, receiver and feedback.
- Principles of Communication: Principle of clarity, principle of attention, principle of consistency, principle of adequacy, principle of integration, principle of timeliness, principle of informality, principle of feedback, principle of net work, principle of economy.
- Essentials of Good Communication: The 7 Cs of effective communication: Clear, concise, concrete, correct, coherent, complete and courteous.
- Forms of communication: Verbal (oral and written) and non-verbal, visual, formal and informal ,telecommunication and internet.

**UNIT II**
- Barriers of communication: Environmental and Physical Barriers, Semantic Barriers, Cultural Barriers, Psychological Barriers, Perception of Reality.
- Barriers to Effective Communication within an Organization and Procedures for overcoming them: Perceptual barriers, emotional barriers, language barriers, cultural barriers, Physical barriers.
- Overcoming communication Barriers Eliminating Differences in Perception, Use of Simple Language, Reduction and Elimination of   Noise Levels, Active Listening, emotional state, Avoid Information Overload, Provide Constructive Feedback, Proper Media Selection, Flexibility in Meeting the Target, Simple Organizational Structure.

## UNIT-III

- Levels of communication- intra personal, inter-personal, group and public communication. Types of communication: Intra personal (communicating with oneself), Extra personal communication (communicating with other species-plants, animals), Interpersonal communication (communication between two human beings), Group communication (small and large groups), Organizational communication: (Communication within organization) and Mass communication
- Interpersonal communication: Personal contacts, home visits, personal letters and messages, discussion between two persons.
    - Group communication: Lectures, workshop, conference, meetings, various group discussions : panel-discussion, small group discussion, focus group discussions, simulation games, brainstorming, role play, socio-drama, demonstrations, street theatre. Use of audio, visual and audio-visual methods: Audio: Use of music, songs. Visuals: Use of poster, slides, photographs, paper clippings, placards, flash card, notice boards, chalk boards. Audio-visuals: Puppet show, LCD projector, smart board, video source.
    - Organizational communication: Communication within organization-formal(horizontal, vertical) and informal (grapevine)
    - Mass communication: Communication with large audience- Use of Television, radio, newspaper, printed material, direct mailing, posters, museums, exhibition, folk methods, and social media.

## UNIT-IV

**Communication skills:**
- Active listening: Concept, meaning and process. Benefits of active listening, barriers to active listening, qualities of active listening-empathy, respect, acceptance, congruence, concreteness and undivided attention. Listening skills: paraphrasing and perception checking,
- Effective speaking: Public speaking skills: meaning, principles, different type of speeches, speech preparation and presentation, technique of effective speech. Telephone conversation: basic rules and guidelines to use telephone.
- Effective reading skills: word attack skill, comprehension skill, fluency skill, critical reading skill, writing curricula vitae (CV) and resume.
- Effective writing skills: what is a draft, meaning and objectives of written communication, essential of written communication, preparation of reports-different type of reports. Different type of letters and news reporting, preparation of press release, essay writing, hand bill, pamphlets, newsletters, drafting agenda, writing resolutions. Email –concepts and basic rules.
- Other skills: Master of Ceremony (MC), skills of conducting meeting- preparation of agenda, parliamentary procedures, drafting meeting and programme reports, resolutions etc.

**UNIT-V**

- Concept of development communication, need, use of mass media in development communication.
-  Information technology and social networking: search engines, video conferencing, intra net and internet, blogging, impact of information technology professional.
- Challenges to communication and role of media in the changing society.

**References:**
1. *Prasad, P. The Functional Aspects of Communication Skills, Delhi.*
2. *Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.*
3. *Rajinder Pal and PremLata. English Grammar and Composition, Sultan Chand Publication.*
4. *Games People Play: The Basic Handbook of TA: Eric Berne (1964)*
5. *Janasz, S.C. de., Dowd, K.O and Schneider, B.Z (2012)*
6. *R K Madhukar Interpersonal Skills in Organizations: 3rd Ed., Tata- McGraw Hill, New Delhi Business communication- R K Madhukar*
7. *C S Rayudu ,Communication. C S Rayudu*
8. *LovleenKaur , Communication Skills.*
9. *Dinesh Singh ,Communication and Interpersonal skills for social work.*
10. *Shalini Sharma ,Concepts of Professional Communication.*
11. *Krishna Mohan and MeeraBanerji, Developing communication skill.*
12. *UrmilaRai and S M Rai,  Effective Communication*
13. *Rajendra Pal & J S Korlahalli , Essentials of Business Communication.*
14. *Handbook of Practical Communication Skills-Chrissie Wright*
15. *V K Sharma ,How to Write Impressive Letters for all Occasions.*
16. *Dilip P Barad, Improving Communication Skills*
17. *Nicky Stanton ,Mastering Communication*
18. *Chandrashekhar Dixit, Written Executive Communication.*

**MSW/HRM/SWP-305**

SOCIAL WORK PRACTICUM-III

# SECOND YEAR

# IV SEMESTER

# SPECIALIZATION - I

# MEDICAL AND PSYCHIATRIC SOCIAL WORK

## COMMON PAPER FOR SPECIALIZATIONS- I&II:

## PROJECT PLANNING AND MANAGEMENT

### Objectives

- To acquire a theoretical frame of project preparation and it's various stages in implementation.
- To familiarize with various social action projects and improve the skills of project administration
- To develop a scientific research temperament in exploring the current trend emerging in the project preparation and implementation

## CONTENTS

### UNIT- 1

- Project formulation and management: Concepts of planning, Project Planning and management , Participation in project planning and management, Principles of participation.

- Project cycle: Project (problem) identification,Project design, Project appraisal,Projectimplementation, Project monitoring and Project evaluation.
- Developing Goals and Objectives, Broad and specific and measurable objectives.

### UNIT- II

- Participatory study analysis and problem statement: Problem Characteristic features of a project identification, cause/effect analysis & problem statement- Problem tree and Objective tree, Setting up of priorities/ choice of alternatives.
- Participatory study and assessment of the situation: use of PRA techniques: Resource mapping, wealth ranking, transects, informal interviews observation;

**UNIT- III**

- Logical Frame work and other methods: A summary of the purpose, objectives and the project proposed. Indicators, means of verification, assumption and indicators
- Operational plan: Detailed operational plan: Activities/task/time duration; programming; Use of GANTT chart  as a operational Tool.

**UNIT -IV**

- Resource Mobilization and financial management: fund raising techniques, accounting procedures, Cost benefit analysis: Preparation of budget: costing and financial.
- Personal management: planning for staff requirements, selection and training of project personnel, coordination, reportingand management of information system (MIS).

**UNIT- V**

- Project monitoring: Concept of monitoring, monitoring plan: monitoring process and result, process documentation, continuous review and assessment.
- Project evaluation: Concept of evaluation: importance and various methods of evaluation;periodic evaluation; internal or external evaluation; Use of PERT and CPM techniques.
- Designing Project Proposal: Content and format of writing Project Proposal

**References**

- Mishra S.N:*Rural development planning.*
- Chandra Prasanna: *Project: Preparation, apparaisal, budgeting and implementation*
- Leonard RutnamL: *Understanding programme evaluation.*
- Young Trevor L: *Planning projects*
- Annie Hope & Sally Timmel: *Training for transformation, Male press, Giveru*
- Mathew T.K: *Project planning, formulation, C.B.C.I, New Delhi.*
- *Desai Vasanth: Project planning and Management.*
- *Goel B.B: Project management*

# SPECIALIZATION -I

# MEDICAL AND PSYCHIATRIC SOCIAL WORK

## PAPER:

## MENTAL HEALTH CARE AND REHABILITATION

## Objectives:

- To learn about the role and functions of government and non –government institutions in mental health care.
- To understand the concept of handicap, rehabilitation and the scope for practice.
- To identify the specific client categories requiring the rehabilitation services, problem specificity and rehabilitation service interventions.
- To acquaint oneself with different rehabilitation settings, different therapeutic approaches to rehabilitation process.
- To acquire the social work skills adapted to facilitate the process of rehabilitation and assimilate the knowledge of social work practice to disability specific client service.

## CONTENTS

## UNIT-I

## History, Concept and perspectives
- Rehabilitation: Meaning and Definition: Impairment, Disability, Handicap
- Causes of Disability - heredity, acquired
- Socio-cultural factors bearing in mental health
- Need for comprehensive rehabilitation –psycho-social rehabilitation: Objectives and Aspects
- Psycho-social rehabilitation with specific problem areas: physical handicap, vision, hearing, orthopedics, speech and language difficulties
- Disability and rehabilitation: Chronic mental illness, Mental retardation,  alcohol and drug usage, Terminal illnesses
- Developmental Disabilities, Childhood Autism and Schizophrenia

## UNIT-II

**Psychiatry rehabilitation process**
- Psychiatric rehabilitation programme models
- Psychiatry rehabilitation process: Assessment, planning, intervention, evaluation, follow-up services
- Tracking the psychiatric rehabilitation process
- Recording the psychiatric rehabilitation

## UNIT-III

**Rehabilitation settings, approaches and methods**
- Rehabilitation Settings: Hospital based, day-care, night-care, quarter-way home, half- way-home, long-stay homes, vocational guidance centre, occupational therapy centre, and community based rehabilitation centre.
- Community based rehabilitation approach: Need and importance
- Role of family in the treatment of mentally ill, training and rehabilitation
- Practice of Social work methods in the process of rehabilitation: Case work, group work, community organization.

## UNIT-IV

**Social welfare and social security measures**

- Review of the health care delivery system: organization and administration of programmes for the mentally ill.
- Institutional care of the mentally ill: mental hospitals, psychiatric departments of general hospitals; child guidance clinics, Domiciliary (Home) care
- Welfare and legal measures for mentally ill.
- Persons with disability act 1996.
- Role of voluntary organizations, governmental-agencies and Para-professionals in the welfare of the mentally ill.
- Problems and difficulties in delivering mental health services in India.

**References:**

- *The Principles of Psychiatric Rehabilitation.* Anthony, William. A. 1980. Baltimore University Part Press

- *Theory and Practice of Group Counselling.* Corey, Gerald.(6th ed.)2004. Thomas Brooks/ Cole Belmont Dorothy Stock Whitaker. 1985. Using Groups to help people. London &NewYork, Tavistock/ Routledge,.

- *Legal order and Mental Disorder,*Danda, Amita. 2000. Sage Publications.

- *The Mental Health Act-1987,* Delhi Law House. 1998. Law Publishers.

- *Institute     Enabling the Disabled.* Thakur Hari Prasad 1999 of Research and Rehabilitation of the Mentally Handicapped Publication, Hyderabad.

- *Understanding Psychology. Feldman, Robert. S (1997) New Delhi, Tata McGraw Hill.*

- *International Labour Vocational Rehabilitation of Disabled persons,*   Page 70 of 102 Office. 1985. ILO.

- *Legal order and Mental Disorder,*Danda, Amita. 2000. Sage Publications.

- *The Mental Health Act-1987,* Delhi Law House. 1998. Law Publishers.

- *Institute     Enabling the Disabled.* Thakur Hari Prasad 1999 of Research and Rehabilitation of the Mentally Handicapped Publication, Hyderabad.

- *Understanding Psychology. Feldman, Robert. S (1997) New Delhi, Tata McGraw Hill.*

- *International Labour Vocational Rehabilitation of Disabled persons,*   Page 70 of 102 Office. 1985. ILO.

- *Mental Health: New Understanding, New Hope, Geneva.From the 9th Plan the approach and focus has been shifted from a "Welfare Approach" to a "Rights based approach.* WHO Report (2001):

- *National Health Policy, 2000.*Ministry of Health and Family Welfare, Government of India.

- *Annual Report to the People on Health.* Ministry of Health and Family Welfare, Government of India New Delhi: Ministry of Health and Family Welfare, Government of India; September 2010.

**PAPER:**

**SOCIAL WORK IN PUBLIC HEALTH**

**Objectives:**

- To introduce the concepts of health, public health and programmes in India.
- To enable students to identify and analyse various health issues in the community.
- To enable the student to work out suitable interventions for reaching out to the health care needs of the community.
- To provide opportunities for the student to practice the role of a social worker to fulfil the health needs in the community.

**UNIT-I**

- Public Health- Concept and components
- History of public health in India
- Health care of the community: Concept of health care - elements of health care, levels and principles of health care
- Definition and interpretation of demographic indices like birth rate, death rate, growth rate, fertility rates

**UNIT-II**

- Concepts of prevention: level of prevention- hygiene, public health, preventive medicine, community health and social medicine
- Health of groups: Children, Adolescents, Youth, Women, Mothers and Elderly.
- Specific public health issues like maternal and child health, ARSH, HIV/AIDS, mental health, nutrition, water, sanitation and hygiene, prevention from accidents and injuries

**UNIT-III**

- Health problems in the rural and urban area
- Government initiatives for protection of health of public
- Community based disaster management: issues and alternatives
- Challenges and opportunities in public health

**UNIT-IV**

- Role of NGOs in public health
- Public health intervention strategies: Health education through IEC/BCC, Structural interventions, Advocacy and Coalition building and Social marketing.
- Social work interventions with:
  - Communicable and non- communicable diseases
  - Life style diseases
  - Special population-adolescent, children in difficult situations, elderly, victims of violence, SC/ST, differently abled
  - Accident and injuries

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- *Narayana, 1997 Health and Development , Rawat Publications, New Delhi*

*Journals:*

- *Health Action, CHAI, Secunderabad*
- *Health Care Law, ICFAI, Hyderabad*
- *Health for the Millions, VHAI,New Delhi*
- *Indian Journal of Social Work, TISS, Mumbai*
- *Journal of Indian Council of Medical Research*

*Resource Sites*

- *www.who.org - World Health Reports (1995-2005)*
- *www.tnhealth.org - Annual Report*
- *www.mohfw.nic.in - Annual Report*
- *www.nfhsindia.org - National Family Health Survey, India*
- *www.vhai.org - State of India's health report, Report of independent commission on health in India and other reports*

**MSW/MPSW/SWP-404**
SOCIAL WORK PRACTICUM-IV

**MSW/MPSW/RP-405**
RESEARCH PROJECT/DISSERTATION

**MSW/MPSW/INTERNSP-406**
INTERNSHIP/BLOCK PLACEMENT

## HUMAN RESOURCE MANAGEMENT

**<u>PAPER:</u>**

## LABOUR WELFARE AND EMPLOYEE RELATIONS

**Objectives:**

- To gain the knowledge about concept, philosophy and evolution of labour welfare
- To understand the components of labour welfare and their management in the overall context of human resource development
- To acquire the knowledge of modern trends in labour welfare
- To understand the dynamics of employee/ union/management relationships in the industry
- To enhance the knowledge on organizational performance, role and responsibility.
- To develop the knowledge on various statutory / legal aspects influencing the organizations.
- To stimulate thinking on rationale behind the Laws and their enforcement.

## CONTENTS

## UNIT-I

**Concepts of Industry and labour welfare:**
- Industry-meaning and types, labor and characteristics, industrial labor, types and problems
- Labor welfare-concept, definition, scope and objectives, theories and principles of labour welfare; development of labour welfare

## UNIT-II

**Areas of labour welfare:**
- Industrial housing, industrial safety, industrial health, industrial hygiene
- Workers education programme-central board for workers education, international labour organization, labour welfare functions

## UNIT-III

**Statutory and non-statutory welfare facilities:**
* Meaning, importance, and types-facilities for washing, storing and drying clothes, shelters, restrooms, lunch rooms, canteen, crèche, first aid and appointment of welfare officer-role, function, limitation
* Non-statutory welfare facilities-meaning, importance and types: education facilities, medical facilities, recreation facilities, consumer co-operative societies and employee counseling
* Social security and social insurance- meaning and significance New trends-flex time, moon lighting, family gathering, family tours, leave travel allowance, celebration of birthdays, marriage anniversary etc.
* New Labour Policies: sexual harassment at workplace- meaning, consequences, policy, preventive steps, and guidelines

## UNIT-IV

* Employee relations, history of industria1ization in India - Issues related to employees in organized and unorganized sector
* Concept, Definition, Philosophy and Principles of employee relations. Employee relations with special reference to Occupation - Safety - Health and Environment (OSHE) Education
* Factors influencing effective employee relations management in industries
* Employee Counselling- Role of Counsellor in Organizations

## UNIT-V

* Contemporary issues in employee relations
* Essential features of employee-employer relations
* Employee Wellness: Concept, philosophy, principles and scope; Importance and relevance of wellness programs
* Employee relations in knowledge based industry - Concepts of self-managed teams (SMT) - Changing employee/ employer and trade union relationship. Current rules of Taxation of Salaries
* Labour Welfare Officer - Duties and functions

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**LABOURLEGISLATION**

**Objectives:**
- To understand the basic concepts of labour legislations
- To familiarize with the recent trends in Industrial Relations
- To develop conceptual clarity and various legislation pertaining to labour welfare in India
- To gain knowledge about labour administration and mechanisms
- To develop skills to deal with legislative functions
- To gain knowledge about important labour enactments and their implementation

## CONTENTS

### UNIT-I

**Growth of Labour Legislation in India**:
- Historical perspective, Philosophy underlying labour legislation before and after independence
- Industrial jurisprudence-meaning and principles need for labour legislation, Judicial setup and Administration of Industrial Judiciary in India.

### UNIT-II

**Welfare Legislations:**
- The FactoriesAct1948
- The Apprentices Act 1961
- The Contract Labor (Regulation and Abolition)Act 1970
- The Mines Act1952; The Plantation LabourAct1951
- The Karnataka Shops and Establishment Act1961

### UNIT-III

**Industrial Relations Legislation:**
- Trade Union Act 1926
- The Industrial DisputesAct1947
- The Industrial Employment (Standing Orders)Act1946

**UNIT-IV**

**Wage Legislation:**

- The Payment of Wages Act 1936
- The Minimum Wages Act 1948
- The Payment of Bonus Act 1956
- Holidays legislation: weekly holidays act 1942, National and festival holidays act 1963
- Environment Protection Related Legislation: The Environment Protection Act 1986

**UNIT-V**

**Social security legislations:**

- The Workmen's Compensation Act 1923
- The Maternity BenefitsAct1961
- The ESI Act1948
- The EPF and miscellaneous provisions Act 1952
- The Payment of Gratuity Act1972.

**References:**

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**MSW/HRM/SWP-404**
SOCIAL WORK PRACTICUM-IV

**MSW/HRM/RP-405**
RESEARCH PROJECT/DISSERTATION

**MSW/HRM/INTERNSP-406**

INTERNSHIP/BLOCK PLACEMENT

**RESEARCH PROJECT/DISSERTATION**

Each student is required to undertake a research project on a selected topic under the guidance of any faculty allotted to him/her. The student is required to submit the synopsis of the study at the end of second semester for approval. A student can commence the research project at the beginning of the third semester and must complete the project work within the stipulated time in the fourth semester itself. Upon completion of the research project copies of the report shall be submitted as per the proforma prescribed by the university within two months before the final examination. Acceptance of the project is a pre-requisite for a student to be eligible to appear in the final examination.

**INTERNSHIP IN A DESIGNATED SETTING**

The student will be placed in an agency / institution for Internship for a period of 30 days (including weekly off) in the **fourth semester**. He/she has to present a comprehensive report on the work to the concerned Faculty Supervisor in the department and appear for an internal viva-voce. Production of the Internship completion certificate from the institution is essential for assessing the student and declaring his/her result

**SOCIAL WORK PRACTIUM**

Concurrent Field Work Practice forms an integral part of Social Work programme. The concurrent field work will be for full two days in the field work agency, while third day will be utilized for supervision and mentoring and presentation of reports under the guidance of field work supervisor in the department. Field work agency supervisor's certificate is essential for assessing the student's performance at the end of semester.

The objective of field work practicum is to enable the students to integrate and reinforce knowledge acquired in the class in the field situations. In each semester students will be posted to particular field placement. The student is expected to learn/develop skills and insight into working with people at individual, group and community level. This component consists of working with an organization, submitting reports, doing presentations, group work, recording and a discussion

which includes viva voce and this will be evaluated at the end of every semester by internal and external faculty.

## ANNEXURE - D

## OTHER NEED BASED EDUCATIONAL ACTIVITIES

### *Orientation Programme:*

To induct students in the professional social work, exclusive orientation activities will be organized by the department during the initial period. It benefits students from the diverse graduation background.

### *Seminars and Workshops:*

Students will be guided and provided opportunities to participate and present papers in social science seminars, workshops, conferences at National and International levels. Seminar presentation/ Journal review paper presentations through Journal Club are part and parcel of department study.

### *Skill Development Workshops:*

Skills Development help learners to acquire social work professional skills to enhance the effectiveness of research, intervention and evaluation. Programmes will be organized in regular intervals like theatre techniques, communication skills, writing skills, research methodology and counselling.

### *Research and Extension Projects:*

Research and extension activities are the important component of Social Work Education. To strengthen the students in research skills the department involves students in funded research projects and in the on-going extension programmes of the University on regular basis.

### Rural Camp:

The students are expected to participate in the rural camps, which will take place in the first year and report to the department on the same in the prescribed structure. The period of the camp will be for one week/ 10 days. The aim of the rural camp is to help the students understand social, economic, political and health conditions of the rural community and provide hands on experience on a developmental initiative. The students need to write a report on the camp and the learning will be evaluated as part of second semester concurrent field work viva voce.

As the department is already involved in extension activities in the community like camps, awareness programmes it is useful to expose the MSW students to understand the rural realities as well as to get skills in organizing these activities. Participation in these activities can be considered as rural camp training during the course and students' performance need to be integrated into the field work evaluation process for awarding marks.

### Educational Tour:

During the academic programme, students must participate in educational tour which will be for one week. The main idea of organizing the tour is to expose the students to different projects, programmes and services being offered by different organizations. They will also get to know about different NGOs/ Institutions working in their area of interest. The students need to write a report on the tour and the evaluation will be integrated along with third semester field work practice viva-voce.

### Orientation classes for improvement of English language:

To improve writing and spoken English language of the students', foundation classes will be conducted depending on the need.

### Student Forums:

To develop leadership skills, team work sprit and professionalism, the programme provides professional platforms by creating student forums on specialization wise.

# Regulations for the MSW Field work Practicum

## Introduction

Field Work Practicum forms an integral part of Social Work programme. The broad aim of field work isto provide opportunities for students to apply the knowledge learnt in the classroom situations and to plan, implement and evaluate these experiences while working with individuals, groups and communities. Practice learning in social work training plays a pivotal role in providing the students with an opportunity to explore, learn and develop professional skills necessary for working with people, the essence of the profession. Learning is aided through observation, analysis of social realities and experience of participation in designing and providing social work intervention. It has several components that help the students to develop a holistic understanding of the problems, situations, their causative factors and the possible strategies of intervention.

## Objectives of Field Work

The fieldwork programme has been designed to achieve the following objectives:

1) Develop the ability to observe and analyze social realities.
2) Understand the characteristics of social systems and their dynamics.
3) Develop critical understanding of the application of legislation, legal process, and social policy.
4) Develop the ability to examine the process of programme management and participate in the effort at various levels.
5) Use human rights tools, understanding of gender justice and need for equity in all interventions.
6) Develop an understanding of organizational structure, resource management, and day-to-day administration for human service programmes - developmental and welfare programmes
7) Understand the nature of social work practice in different settings.
8) Develop the capacity to integrate knowledge and practice-theory by participating in interventions.
9) Clarify and imbibe values which sustain positive attitude and professional

ethics.

10) Enhance writing skills to document practice appropriately. Recordings tobe viewed as an expression of interest, motivation and involvement in

practice and as evidence of enrichment in the process of professional

growth.

**Field work settings:**

In each semester students will be posted to particular field placement setting. The student is expected to learn/develop skills and insight into working with people at individual, group and community level. Field work settings will be identified by the social work institution depending on the need. Such settings should provide opportunities for students to study and apply principles of case work, group and community work to grow as a social work professional. Settings could be:

- Gramapanchayaths
- Schools
- Service organizations
- NGOs
- Old age homes, rehabilitation centres, orphanages etc
- Health care institutions
- Government institutions
- Industries and Corporate settings

**Activities:**

Students will be enabled to involve in the following activities:

- Family survey for specific purpose- study, analyse, preparation of reports, planning, implementation and evaluation of suitable interventions.
- Case work- identify
- Individuals with specific problems and needs assess their socio economic back ground and work towards remedying the situation.
- Conduct group work.

- Collect information from different sources on programmes and schemes available for the development of poor and weaker sections of the society.
- Organize micro level programmes in the community- education program, various health camps, seminar, shramadan, cultural events and the like.
- Study the village setting- different institutions, political situation, weaker sections, natural resources, economy, administration etc.
- Study the objectives, functioning and activities of different groups, organizations and institutions in the community.
- Study industries/ corporate entities – vision, mission, product/ services, relevant legal requirements, HR management processes, labour welfare measures, labour relations and such other relevant details.

**Field work process:**
- Total Social Work Practicum hours per week shall be 14. Student shall complete 30 days of field work per semester.
- The field work will be for full two days in the field work agency, while third day will be utilized for supervision and mentoring and presentation of reports under the guidance of field work supervisor in the department.
- Each student is required to maintain and work log/diary book which will be verified and signed by the field work supervisor.
- Each student is required to prepare a consolidated report and present it in the student conference with faculty supervisor. Students are encouraged to present these reports using appropriate communication tools.
- Student's performance will be assessed using appropriate evaluation formats by the faculty members.
- Whenever a student is placed in an institution or organization field work agency supervisor's certificate is essential for assessing the student's performance. Each student should obtain this certificate upon completion of the required duration of field work.
- The faculty supervisor who is in charge of student field work supervision pay visits to the field work settings at fixed intervals to observe student functioning and offer guidance to acquire the knowledge and skills of social work.

**Expected outcome of field work practicum:**

Each student will be able to

1. Gain familiarity with the functioning of an organization/institution/group/s.

2. Understand and analyse the situations existing in the particular setting.

3. Articulate the driving and restraining forces operating in the community.

4. Gain familiarity with development programmes and schemes in operation in the community level.

5. Identify and document the problems, needs and offer suggestions for improving the situation in a particular setting.

6. Identify at least two individual cases and demonstrate the abilities to help them using the professional social work skills.

7. Plan and organise at least two group work activities in a particular setting.

8. Plan and organise at least one community programme.

9. Articulate the characteristics and differences of case work, group work and community work.

10. Gain knowledge and skills of planning, organising, implementation, monitoring and evaluation.

11. Gain knowledge and skills of documentation and communication.

12. Understand and articulate the purpose, structure, programmes and characteristics of SHGs, Gramapanchayaths, NGOs, health care institutions operating in the community.

13. Understand and articulate various social security programmes available for the weaker sections in the society.

14. Gain familiarity with various health care benefits available for the rural and urban population in the society.

15. Gain knowledge and skills of undertaking a micro study and preparing reports.

## FACULTY REQUIRED AND QUALIFICATION

Qualification and Experience required for appointment as teaches on fulltime basis for *MSW course will be as per the UGC regulations.*

### a) Assistant Professor:
Good academic record with at least 55% of the marks in Masters in Social Work degree programme from an institution affiliated to University established under law.

The experience required *shall be three years of teaching experience as a Lecturer or Practitioner* in a professional institution  i.e. Lecturer in Social Work College or Professional in Medical Social Work Department as Medical Social Worker/Counsellor in a multispecialty hospital having minimum of 100 beds.

### b) Associate Professor:
Five years of teaching or professional work in hospital at the level of Assistant Professor with M.S.W and PhD qualification.

### c) Professor:
Ten years of teaching /research experience as Associate Professor with M.S.W or PhD qualification.

### d) Principal:
 A person having qualification and teaching experience required for professor can hold the post of Principal.However out of two qualifying degrees (MSW and PhD), one of the degrees must be in the discipline of Social Work, while the other degree could be related to Social Science or Counselling for all the posts in the department.

**Promotion Criteria:**
Same as mentioned above, as per UGC regulations.