

Scheme of Examination, Syllabus & Field Work Manual



Session 2021-2022

**Department of Social Work,
Indira Gandhi University, Meerpur, Rewari**

Indira Gandhi Univerity, Meerpur, Rewari
Scheme of the Examination for Master of Social Work
w.e.f. 2021-22

Semester I

Credits 36

Total Marks 850

Paper Code	Subjects	Type of Course	Contact Hours per week			Credits			Examination Scheme			Total
			Theory	Practical/ Field Work Practicum	Total	Theory	Practical/ Field Work Practicum	Total	Theory	Internal Assessment	External Practical	
MSW-21101	Development of Professional Social Work	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21102	Society, Social Environment and Contemporary Concern	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21103	Psychology for Social Workers	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21104	Working with Individuals-I	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21105	Working with Groups	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21106	Communication in Social Work	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21107	Field Work Practicum**	C.C	--	8 X 2=16	16	--	8	8	--	50	100	150
MSW-21108	Seminar	C.C.		2	2		1	1		25	--	25
MSW-21109	Self –Study	C.C		2	2		1	1			25	25

Communication Skills and Personality Development	FEC	2	-	2	2	--	2	40	10	--	50
Total		26	20	46	26	10	36	520	205	125	850

C.C = Core Course FEC = Foundation Elective Course

****Field Work (Details of Marks) = External- 100 and Internal- 50 (Field work Assessment-25 and Orientation -25)**

NOTE: 1. For the purpose of calculation of teacher's workload the field work/ IC/GC will be assigned 2 hours/week per student of MSW.

2. External Examiner would be appointed by Vice Chancellor from the Panel of Experts duly approved by BOPGS&R

Indira Gandhi University, Meerpur, Rewari
Scheme of the Examination for Master of Social Work
w.e.f. 2021-22

Semester II			Credits 30			Total Marks 700						
Paper Code	Subjects	Type of Course	Contact Hours per week			Credits			Examination Scheme			Total
			Theory	Practical/ Field Work Practicum	Total	Theory	Practical/ Field Work Practicum	Total	Theory	Internal Assessment	External Practical	
MSW-21201	Working with Communities	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21202	Social Justice and Human Rights	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21203	Social Work Research and Statistics	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21204	Working with Individuals-II	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21205	IT Fundamentals in Social Work	C.C.	2	4	4	2	2	4	50	--	50	100
MSW-21206	Field Work Practicum**	C.C.	--	8 X 2=16	16	--	8	8	--	50	100	150
MSW-21207	Seminar	C.C.	--	2	2	--	1	1		25	--	25
MSW-21208	Self –Study	C.C.	--	2	2	--	1	1			25	25
Total			18	24	40	18	12	30	370	155	175	700

C.C. = Core Course;

- NOTE: 1.** For the purpose of calculation of teacher's workload the field work/ IC/GC will be assigned 2 hours/week per student of MSW.
2. Block Placement/ Internship: The training/ internship of one-month duration are to be carried out during Summer vacation followed by MSW II semester. The evaluation and marks will be added during IIIrd semester exam.
3. External Examiner would be appointed by Vice Chancellor from the Panel of Experts duly approved by BOPGS&R

****Field Work (Details of Marks) = External- 100 and Internal- 50 (Field work Assessment-25 and Exposure Visit -25**

Indira Gandhi University, Meerpur, Rewari
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Semester III

Credits 37

Total Marks 850

Paper Code		Subjects	Type of Course	Contact Hours per week			Credits			Examination Scheme			Total
				The ory	Practical/ Field Work Practicum	Total	Theory	Practical/ Field Work Practicum	Total	Theory	Internal Assessmen t	External Practical	
MSW-21301		Social Policy and Social Development	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21302		Social Legislation and Social Work	C.C.	4	--	4	4	--	4	80	20	--	100
MSW- 21303		NGO Management	C.C.	4	--	4	4	--	4	80	20	--	100
Students will be allowed to opt any One Group *	Group –I Medical and Psychiatric Social Work Practice												
	MSW-21304	A. Health and Health Care System	D.C.E.C.	4	--	4	4	--	4	80	20	--	100
		B. Mental Health Care : Needs and Services	D.C.E.C.	4	--	4	4	--	4	80	20	--	100
	Group-II Family and Child Development												
	MSW-21305	A. Family and Child Development	D.C.E.C	4	--	4	4	--	4	80	20	--	100
		B. Gender and Empowerment	D.C.E.C	4	--	4	4	--	4	80	20	--	100
	Group –III Human Resource												

	MSW-21306	A. Human Resource Management	D.C.E.C	4	--	4	4	--	4	80	20	--	100
		B. Human Resource Development & Organizational Behaviour	D.C.E.C	4	--	4	4	--	4	80	20	--	100
MSW- 21307		Field Work Practicum**	C.C.	--	8 X 2=16	16	--	8	8	--	25	125	150
MSW- 21308		Summer Placement/ Internship	C.C.	--	8	8	--	4	4	--	--	50	50
MSW- 21309		Seminar	C.C.		2	2		1	1		25	--	25
MSW- 21310		Self-Study	C.C		2	2		1	1			25	25
		Open Elective Paper-I [@]	O.E.C.	3	--	3	3	--	3	-	-	--	00 ^{@@}
Total				23	28	51	23	14	37	400	150	200	850

C.C= Core Course; D.C. E.C. =Discipline Centric Elective Course, OEC= Open ElectiveCourse

@ The open elective course shall be selected by students from the list of course offered by other department in the said category.

@@ Bifurcation of marks (Internal and External) in case of open elective subjects will be decided by the offering department.*16 hour of fieldwork = Two days in a week (i.e., Wednesday and Saturday, eight hours per day). **Note: 1. For the purpose of calculation of teacher's workload the field work/ IC/GC will be assigned 2 hours/week per student of MSW.**

2. Students will be allowed to opt only two subjects from any one group out of threegroups subject to specific intake required for specialization course by the university and the same group will be allowed to opt in MSW IV semester.

3. External Examiner would be appointed by Vice Chancellor from the Panel of Experts duly approved by BOPGS&R

****Field Work (Details of Marks)= External- 125 and Internal- 25 (Field Work Assessment)**

Indira Gandhi Univerity, MeerpurRewari
Scheme of the Examination for Master of Social Work
w.e.f. 2021-22

Semester IV

Credits 34

Total Marks 800

Paper Code	Subjects	Type of Course	Contact Hours per week			Credits			Examination Scheme			Total
			Theor y	Practical/ Field Work Practicum	Total	Theory	Practical/ Field Work Practicum	Total	Theory	Internal Assessm ent	External Practical	
MSW-21401	Environmental Issues & Concerns	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21402	Social Work and Social Action	C.C.	4	--	4	4	--	4	80	20	--	100
MSW-21403	CSR, Fund Raising and NGO	C.C.	4	--	4	4	--	4	80	20	--	100

Students will be allowed to opt any One Group*	Group- I Medical and Psychiatric Social Work Practice												
	MSW-21404	A. Medical Social Work	D.C.E.C	4	--	4	4	--	4	80	20	--	100
		B. Psychiatric Social Work	D.C.E.C	4	--	4	4	--	4	80	20	--	100
	Group-II Family and Child Development												
	MSW-21405	A. Youth and Elderly	D.C.E.C	4	--	4	4	--	4	80	20	--	100
		B. Counseling Services and Social Work	D.C.E.C	4	--	4	4	--	4	80	20	--	100
	Group- III Human Resource												
	MSW-21406	A. Industrial Relation and Trade Unions	D.C.E.C	4	--	4	4	--	4	80	20	--	100
		B. Labour Welfare &Labour Legislation	D.C.E.C	4	--	4	4	--	4	80	20	--	100
	MSW-21407	Field Work Practicum	C.C.	--	8X2=16	16*	--	8	8	--	25	125	150
MSW-21408	Research Project/Dissertation	C.C.	--	8	8	--	4	4	--	--	100	100	
MSW-21409	Seminar	C.C.		2	2		1	1		25	--	25	
MSW-21410	Self- Study	C.C		2	2		1	1			25	25	
Total				20	28	48	20	14	34	400	150	250	800
Grand Total (MSW I+II+III+IV Semester)									137				3200

C.C= Core Course; D.C. E.C. =Discipline Centric Elective Course,

Note: 1. For the purpose of calculation of teacher's workload the field work/ IC/GC will be assigned 2 hours/week per student of MSW.

2. Students will be allowed to opt only two subjects from any one group out of three groups subject (in III semester) to specific intake required for specialization course by the university and the same group will be allowed to opt in MSW IV semester.

3. External Examiner would be appointed by Vice Chancellor from the Panel of Experts duly approved by BOPGS&R

**Field Work (Details of Marks)= External- 125 and Internal- 25 (Field Work Assessment)

Department : Department of Social Work			
Program: Social Work		Academic Year : 2021-2022	
Branch		Semester-1	
1	Course Code	MSW-21101	
2	Course Title	Development of Professional Social Work	
3	Credits	4	
4	Contact Hours (L-T-P)	4-0-0	
	Course Status	Compulsory	
5	Course Objective	The course has been designed to introduce the students about basic concept, ideology, and philosophy of Social Work Profession. The other objective is to get students acquainted with basic knowledge about the historical background of Social Work.	
6	Course Outcomes	<p>At the end of the course, students would be able to :</p> <p>CO 1: Understand the basic philosophy of Social Work Profession</p> <p>CO 2: Differentiate various related concepts of Social Work</p> <p>CO 3: Apply basic tools, techniques and skills of Social Work</p> <p>CO 4: Learn about ideology related to Social Work Profession</p> <p>CO 5: Get knowledge about historical background of Social Work Profession</p> <p>CO 6: Develop understanding about the values of Social Work</p> <p>CO 7: Understand domains in Social Work Education in India</p> <p>CO 8: Learn about basic objectives of Field Work Practicum</p>	
7	Course Description	The course is on basics concept of Social Work to brief the students about nature and scope of Social Work to build an interest among students to pursue the course with full dedication.	
8	Outline Syllabus		CO Mapping
	Unit 1	Philosophy of Social Work	
	A	Nature, Concept and Philosophy of Social Work, Scope of Social Work	CO 1
	B	Relationship of Social Work with other Social Sciences,	CO 1

		Concept of Social Welfare and Social Services	
	C	Concept of Social Reform and Social Development	CO 2
	D	Social Security, Social Revolution, Social Inclusion and Social Exclusion	CO 2
	E	Concept, Meaning and Tools of Empowerment	CO 2
	Unit 2	Methods of Social Work	
	A	Social Work-Values, Goals and Principles	CO 3
	B	Methods of Social Work	CO 3
	C	Tools and Techniques of Social Work	CO 3
	D	Skills of Social Work	CO 4
	E	Gandhian Social Work: Sarvodaya and Antoydaya	CO 4
	Unit 3	History of Social Work	
	A	History of Social Work in U.K & U.S.A	CO 5
	B	History of Social Work in India, Development of Social Work from Charity to Radical Social Work	CO 5
	C	Reforms Movements in India	CO 5
	D	Concept and need of Social Justice	CO 6
	E	Feminism: Concept and Approaches	CO 6
	Unit 4	Ethical Consideration of Social Work Profession	
	A	Meaning & Requisite of Profession, Characteristics of Social Work as a Profession	CO 7
	B	Code of Ethics in Social Work	CO 7
	C	Functions of Professional Organization at National and International Level	CO 7
	D	Integrated Approach to Social Work	CO 7
	E	Philosophy & Objectives of Field Work Practicum in Social Work.	CO 8
	Mode of Examination	Theory	
	Weightage	CA	MTE
			ETE

	Distribution	10%	10%	80%	
	Text Book/s*	<p>Pandey, Baleshwar, & Singh, KirtiVikram. (2017). <i>SamajKaryaKeNayeAyam</i>. Lucknow:Bharat Book Centre.</p> <p>Mishra, P.D. (2004).<i>Professional Social Work in India</i>. New Royal Book Company.</p> <p>Choudhary, D. Paul. (1995). <i>Introduction of Social Work</i>.Delhi :Atma Ram & Sons.</p> <p>Shastri, R. R. (1966). Social work tradition in India. Welfare Forum & Research Organization.</p>			
	Other References	<p>Pandey, Tajeskar, &Pandey, Ojeskar, (2017). <i>Social Work</i>.Lucknow:Bharat Book Centre.</p> <p>Dhawan, Nitesh. (2014).<i>Social Work Perspectives: Philosophy & Methods</i>.Bharat Book Centre, Lucknow- 226001.</p> <p>Desai, Murali. (2002).<i>Ideologies and Social Work: Historical and Contemporary Analysis</i>.Jaipur: Rawat Publication.</p> <p>Friedlander, W.A.(1958). <i>Concepts and Methods of Social Work</i>. New Jersey: Prentice Hall</p> <p>Roy, Sanjay. (2011). <i>Introduction to Social Work and Practice in India</i>. New Delhi: Akansha Publications House.</p> <p>Bhattacharya, S. (2003).<i>Integrated Approach to Social Work in India</i>. Jaipur: Raj Publishing House.</p> <p>Batra, Sushma& Marlin Taber.(1996). Social Strains of Globalization in India. New Delhi: Mittal Publication.</p> <p>Sajid, S.M. &Jain,R. (2018). <i>Reflections on Social Work Profession</i>. Bloomsbury Publishing India Pvt. Ltd.</p> <p>Long, D. D., Morrison, J. D., & Tice, C. J. (2012). <i>Macro social work practice: A strengths perspective</i>. Thompson Press India Ltd.</p>			

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-1
1	Course Code	MSW-21102
2	Course Title	Society, Social Environment and Contemporary Issues
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	<ul style="list-style-type: none"> • An introduction to Indian Society and Social Phenomenon. • Understand the Rural Society. • Understand various social problems and its impact on the society. • Develop the clarity about contemporary social issues and challenges in the Social Work Field.
6	Course Outcomes	<p>At the end of the course students will be able to:</p> <p>CO1: Understand the basic Sociological concepts</p> <p>CO2: Understand Rural and Urban Society</p> <p>CO3: Understand different types of Society</p> <p>CO4: Understand basic concepts of Society</p> <p>CO5: Understand Function and Role of Social Institutions</p> <p>CO6: Find out the challenges of society</p> <p>CO7: Aware about social change and social control</p> <p>CO8: Understand social problems of the society</p>
7	Course Description	The Course provides basic understanding of Social Phenomenon of Indian Society, as well as social change and process, issue and challenges in front of Indian Society.
8	Outline Syllabus	CO Mapping
	Unit 1	Understanding Society

	A	Society: Nature, Characteristics and assumptions	C01
	B	Types of Society: Tribal and Agrarian	C02, C03
	C	Industrial and Post Industrial Society	C03
	D	Features of Rural Society	C03
	E	Features of Urban Society	C03
	Unit 2	Basic Concepts related to Society	
	A	Values, Norms and Traditions	C0 4
	B	Status and Role	C0 4
	C	Characteristics of Society and Community	C0 4
	D	Institution, Association, Organization	C0 4
	E	Culture and Civilization	C0 4
	Unit 3	Social Institutions	
	A	Meaning, Concept and Characteristics	
	B	Characteristics and Role of Family, Marriage and Kinship	C05
	C	Functions and Impact on Indian Society	C05
	D	Social Stratification: Caste and Class	C05, C06
	E	Indian Social Structure	C05, C06
	Unit 4	Social Change and Social Control	
	A	Social Change: Concept, Causes and Effects, Sanskritization	C07
	B	Westernization, Modernization and Globalization	C07
	C	Social Control: Concept, Characteristics and Means & Process of Social Control	C07
	D	Current Social Problems: Poverty, Unemployment & Substance Abuse	C08
	E	Parochialism, Casteism, Demographic Imbalance	C08
	Mode of Examination	Theory	

	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Bhushan, V. & Sachdeva, D.R., (2006) An Introduction to Sociology, Allahabad: KitabMahal Rao, C.N.S. (2010). <i>Sociology: Principles of Sociology with an Introduction to Sociological Thought</i> . New Delhi. S. Chand and Company Pvt Ltd.			
	Other References	Haralambous & Holborn. (2017). <i>Sociology: Themes and Perspectives</i> . Collins Publishers. Dharmendra. (2008). <i>Sociology for Civil Services Pre Exams</i> . Delhi: Tata McGraw Hill Pandey, Vinita (2018). <i>Indian Society and Culture</i> . New Delhi, Rawat Publications. Merton, R.K. (1968). <i>Social Theory and Social Structure</i> . New York: The Free Press Uberoi, P. (1997). <i>Family, Kinship Marriage in India</i> . New Delhi: Oxford University Press Srinivas, M.N. (2005). <i>Social Change in Modern India</i> . New Delhi: Allied Publishers			

Department of Social Work			
Program: Social Work		Academic Year : 2021-2022	
Branch		Semester-1	
1	Course Code	MSW-21103	
2	Course Title	Psychology for Social Work	
3	Credits	4	
4	Contact Hours (L-T-P)	4-0-0	
	Course Status	Compulsory	
5	Course Objective	<p>The objective of the course is to:</p> <ul style="list-style-type: none"> • Introduce fundamental concepts of growth, development, and Human Behaviour • Teach the processes of learning and intelligence • Its impact on Human Behaviours 	
6	Course Outcomes	<p>At the end of the course, students would be able to:</p> <p>C01: Understand about growth and development pattern among the individuals</p> <p>C02: Learn about types and patterns of development</p> <p>C03: Apply behavioural theories with the clients/patients</p> <p>C04: Understand about life span processes of human behaviour</p> <p>C05: Examine factors influencing personality development</p> <p>C06: Able to identify and assess the personality related problems</p>	
7	Course Description	The course provides good insight about the psychological theories used in Social Work.	
8	Outline Syllabus		CO Mapping
	Unit 1	Growth and Development	
	A	Concept of Growth and Development: Definitions, Determinants of Development	C01

	B	Principles of Growth and Development			C01
	C	Difference between Growth and Development			C01
	D	Process of Development			C01
	E	Cross-Sectional and Longitudinal Methods of Study of Development			C01
	Unit 2	Stages of Development			
	A	Stages of Development: Characteristics and Problems			C02
	B	Pre-natal Development, Post-natal Development			C02
	C	Adolescence, Adulthood & Old Age			C02
	D	Language and Cognitive Development of Children			C02
	E	Psychosexual Stages of Development: Freud &Erikson			C02
	Unit 3	Psychological Processes in Behaviour			
	A	Psychological Processes in Behaviour: Motivation.			C03, C04
	B	Learning : Concept and Theories			C03, C04
	C	Intelligence :Concepts and Theories			C03, C04
	D	Adjustment and Maladjustment: Concepts and Methods of Adjustment			C03, C04
	E	Perception: Nature, Processes and Factors			C03
	Unit 4	Personality Development			
	A	Personality: Concept and Humanistic Theory of Personality			C05
	B	Determinants of Personality			C05
	C	Measurement of Personality			C05
	D	Problems in Personality Adjustment			C06
	E	Types of Personality Disorder			C06
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Chowdhary, Richa. (2006). <i>ManoviqyanTathaManovgyanikPrakriyaen</i> . .New			

		Delhi:Radha Publication, Daryaganj
		Singh, A.K. (2010). <i>Advanced General Psychology</i> .New Delhi: MotiLal Publication.
	Other References	<p>Hurlock, E.B. (2017). <i>Developmental Psychology: A Life –Span Approach</i>. McGraw Hill Education. 05th Ed.</p> <p>IqbalShariff. (2006).<i>Personality Development and Social Work</i>. Jaipur: Raj Publishing House</p> <p>Misra, G., &Mohanty, A.K. (2002). <i>Personality on Indigenous Psychology</i>. New Delhi: Concept Publishing Company.</p> <p>Chowdhary, Richa. (2010). <i>VikasatmakManovigyan</i>. New Delhi:NamanPrakashan, Daryaganj.</p> <p>Freud, S. (1960). <i>The Ego and The Id</i>. Translated by J. Riviere; ed. J. Stachey, New York.</p> <p>Gibson T. Janice. (1983). <i>Living: Human Development Through the Life Span</i>.USA: Addison Wesley Publishing Company, Inc.</p> <p>Jaiswal, Sitaram (1994). <i>SamanyaManovigyan</i>. New Delhi: Arya Book Depot.</p>

DEPARTMENT OF SOCIAL WORK		
Program: MSW		Academic Year: 2021-2022
Branch:		Semester: I
1.	Course Code	MSW- 21104
2.	Course Title	Working with Individuals- I
3.	Credits	4
4.	Contact Hours	4
	Course Status	Compulsory
5	Course Objectives	This course aims to develop simple to complex skills of working with individual in various situations like crisis, preventive, facilitative and developmental.
6.	Course Outcomes	<p>CO 1: Understand the Case Work method and its theoretical knowledge for working with individuals.</p> <p>CO 2: Understand the values and principles of working with individuals and families.</p> <p>CO 3: Learn the relevance of client- worker relationship and other concepts in Case Work</p> <p>CO 4: Enhance understanding of the basic tools and techniques of working with individuals and families, in problem solving and in developmental work.</p> <p>CO 5: Develop appropriate skills and attitudes to work with individuals and families.</p> <p>CO 6: Demonstrate the application of various Social Case Work approaches</p> <p>CO 7: Learn the method in practice while working with individual clients and families.</p> <p>CO 8: Demonstrate understanding of establishing and sustaining a working relationship with the client.</p>
7.	Course Descriptions	The course provide with basic concepts, techniques and tools of working with individuals.
8.	Outline Syllabus	CO Mapping

	Unit I:	Introduction to Social Case Work	
	A.	Concept of Social Case Work: Meaning, Nature, Objectives and Assumptions	CO 1
	B.	Historical Development of Social Case Work in U.K., U.S.A & India	CO 1
	C.	Principles of Case Work	CO 2
	D.	Components of Social Case Work: Person, Problem, Place, and Process	CO 2
	E.	Process of Social Case Work: Intake, Study, Assessment, Diagnosis, Goal Formation, Treatment, Termination and Follow-up	CO 2
	Unit II:	Tools, Techniques and Skills of Social Case Work	
	A.	Client-Worker Relationship.	CO 3
	B.	Authority: Type, Techniques and Use in Social Case Work	CO 3
	C.	Case Work Tools: Interview and Home Visit	CO 4
	D.	Techniques of Case Work: Interviewing, Support, Encouragement, Clarification, Correcting Perception, Reality Orientation, Resource Mobilization, Home Visit, Interpretation, Topical Shifting, Logical Reasoning	CO 4
	E.	Skills of Case Work: Communication, Resource Mobilization, Rapport Building and Case Work Recording	CO 5
	UNIT III	Approaches to Social Case Work	
	A.	Diagnostic and Psychosocial Approach	CO 6
	B.	Problem Solving and Task Oriented Approach	CO 6
	C.	Behaviour Modification and Transactional Analysis	CO 6
	D.	Rational Emotive Therapy	CO 6
	E.	Integrated Approach of Practice and System Approach	CO 6
	UNIT IV	Scope of Casework in Practice	

	A.	Records: Nature and Purpose			CO 7
	B.	Principles of Recording			CO 7
	C.	Types of Recording in Case Work			CO 7
	D.	Application of Case Work in Different Settings: Family, Residential Institutions and Schools			CO 8
	E.	Application of Case Work in Different Settings: Mental Health and Hospitals			CO 8
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text book	Mathew, G. (1992). <i>An Introduction to Social Casework</i> . Bombay: Tata Institute of Social Sciences. Upadhyay, R.K. (2003). <i>Social Case Work</i> . New Delhi: Rawat Publications. Mishra, P.D. (1985). <i>SamajikVijyaktikSewaKarya</i> . Uttar Pradesh SewaSansthan.			
	Other References	Beistek, F.P. (1957). <i>The Casework Relationship</i> . Chicago: Loyola University Press. Hamilton, G. (1956). <i>Theory and Practice of Social Casework</i> . New York: Columbia University Press. Pathak, S.H. (1966). <i>Records in Social Casework</i> . Delhi: Delhi School of Social Work. Pearlman, H.H. (1957). <i>Social Case Work: A Problem Solving Process</i> . Chicago: The University of Chicago Press. Long, D. D., Morrison, J. D., & Tice, C. J. (2012). <i>Macro social work practice: A strengths perspective</i> . Thompson Press India Ltd. Richmond, M.E. (1922). <i>What is Social Case Work? An Introductory Description</i> . New York: Russell Sage Foundation.			

Department: Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-1
1	Course Code	MSW-21105
2	Course Title	Working With Groups
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The course has been designed with the objective of providing students knowledge and understanding of Social Group Work so that they could learn about tools, techniques and skills applied with diverse groups in various settings.
6	Course Outcomes	<p>At the end of the course completion, students will be able to :</p> <p>CO 1: Learn about the nature and characteristics of the social groups</p> <p>CO 2: Understand the significance of Social Group Work.</p> <p>CO 3: Apply Principles and Models of Social Group Work.</p> <p>CO 4: Learn about processes of various stages during group formation.</p> <p>CO 5: Know about techniques and instrument of group diagnosis.</p> <p>CO 6: Get knowledge about various concept of group.</p> <p>CO 7: Apply Programme Planning as a tool for Group Development.</p> <p>CO 8: Develop orientation about therapeutic use of group work.</p> <p>CO 9: Develop skills and techniques of record keeping, monitoring and evaluation.</p>
7	Course Description	The course is about the Social Group Work as a method in bringing change/development in the individuals through group activities.
8	Outline Syllabus	CO Mapping

Unit 1	Historical Development of Social Group	
A	Social Group Work: Definitions & Objectives	CO 1
B	Social Groups: Nature, Characteristics, Classification, Advantages and Disadvantages,	CO 2
C	Significance & Historical Development of Social Group	CO 2
D	Types of Groups in Social Group Work Practice, Open and Closed Groups, Social Treatment Groups (Re-Socialization Groups, Therapeutic Groups, Training (T)- Groups)	CO 2
E	Task Oriented Groups, Developmental Group (Self Help Group)	CO 2
Unit 2	Models of Social Group Work	
A	Social Group Work: Principles, Skills & Techniques	CO 3
B	Models (Remedial, Reciprocal, Developmental & Social Goals Model)	CO 3
C	Tuckman's Model of Group Developmental Stages	CO 3
D	Group Formation and Its Stages	CO 4
E	Role of Social Group Worker in Group Formation	CO 4
Unit 3	Social Group Processes	
A	Meaning, Process and Techniques of Group Diagnosis	CO 4, CO 5
B	Instrument of Group Diagnosis and Group Process	CO 5
C	Group Counseling, Leadership, Nature, Role and Theory, Communication	CO 5
D	Group Dynamics, Group Cohesiveness, Communication and Sub-groups Formation	CO 6
E	Concept of Group Conflict and Group Control	CO 6
Unit 4	Programme Planning in Social Work	
A	Programme Planning: Concepts, Principles and Implementation	CO 7
B	Group Therapy, Psychotherapy, Psycho Drama, Play Therapy	CO 7
C	Use of Techniques and Tools in Group Work	CO 8
D	Monitoring and Evaluation, Types and Importance of Recording	CO 8
E	Group Work in Different Settings: Education, Health &	CO 9

		Community			
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	<p>Pandey, Baleshwar & Pandey, Tajeskar. (2018). <i>Social Group Work</i>. , New Delhi :Rawat Publications.</p> <p>Siddiqui, H.Y. (2005). <i>Group Work:Theories and Practice</i>. , New Delhi :Rawat Publication.</p>			
	Other References	<p>Konopka, G. (1963). <i>Social GroupWork:A Helping Process</i>. Englewood Cliff, NJ Prentice Hall, Inc</p> <p>Trecker, H. B. (1990). <i>Social Group Work:Principles and Practice</i>. New York: Association Press</p> <p>Long, D. D., Morrison, J. D., & Tice, C. J. (2012). <i>Macro social work practice: A strengths perspective</i>. Thompson Press India Ltd.</p>			

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-I
1	Course Code	MSW-21106
2	Course Title	Communication in Social Work
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The course aims at development and effective use of communication skills with the client.
6	Course Outcomes	<p>At the end of the course the students will be able to:</p> <p>CO1: Understand basics of communication, process and functions of communication</p> <p>CO2: Learn about 7C's of Communication and Communication in Social Work Profession</p> <p>CO3: Understand the Models, Barriers and Conditions for effective communication</p> <p>CO4: Understand the Communication in Health Care Delivery System</p> <p>CO5: Understand Listening as a skill, Behaviour Change Communication (BCC) and Defense Mechanisms</p> <p>CO6: Learn about the Defense Mechanisms and coping</p> <p>CO7: Understand the basics of Mass communication, types and Propaganda and Public opinion</p> <p>CO8: Learn about the Information Education and Communication (IEC).</p>
7	Course Description	The course introduces about, types, element and process of communication, defense mechanisms and use of mass communication.
8	Outline Syllabus	CO Mapping
	Unit 1	Introduction to Communication

	A	Communication: Concept, Principles	C01
	B	Process, Elements of Communication	C01
	C	Functions and Forms (Interpersonal, Intrapersonal, Group and Mass Communication)	C01
	D	7 C's of Communication, Development Communication	C02
	E	Communication in Social Work Profession	C02
	Unit 2	Modes of communication	
	A	Modes of Communication (Verbal and Non-Verbal)	C03
	B	Barriers to Effective Communication, Conditions for Effective Communication.	C03
	C	Developing Communication Skills, Effective Use of Feedback	C03
	D	Models of Communication	C03
	E	Communication in Health Care Delivery System	C04
	Unit 3	Defense Mechanisms	
	A	Active listening: Concepts and Signs (Poor Listening and Active Listening); Behaviour- Life Style factors,	C05
	B	Behaviour Change Communication; Adjustment: Concept and Types	C05
	C	Use of Defense Mechanisms in Communication: Problems & Effects	C05
	D	Email, Social Networking and Communication Skills	C06
	E	Coping: Problem Focused and Emotion Focused	C06
	Unit 4	Introduction to Mass Communication	
	A	Mass Communication: Meaning, Definitions and Characteristics	C07
	B	Traditional and Modern Means of Mass Communication	C07
	C	Propaganda and Public Opinion: Concept, Nature, Characteristics and Essential Skills	C07

	D	Role of Mass Communication and Public Opinion in Social Work			C08
	E	Information Education and Communication (IEC):Relevance, Types, Effective Usage; Participatory Communication			C08
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	<p>Narula, Uma. (2006). <i>Handbook of Communication: Models, Perspective, and Strategies</i>. Atlantic</p> <p>Narula, Uma (2006). <i>Dynamics of Mass Communication: Models, Perspective, Strategies</i>. Atlantic</p>			
	Other References	<p>Owen, Hargie. (2006). <i>The Handbook of Communication Skills</i>. Routledge.</p> <p>Thompson, Neil. (2003). <i>Communication and Language: A Handbook of Theory and Practice</i>. Palgrave. Macmillan</p> <p>Trenholm, S. (2017). <i>Thinking through communication: An introduction to the study of human communication</i>. Routledge.</p> <p>Knapp, M. L., & Daly, J. A. (Eds.). (2011). <i>The SAGE handbook of interpersonal communication</i>. Sage Publications.</p>			

Department of Social Work		
Program: Social Work		Academic Year 2021-2022
Branch		Semester-1
1	Course Code	MSW-21107
2	Course Title	Field Work Practicum
3	Credits	8
4	Contact Hours (L-T-P)	0-0-8
	Course Status	Compulsory
5	Course Introduction	The nucleus of Social Work Education is the Field Work Programme, which is a fundamental component of the curriculum. The broad aim of fieldwork is to 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. These will be in keeping with the placement Agency's philosophy, policy, goals, and use of guided supervision.
6	Course Objective	<p>The fieldwork programme has been designed to achieve the following objectives:</p> <ul style="list-style-type: none"> • To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social problems and their consequences. • To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities . • To help students appreciate the role of social work profession empowering individuals, groups and communities

		<p>and in facilitating social change, ensuring human rights and social justice</p> <ul style="list-style-type: none"> • To help students develop skills and appropriate personality qualities required for professional social work practice. • To provide opportunities to accept challenges and respond to them • To understand the nature of social work practice in different specializations
7.	The General Instructions:	<p>1. There shall be Social Work Practicum/Concurrent Field Work of 16 hours per week in each Semester. The paper of concurrent field work shall be of 150 marks in each Semester. However, the marks allotted for this shall be as under:</p> <p>Field Work (Details of Marks)</p> <p>I. External- 100</p> <p>II. Internal- 50</p> <p style="padding-left: 40px;">a. Field work Assessment-25</p> <p style="padding-left: 40px;">b. Orientation -25</p> <p>2. The 16 hours per week of concurrent field work shall be completed by the student in both the years under the supervision and guidance of a faculty member. The performance of the students in concurrent field work will be evaluated on the basis of viva-voce examination and Individual & Group Conference attended and field work reports submitted for the purpose. An external and internal examiner will conduct the viva-voce examination.</p> <p>3. The student will be required to submit at least 25 fieldwork reports during each Semester. In order to become eligible for the Viva Voce, submission of the comprehensive Field Work</p>

		<p>Reports is compulsory in each semester.</p> <ol style="list-style-type: none"> 4. Concurrent Field Work report shall essentially be submitted in the Group Conference. Attendance in Field, Individual Conferences, and Group Conferences is mandatory. Minimum 10 Individual and group conference is required to appear in Field Work Viva-Voce. 5. All the nine papers i.e. eight theory papers and one concurrent fieldwork shall be counted for the compilation of the result.
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Seminar
(MSW- 21108)

Total Credits :01
Max.Marks:25

In this paper the student will require to present a research paper based upon the review of the research articles published in the national/ international journals related to the area of Social Work. The topic will be selected by the student in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution.

The evaluation of the seminar presentation shall be done by the department/Institution level committee constituted by the Chairperson/Head of department/ institution.

Total Credits :01
Max.Marks:25
Ext. Marks :25
Int. Marks :00

The objective of this paper is to create habits of reading books and to develop writing skills in a manner of creativity and originality. In this course, the student shall require to submit hand written write-up on any issue/topic/theme pertaining to any discipline decided in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution. The structure of the paper will include the following:

- Introduction
- Main Body
- Conclusion

The thoughts presented in the paper must be original work of the students. The evaluation of the write-up shall be done by the internal and external examiner collectively. The external shall be appointed by Vice- Chancellor from the approved panel of examiners. The evaluation will be done as given below:

- Evaluation of the paper 15 Marks
 - Viva-voce on the paper 10 Marks
- Total 25 Marks

Department : Department of Social Work	
Program: Social Work	Academic Year : 2021-2022

Branch		Semester-I
1	Course Code	FEC
2	Course Title	Communication Skills and Personality Development
3	Credits	2
4	Contact Hours (L-T-P)	2-0-0
	Course Status	Compulsory
5	Course Objective	The course aims at development and effective use of communication skills with the client.
7	Course Description	Time: 3 Hrs Max.Marks:50 Ext. Marks, Theory 40 Int. Marks 10
8	Outline Syllabus	
	<p>Unit I</p> <p>Writing Skills Letter Writing, Resume Writing, CV Writing, Difference between bio-data, Resume and CV, cover letter, Preparation of Report, Paragraph writing</p> <p>Unit II</p> <p>Interview Skills</p> <p>Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview, Dress Code, Mock-Interview, How to be Successful in an Interview.</p> <p>Unit III</p> <p>Oral Presentation</p> <p>Delivering a Presentation, Tools that enhance the effect of the presentation, conducting presentations in a smooth and self-assured manner. Group presentation, Group discussions, Group projects. Group Discussion, Differences between group discussion and debate, Narrating a story/an incident.</p> <p>Unit IV</p> <p>Technology-based Communication</p>	

	Netiquettes: effective e-mail messages; power-point presentation; enhancing editing skills using computer software.			
	Mode of Examination	Theory		
	Weightage Distribution	CA	MTE	ETE
		10%	10%	80%
	Suggested readings	1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi. 2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi. 3. Prasad, P. Communication Skills, S.K. Kataria & Sons. 4. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language. 5. Roach Peter. English Phonetics and Phonology. 6. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 7th Edition. 7. T. Balasubramaniam: Phonetics & Spoken English		

MSW- Second Semester

Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-II
1	Course Code	MSW-21201
2	Course Title	Working with Communities
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	<ul style="list-style-type: none"> Develop an understanding regarding community organization as a method of Social Work. Develop an understanding about the roles of Agencies and

		<p>Community Organizer.</p> <ul style="list-style-type: none">• Enhance critical understanding of the models and strategies for Community Organization.• Develop perspective and skills for participatory processes in the Community and Civil Society Unit.	
6	Course Outcomes	<p>The Students would be able to:</p> <p>C01: Understand Characteristics Feature of Various Types of Community.</p> <p>C02: Gain Conceptual clarity about various related concept of Community Organization</p> <p>C03: Apply Techniques and Strategies to Mobilize and Organize Communities.</p> <p>C04: Examine the Role of Community Organizer.</p> <p>C05: Understand Power Structure in the Community.</p> <p>C06: Utilize Resource Mobilization Skills for Community Organization.</p> <p>C07: Learn working style of Community in Various Settings.</p> <p>C08: Prepare Community Profiling.</p>	
7	Course Description	<p>The course is about understanding of various aspects of Community, Significance of Community Organization and different strategies of Community Organization used for Community Development.</p>	
8	Outline Syllabus		CO Mapping
	Unit 1	Introduction to Community Organization	
	A	Community: Definition, Concept and Basic Assumptions of Community	C01
	B	Characteristics and Types of Community	C01
	C	Principles of Community Organization	C01
	D	Processes in Community Organization	C01
	E	Concepts Related to Community Organization: Community Work, Community Mobilization, Community Participation, Community Welfare, Community Development and Community Based Organizations (CBOs)	C02

	Unit 2	Strategies in Community Organization			
	A	Strategies in Community Organization			C03
	B	Techniques in Community Organization: Participatory Rural Appraisal (PRA) and Rapid Rural Appraisal (RRA)			C03
	C	Models of Community Organization: Rothman & Saul Alinsky			C03
	D	Role of Community Organization Practitioner			C04
	E	Skills Required in Community Organization Practice			C04
	Unit 3	Community Organization and Resource Mobilization			
	A	History of Community Development in India			C05
	B	Community Power Structure			C05
	C	Community Empowerment and People's Participation			C05
	D	Resource Mobilization (External and Internal)			C06
	E	Planning, Monitoring and Evaluation in Community Work.			C06
	Unit 4	Community Organization Practices in the Various Settings			
	A	Community Organization as a Method of Social Work Practice			C07
	B	Community Organization Practices in the Various Settings: Health, Education, Residential Institutions			C07
	C	Working with Tribal Communities			C07
	D	Community Organization and Disaster Response			C07
	E	Community Profiling			C08
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	<p>Ross, Murray & Lippin, Ben, (1967). <i>Community Organization: Theory, Principles and Practice</i>. New York: Harper & Row.</p> <p>Kumar.(2002). <i>Methods for Community Participation: A complete guide for practitioners</i>. New Delhi: Sage Publication (Vistaar).</p> <p>Gangrade, K.D. (1971). <i>Community Organization in India</i>. Mumbai: popular</p>			

		Prakashan
	Other References	<p>PRIA. (1995). Participatory Evaluation : Issues and Concerns, New Delhi : PRIA</p> <p>Long, D. D., Morrison, J. D., & Tice, C. J. (2012). <i>Macro social work practice: A strengths perspective</i>. Thompson Press India Ltd.</p> <p>Patil, A. R. (2012). <i>Community Organization and Development: An Indian Perspective</i>. PHI Learning Pvt. Ltd.</p>

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-II
1	Course Code	MSW- 21202
2	Course Title	Social Justice and Human Right
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	<ul style="list-style-type: none"> Understand concept and Dynamics of Social Inclusion, Social Exclusion & Social Justice Understand legislative provisions involved in establishing and maintaining Human Rights

		<ul style="list-style-type: none"> Understand fundamentals of Human Right Develop the understanding of mechanism and strategies in Social Work 	
6	Course Outcomes	<p>At the end of the course students will be able to:</p> <p>CO1: Learn Basic Concepts and Approaches of Social Justice</p> <p>CO2: Understand the Relationship between Fundamental Rights and Social Justice</p> <p>CO3: Understand Social Security and Social Justice Movements in India</p> <p>CO4: Understand Different Human Rights, functions and structure of Universal Declaration of Human Right (UDHR) and National Human Right Commission (NHRC)</p> <p>CO5: Understand the Rights of Vulnerable Groups</p> <p>CO6: Understand Mechanism and Strategies used in Social Work</p>	
7	Course Description	The course will provide vision and clarity of Social Justice, Human Right of Vulnerable groups, mechanism & strategies use in Social Work	
8	Outline Syllabus		CO Mapping
	Unit 1	Social Justice	
	A	Concept, Meaning and Scope of Social Justice	CO1
	B	Approaches to Social Justice	CO1
	C	Fundamental Rights and Social Justice	CO2
	D	Directive Principle of State Policy and Social Justice	CO3
	E	Social Justice Movements in India	CO3
	Unit 2	Basic Understanding of Human Rights:	
	A	Human Rights: Concept, Meaning and Types	CO4
	B	Universal Declaration of Human Right (UDHR): Objectives and Functions	CO4
	C	National Human Right Commission (NHRC): Objectives and Functions	CO4
	D	Civil and Political Rights	CO4

	E	Economic and Social Rights			CO4
	Unit 3	Human Rights of the Marginalized Groups :			
	A	The Marginalized Groups: Dalits, Adivasis, Women, Minorities and Unorganised Workers			CO5
	B	Rights of Women			CO5
	C	Human Rights of Children			CO5
	D	Human Rights of Aged andDisabled Persons			CO5
	E	Human Rights of the Minorities andMigrant Workers			CO5
	Unit 4	Mechanism and Strategies of Social Work:			
	A	Social Advocacy			CO6
	B	Public Interest Litigation (PIL), Free Legal Aid			CO6
	C	Right To Information (RTI),			CO6
	D	Functions of NGOs working for Human Rights, Voluntary Action			CO6
	E	Consumer Rights and Consumer Responsibilities			CO6
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Aggarwal, H.O. (2008). <i>Human Right</i> . Allahabad: Central Law Publication. Motilal, S & Nanda, B. (2014). <i>Human Rights, Gender and Environment</i> . New Delhi: Allied Publishers Private Limited.			
	Other References	Mathew, J. Singh, M.K. (2013). <i>Indian Political System and Constitution</i> . New Delhi: Career Classics Publishers. Bakshi, P.M. (1999). <i>The Constitution of India</i> . Delhi: University law Publishing Co. Pvt. Ltd. Barthwal, C.P. (1998). <i>Social Justice in India</i> .Lucknow: Bharat Book Centre. Kohli, A.S.(ed.) .(2004). <i>Human Right and Social Work: Issue Challenges and Response</i> .Kanishka Publishers, New Delhi.			

		<p>Wronka, J. (2016). <i>Human rights and social justice: Social action and service for the helping and health professions</i>. Sage Publications.</p> <p>Reisch, M., & Garvin, C. D. (2016). <i>Social work and social justice: Concepts, challenges, and strategies</i>. Oxford University Press.</p> <p>Lundy, C. (2004). <i>Social work and social justice: A structural approach to practice</i>. University of Toronto Press.</p>
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Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-II
1	Course Code	MSW-21203
2	Course Title	Social Work Research
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The course has been designed to provide knowledge about application of research in various field.

6	Course Outcomes	After the course completion, students would be able to: CO 1: Distinguish Social Work Research from Social Science Research CO 2: Practice the basic steps of Social Work Research, keeping in view the ethical considerations. CO 3: Design a research study based on their research objectives. CO 4: Apply techniques and procedure for sample selection for conducting any research studies CO 5: Analyze and Interpret collected data CO 6: Distinguish various scale of measurement. CO 7: Draw inferences from the measure of central tendency, dispersion and association. CO 8: Develop report-writing skills and cite the sources properly.	
7	Course Description	The course describes the steps of social work research, research methods and designs; selection and techniques of data collection, statistical tools and report writing skills	
8	Outline Syllabus		CO Mapping
	Unit 1	Introduction to Social Work Research	
	A	Scientific Method, Social Science Research & Social Work Research	CO 1
	B	Distinction between Social Science Research and Social Work Research	CO 1
	C	Steps in Social Work Research (Identification of the Problem, Need Assessment, Selection of Social Work Research Design, Baseline Study, Intervention, Assessment of Intervention Effects/Impact)	CO 2
	D	Ethics in Social Work Research, Need for Ethics in Research, Plagiarism	CO 2
	E	Ethical Guidelines in Social Science Research and Social Work Research	CO 2
	Unit 2	Research Design	
	A	Research Design: Exploratory,Descriptive, Experimental & Action Research, Qualitative and Quantitative	CO 3
	B	Hypothesis- Nature, Characteristics, Types and Sources	CO 3

	C	Sampling: Concept, Purpose and Types	CO 3, CO 4	
	D	Probability and Non-Probability Sampling	CO 4	
	E	Techniques and Procedure in Sample Selection	CO 4	
	Unit 3	Measurement Scale		
	A	Data Collection: Tools and Sources	CO 5	
	B	Data Tabulation, Data Classification, Data Analysis	CO 5	
	C	Level of Measurements-Nominal, Ordinal, Interval and Ratio	CO 6	
	D	Measurement Scale- Likert, Thurstone&Guttman	CO 6	
	E	Problems & Test of Reliability & Validity	CO 7	
	Unit 4	Statistical Test		
	A	Measures of Central Tendency (Mean, Median and Mode)	CO 7	
	B	Measures of Dispersion	CO 7	
	C	Measures of Association	CO 7	
	D	Report Writing in Research Project	CO 8	
	E	References and Bibliography	CO 8	
	Mode of Examination	Theory		
	Weightage Distribution	CA	MTE	ETE
		10%	10%	80%
	Text Book/s*	Kothari, C. R. (2004). <i>Research Methodology: Methods & Techniques</i> . New Delhi, New Age International Laldas, D. K. (2000). <i>Practice of Social Research</i> . Jaipur: Rawat Publication.		
	Other References	Ahuja, Ram. (2001). <i>Research Methods</i> Jaipur: Rawat Publication. Goode, W.J., Hatt, P.K. (1981). <i>Methods in Social Research</i> . Singapore: McGraw Hill. Rubin, Allen &Babbie, Earl. (2001). <i>Research Methods for Social Work</i> . USA. Wadsworth, West, Brooks/Cole and Schirmer.		

		<p>Babbie, E. R. (2013). <i>The basics of social research</i>. Cengage learning.</p> <p>Long, D. D., Morrison, J. D., & Tice, C. J. (2012). <i>Macro social work practice: A strengths perspective</i>. Thompson Press India Ltd.</p> <p>Babbie, E. R. (2015). <i>The practice of social research</i>. Nelson Education.</p> <p>Neuman, L. W. (2007). <i>Social Research Methods, 6/E</i>. Pearson Education India.</p> <p>Bryman, A. (2016). <i>Social Research Methods</i>. Oxford University Press.</p> <p>Kumar, R. (2019). <i>Research methodology: A step-by-step guide for beginners</i>. Sage Publications Limited.</p> <p>Alston, M., & Bowles, W. (2003). <i>Research for social workers: An introduction to methods</i>. Psychology Press.</p> <p>Grinnel Jr, R. M. (1988). <i>Social Work Research and Evaluation</i>. Illinois: FE Peacock Pub.</p> <p>Best, J. W., & Kahn, J. V. (2016). <i>Research in education</i>. Pearson Education India.</p>
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DEPARTMENT OF SOCIAL WORK		
Program: MSW		Academic Year: 2021-2022
Branch:	Semester: II	
1.	Course Code	MSW 21204
2.	Course Title	Working with Individuals- II
3.	Credits	4
4.	Contact Hours	4
	Course Status	Compulsory

5	Course Objectives	This course aims to develop simple to complex skills of working with individuals in various crisis, preventive, facilitative and developmental settings.	
6.	Course Outcomes	<p>At the end of the course, students would be able to:</p> <p>CO 1: Gain knowledge on Ego Psychology and Counselling</p> <p>CO2: Understand the Role of Family and other Sub-systems while working with Individuals.</p> <p>CO3: Apply Tools and Techniques of Social Case Work Interventions</p> <p>CO4: Follow approaches of Social Case Work and performs the Role of a Social Case Worker</p> <p>CO5: Understand the perspectives of Social Case Work with Children and Families</p> <p>CO 6: Solve the psycho-social problems of Individuals by applying Social Work Theories and Perspectives</p> <p>CO7: Understand the Past and Current Practices of Social Case Work in India</p> <p>CO8: Explore the Scope of Social Case Work in India</p>	
7.	Course Descriptions	The course will provide the basic concepts, techniques, and tools of Working with Individuals.	
8.	Outline Syllabus		CO Mapping
	Unit I:	Understanding Ego Functions and Defense Mechanism	
	A	Social Case Work, Counselling & Psychotherapy : Differences of Social Case Work with Counselling and Psychotherapy	CO 1
	B	Ego Functions, Coping and Defense Mechanisms	CO 1
	C	Transference and Counter- Transference and their use in Social Case Work	CO 1
	D	Work with the Individuals in the Context of Family and other Sub- systems	CO 2
	E	Referral : Its use in Social Case Work	CO 2
	Unit II:	Techniques of Intervention	
	A	Techniques of Intervention: Reflective Discussion in Current Person Situation Configuration, Dynamic and	CO 3

		Developmental Factors	
	B	Professional Self: Development and use	CO 3
	C	Crisis : Meaning, Types and Crisis Intervention	CO 3
	D	Approaches in Working with Individuals (Developmental, Promotive and Remedial)	CO 4
	E	Social and Emotional Intelligence: Role of Social Case Worker in Problem Solving	CO 4
	UNIT III	Social Case Work with Children and Family	
	A	Considerations in Social Case Work with Children	CO 5
	B	Family Case Work	CO 5
	C	Interpersonal Skills: Nature and Types	CO 5
	D	Ecological Perspective and Role Theory	CO 6
	E	Eclectic Approach	CO 6
	UNIT IV	Practices of Social Case Work in Different Settings	
	A	Indian Philosophical Concepts in Practices of Social Case Work (Brahma, Vishnu, Mahesh), Three Debts, Three Gunas, Anekantwad	CO 7
	B	Discussion of Cases and Practical Questions with Reference to Children With Problem	CO 7
	C	Discussion of Cases and Practical Questions with Reference to Marital Partners and Juvenile Delinquents	CO 7
	D	Problems and Strength perspective	CO 8
	E	Qualities of Social Case Worker	CO 8
	Mode of Examination	Theory	
	Weightage Distribution	CA	MTE
		10%	10%
			ETE
			80%
	Text book	Mathew, G. (1992). <i>An Introduction to Social Casework</i> . Bombay: Tata Institute of Social Sciences. Upadhyay, R.K. (2003). <i>Social Case Work</i> . Rawat Publications, New Delhi, Jaipur.	

		Mishra, P.D. (1985). SamajikVijyaktikSewaKarya. Uttar Pradesh SewaSansthan.
	Other References	<p>Beistek, F.P. (1957). <i>The Casework Relationship</i>. Chicago: Loyola University Press.</p> <p>Hamilton, G. (1956). <i>Theory and Practice of Social Casework</i>. New York: Columbia University Press.</p> <p>Kadushin, A. (1983). <i>The Social Work Interview</i>. New York: Columbia University Press.</p> <p>Pathak, S.H. (1966). <i>Records in Social Casework</i>. Delhi: Delhi School of Social Work.</p> <p>Pearlman, H.H. (1957). <i>Social Case Work: A Problem Solving Process</i>. Chicago: The University of Chicago Press.</p> <p>Long, D. D., Morrison, J. D., & Tice, C. J. (2012). <i>Macro social work practice: A strengths perspective</i>. Thompson Press India Ltd.</p>

Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-I
1	Course Code	MSW-21205
2	Course Title	IT Fundamentals in Social Work
3	Credits	6
4	Contact Hours (L-T-P)	0-4-2
	Course Status	Compulsory
5	Course	To understand the basic concept of computer and its various

	Objective	applications To develop an understanding of computers, statistical tools and application of software in social work	
6	Course Outcomes	Students would be able to C01: Understand the functions of hardware and software in computer. C02: Access data and information effectively from Internet. C03: Learn about computer as a tool for good governance and online learning. C04: Gain basic knowledge of MS Office and Excel. C05: Prepare presentations using Power Point. C06: Apply basic application of Statistical Packages.	
7	Course Description	The course is about practical training on basics concept of computer so that all students could become well verse in computer usage.	
8			CO Mapping
	Unit 1	Computer System as Information Processing System	
	A	Computer System as Information Processing System	C01
	B	Hardware Options: CPU, Input Devices, Output Devices and Storage Devices:	C01
	C	Types of Memory: Primary and Secondary Memory, Computer Security	C01
	D	Softwares and its Types	C01
	E	Application of Computers in Social Work	C01
	Unit 2	Information Technology	
	A	Modern Information Technology: Basic Idea of Local Area Networks (LAN), Wide Area Network (WAN),	C02
	B	E-mail, Internet Technologies,	C02
	C	Concept of World Wide Web and Internet Browsing,	C02
	D	Concept of E- Learning,	C03
	E	Social Networking.	C03

	Unit 3	Introduction to MS Office			
	A	MS Office- Introduction to MS Word,			C04
	B	Word Basic Commands,			C04
	C	Introduction to Mail Merge			C04
	D	Introduction to Excel, Working with Excel-Formatting,			C05
	E	Introduction to Power Point: Working with Graphics			C05
	Unit 4	Functions In MS Excel			
	A	Use of Functions in MS Excel for Statistical Calculation (Sum, Average, Range, Minimum, Maximum)			C06
	B	Creating and Formatting Charts			C0
	C	Working with Graphics in MS Excel, Page Layout			C06
	D	Graphical Representation Using Various Types of Charts			C06
	E	Report Writing of Social Work using Information Communication Technology			C06
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Pandey U.S., (2012). <i>Computer Fundamentals</i> . . New Delhi: Variety Publication Lambert, J., Cox, J., & Frye, C. (2010). <i>Microsoft Office Professional 2010 Step by Step</i> . Pearson Education.			
	Other References	Rajaraman. V. (2013). <i>Fundamental of Computers</i> . PHI Learning Pvt. Ltd Sinha, Pradeep K., Sinha, Preeti.(2017). <i>Computer Fundamentals</i> . BPB Publications			

Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-II
1	Course Code	MSW-21206
2	Course Title	Field Work Practicum
3	Credits	8
4	Contact Hours (L-T-P)	0-0-8
	Course Status	Compulsory

5	Course Introduction	<p>The nucleus of Social Work Education is the Field Work Programme, which is a fundamental component of the curriculum. The fieldwork practicum is the central mechanism for transmitting theoretical knowledge into the practical level of work. Practice learning in social work training</p> <p>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. 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.</p> <p>The broad aim of fieldwork is to 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. These will be done in keeping with the placement</p> <p>Agency's philosophy, policy, goals, and use of guided supervision.</p>
6	Course Objective	<p>The fieldwork programme has been designed to achieve the following objectives:</p> <ul style="list-style-type: none"> • To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social problems and their consequences • To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities • To help students identify, plan and implement Social Work Interventions through the application of the methods of Social Work and to assess their impact on client and their systems in various field settings • To help students appreciate the role of Social Work Profession empowering individuals, groups and communities and the efforts in bringing social change, ensuring Human Rights and Social Justice • To help students develop skills and appropriate

		<p>personality qualities required for Professional Social Work Practice</p> <ul style="list-style-type: none"> • To provide opportunities to accept challenges and respond to them • To understand the nature of Social Work Practice in different settings
7.	The General Instructions:	<p>1. There shall be Social Work Practicum/Concurrent Field Work of 16 hours per week in each Semester. The paper of the Concurrent Field Work shall be of 150 marks in each semester. However, the marks allotted for this shall be as under:</p> <p>Field Work (Details of Marks)</p> <p>I. External- 100</p> <p>II. Internal- 50</p> <p style="padding-left: 40px;">a. Field Work Assessment-25</p> <p style="padding-left: 40px;">b. Exposure Visit -25</p> <p>2. Fieldwork, Individual Conference and Group Conference are Part of Field Work. Exposure visits all are compulsory component of Field Work Practicum of Second semester.</p> <p>3. The student shall complete the 16 hours per week of concurrent fieldwork in both the years under the supervision and guidance of a faculty member. The performance of the students in concurrent fieldwork will be evaluated based on viva-voce examination and fieldwork reports submitted for the purpose. An external and internal examiner will conduct the viva-voce examination.</p> <p>4. The student will be required to submit at least 25 fieldwork reports during each Semester. In order to become eligible for the Viva Voce, submission of the comprehensive Field Work Reports is compulsory in each semester.</p> <p>5. Concurrent Field Work report shall essentially be</p>

		submitted in the Group Conference. Attendance in Field, Individual Conferences, and Group Conferences is mandatory. Minimum 10 Individual and group conference are required to appear in Field Work Viva-Voce. All the nine papers i.e. eight theory papers and one concurrent fieldwork shall be counted for the compilation of the result.
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Seminar (MSW-21207)

Total Credits :01
Max.Marks:25
Ext. Marks :00
Int. Marks :25

In this paper the student will require to present a research paper based upon the review of the research articles published in the national/ international journals related to the area of Social Work. The topic will be selected by the student in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution.

The evaluation of the seminar presentation shall be done by the department/Institution level committee constituted by the Chairperson/Head of department/ institution.

Self-Study Paper (MSW- 21208)

**Total Credits :01
Max.Marks:25
Ext. Marks :25
Int. Marks :00**

The objective of this paper is to create habits of reading books and to develop writing skills in a manner of creativity and originality. In this course, the student shall require to submit hand written write-up on any issue/topic/theme pertaining to any discipline decided in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution. The structure of the paper will include the following:

- Introduction
- Main Body
- Conclusion

The thoughts presented in the paper must be original work of the students. The evaluation of the write-up shall be done by the internal and external examiner collectively. The external shall be appointed by Vice- Chancellor from the approved panel of examiners. The evaluation will be done as given below:

- Evaluation of the paper 15 Marks
 - Viva-voce on the paper 10 Marks
- Total 25 Marks

Third Semester

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-III
1	Course Code	MSW- 21301
2	Course Title	Social Policy and Social Development
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	<ul style="list-style-type: none"> • To develop critical understanding of the nature and sources of social policy • To understand the concept, content and process of social policy, planning and development • To analyse the Social Development and Sustainable Development • To reinforce values of social justice and equality

6	Course Outcomes	<p>At the end of the course students will be able to:</p> <p>C01: Understand basics of Social Policy</p> <p>C02: Understand policy formulation and different types of policies in India</p> <p>C03: Understand Social Planning</p> <p>C04: Understand the structure and functioning of NITI Ayog, National Development Council</p> <p>C05: Understand the Five Year Plan and their role in Social Policy and Planning</p> <p>C06: Understand about Social Development approaches and challenges</p> <p>C07: Understand National and Global efforts for Social Development</p> <p>C08: Understand the concept, objectives of Sustainable Development</p> <p>C09: Understand Issue and challenges of Sustainable Development in India</p>	
7	Course Description	The Course provides analytical understanding of Social Policy and Planning as well as understanding of Social Development and Sustainable Development.	
8	Outline Syllabus		CO Mapping
	Unit 1	Concept of Social Policy	
	A	Social Policy: Meaning, Concept and Objectives	C01
	B	Types of Social Policy	C02
	C	Social Policy Formulation	C02
	D	Social Policy in India: Health Policy	C02
	E	Education and Environment Policy	C02
	Unit 2	Social Planning in India	
	A	Social Planning: Meaning, Concept and Objectives	C03
	B	Role of National Development Council (NDC) in Social Planning	C04
	C	Main Features of Five Year Plan	C05
	D	Structure and Functioning of Planning and	C04

		Commission and NITI Aayog			
	E	Challenges of Social Planning			C03
	Unit 3	Indicators of Social Development			
	A	Social Development: Meaning, Concept and Indicators			C06
	B	Social Development Model: Gandhian Model, Industrial Model, Redistributive Model and Residual Model.			C06
	C	Challenges of Social Development			C06
	D	National Efforts of Social Development			C07
	E	Global Effort of Social Development			C07
	Unit 4	Sustainable Development Goals			
	A	Sustainable Development: Meaning and Concept			C08
	B	Objectives and Factors of Sustainable Development			C08
	C	Millennium Development Goals and Sustainable Development Goals			C09
	D	Sustainable Development and Livelihood Issues			C09
	E	Challenges of Sustainable Development			C09
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Katria, Surender. <i>Social Welfare Administration</i> . Jaipur: R.B.S.A Publication			
	Other References	<p>Hudson, J & Lowe, S. (2007). <i>Understand the Policy Process</i>. New Delhi: Rawat Publication</p> <p>Denny, D. (1998). <i>Social Policy and Social Work</i>. Oxford: Clarendon Press</p> <p>Black, J.K. (199). <i>Development in Theory and Practice: Bridging the Gap</i>. Boulder: West view Press</p> <p>Midgley, J.(1995). <i>Social Development: The Developmental Perspective in Social Welfare</i>. New Delhi: Sage Publication</p>			

		<p>Parthasarathy, G. & Nancharaiah, G. <i>Economic Reforms and Rural Development</i>. New Delhi: Academic Foundation</p> <p>Kulkarni, P.D. (1979) <i>Social Policy and Social Development in India</i>. Madras, ASSWI</p> <p>Gangrade, K. D. (1978). <i>Social Legislation in India</i>. Concept Publishing Company.</p>
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DEPARTMENT OF SOCIAL WORK		
Program: MSW		Academic Year: 2021-2022
Branch:		Semester: III
1.	Course Code	MSW 21302
2.	Course Title	Social Legislation and Criminal Justice System in India
3.	Credits	4
4.	Contact Hours	4
	Course Status	Compulsory
5	Course	This course aims to understand the social legislation, legal system and

	Objectives	its procedures in India. It supports understanding the application of social work and develops skills for the same.	
6.	Course Outcomes	CO 1: Demonstrate an understanding of the Social Legislations, CO 2: Understand Law, their Legal System and its Processes CO 3: Learn various Social Legislations, their Provisions and Implementation. CO 4: Enhance understanding of the Indian Penal Code in Problem-Solving and Social Justice. CO 5: Understand the Role of the Police, Prosecution, Judiciary and Correctional Institutions. CO 6: Understand the Scope of Social Worker with Lesbian, Gays, Bi-Sexual, Trans-Gender (LGBT) and Substance Users CO 7: Understand the Application of Social Legislations for Different Client Systems. CO 8: Demonstrate the Role of Media, Advocacy, Commissions and Civil Society Organizations	
7.	Course Descriptions	This paper relates the relevance of components of social legislation and legal system in social work practice.	
8.	Outline Syllabus		CO Mapping
	Unit I:	Introduction to Social Legislation	
	A.	Social Legislation in Pre and Post Independent India: Nature, Objectives and Scope.	CO 1
	B.	Relationship Between Social Justice, Human Rights and Social Legislations	CO 1
	C.	Law and Other Legal Concepts: Bailable, Non-Bailable Offences	CO 1
	D.	Social Security: Meaning and Objectives	CO 2
	E.	Affirmative Actions, Protective Discrimination, Distributive and Redistributive Justice	CO 2
	Unit II:	Social Legislation and Law	
	A.	The Special Marriage Act, 1954	CO 3
	B.	The Hindu Marriage Act, 1955 with reference to Section 13(1)	CO 3

	C.	The Hindu Adoptions and Maintenance Act, 1956			CO 3
	D.	The Family Courts Act, 1984			CO 3
	E.	Indian Penal Code: Relevant Chapters of XVI, XX and XXXA (Related to Human Body and Marriage).			CO 4
	UNIT III	Criminal Justice System in India			
	A.	Criminal Justice System in India: Concept and Components			CO 5
	B.	Police: Structure, Powers, Functions & Roles			CO 5
	C.	Prosecution: Meaning, Structure, Its Role in Criminal Justice, Trial Participation			CO 5
	D.	Judiciary: Powers and Functions			CO 5
	E.	Role of Correctional Institutions in Rehabilitation of Inmates			CO 5
	UNIT IV	Scope of Social Worker in Social Legislation			
	A.	Correctional Laws: Probation of Offenders Act			CO 6, CO 7
	B.	Social Work with Lesbian, Gays, Bi-sexual, Trans-gender (LGBT) and Substance Abusers			CO 6, CO 7
	C.	Role of Advocacy and Media in Social Legislation			CO 8
	D.	Scope of Work with Commissions and Bodies			CO 8
	E.	Role of Civil Society Organization			CO 8
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text book	Gandhi B.M. (2006). <i>Indian Penal Code</i> . Lucknow: Eastern Book Company.			

		Western, P. B. (1976). <i>The Criminal Justice System: An Introduction and Guidelines</i> . California: Good Year Publishers.
	Other References	<p>Paranjape, N.V. (2014). <i>Criminology, Penology With Victimology</i>. Central Law Publications, Allahabad.</p> <p>Ahuja, R. (2000). <i>Criminology</i>. Rawat Publication: Jaipur, New Delhi.</p> <p>Bhattacharya, S.K., (2003). <i>Social Defence</i>. Regency Publications.</p> <p>Nirmal A., (1992). <i>Role and Functioning of Central Police Organisations</i>. New Delhi:Uppal Publication.</p>

Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-III
1	Course Code	MSW-21303
2	Course Title	NGO Management
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Elective

5	Course Objective	The objectives of this programme are to; <ul style="list-style-type: none"> • Provide Basic Managerial Concepts Related to NGO. • Help and Enhance the Skills of students at Various Levels of Management • Understand the Role and Challenges of NGOs in the Development Concerns of the Community • Exposure to the success stories of NGO and other Organization - International / National / Regional Level 	
6	Course Outcomes	Students would be able to : CO1: Understand the functions of NGOs CO2: Analyze the issues and challenges in NGO management CO3: Understand the legal procedure for Establishment of NGOs CO4: Understand the Process of registering Non-Governmental Organization (NGO) CO5: Co-ordinate Funding Agencies and Other Sources for implementation of various Projects CO6: Examine role of NGOs in Good Governance	
7	Course Description	This course will help to understand the functioning of Non-Governmental Organization (NGOs).	
8	Outline Syllabus		CO Mapping
	Unit 1	Basics of NGO Management	
	A	NGOs – An Introduction, Concepts and Functions	CO1
	B	Historical Development of NGOs in Global Level	CO1
	C	Basics of NGO Management, Types of NGOs, Difference between NGOs, Voluntary Organizations (VOs) and Civil Society	CO1
	D	Issues and Challenges in NGO Management, Development Issues, Development Indicators.	CO2
	E	International Organizations National and Regional Organizations	CO2
	Unit 2	Legal Procedures For Establishment of NGOs	
	A	Overview of Societies Registration Act, 1860	CO3
	B	Indian Trust Act, 1882	CO3
	C	Indian Company's Act, 2013	CO3

	D	Charitable Endowment Act,1890			C03
	E	Haryana Societies Registration Act,2012			C03
	Unit 3	Structure and Functions of NGOs			
	A	Memorandum of Association and Bye Laws,			C04
	B	Foreign Contribution Regulation Act (FCRA), 2010			C04
	C	Tax Reliefs Under Various Acts			C04
	D	NGOs, Co-Ordination Agencies, Funding Agencies and Schemes			C05
	E	Schemes for NGOs Under Various Ministries of Government of India			C05
	Unit 4	NGO Governance			
	A	NGO Governance: Linking Experience to Best Practice			C06
	B	Governance Concepts, Challenges, Perspectives and Ethical Concerns			C06
	C	Meeting Expectations: Good Governance, Standards Codes and Accountability			C06
	D	The Relationship Between Board Members, Executive Directors, Senior Managers, Founders and Other Stakeholders			C06
	E	NGOs and E-Governance			C06
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Lewis, D. (2004). <i>The management of non-governmental development organizations: An introduction</i> . Routledge. Drucker, P. (2012). <i>Managing the non-profit organization</i> . Routledge.			

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-III
1	Course Code	MSW-21304 A
2	Course Title	Health and Health Care Development
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The aim of the course is to understand the health related sufferings of individuals, groups, and communities.
6	Course Outcomes	<p>The students would be able to :</p> <p>CO 1: Understand basic concept of health and disease.</p> <p>CO2: Understand the Public Health and Community Medicine</p>

		<p>CO 3: Understand various health, Policies, and Programmes.</p> <p>CO 4: Understand Role of Non-Government Organizations (NGOs) in delivering Health Care Services.</p> <p>CO 5: Utilization communication practices and models of health education</p> <p>CO 6: Understand about trends of Health Care Services in India</p> <p>CO 7: Understand Reproductive and Child Health Services and various health related legal concerns</p>
7	Course Description	The course introduces the various dimensions of health, public health, health system in India, health issues and concerns.
8	Outline Syllabus	CO Mapping
	Unit 1	Introduction to Public Health
	A	Health and Disease: Concept, Dimensions, Determinants and Indicators of Health
	B	Diseases: Concept, Causation, Factors and Types (Communicable, Non-Communicable and Life Style Diseases)
	C	Concept of Prevention, Level of Prevention
	D	Hygiene, Public Health, Preventive Medicine
	E	Community Health, Social Medicine & Community Medicine
	Unit 2	Health System In India
	A	Features of National Health Policy 2017 and National Health Programmes
	B	Structure and Functions of Directorate General of Health Services
	C	Health System in India at Different Levels- Centre, State and District Level
	D	Primary Health Care (PHC) : Organization and Structure
	E	National and International Health Agencies such as Voluntary Health Association of India (VHAI), Indian Red Cross, World Health Organization (WHO), International Red Cross
	Unit 3	Health Education

	A	Barriers of Communication in Health Delivery system	CO 5
	B	Definition, Functions and Objectives of Health Communication	CO 5
	C	Contents and Principle of Health Education	CO 5
	D	Approaches and Models of Health Education	CO 5
	E	Methods of Health Education	CO 5
	Unit 4	Health Issues and Concerns	
	A	Health Planning in India	CO 6
	B	Reproductive and Child Health Services- Pre-natal, Neo-natal and Post-natal Care	CO 7
	C	Key Provisions Under PCPNDT Act,1994	CO 7
	D	Key Features of Food Safety and Standards Act, 2006	CO 7
	E	Rights of Patients, Provisions for Patients under Consumer Protection Act, 1986	CO 7
	Mode of Examination	Theory	
	Weightage Distribution	CA	MTE
		10%	10%
			ETE
			80%
	Text Book/s*	<p>Mahajan, B.K. & Gupta, M.C. (1991). <i>Textbook of Preventive and Social Medicine</i>. New Delhi: Jaypee Brother Medical Publishers (P) Limited.</p> <p>Park, K. (2017). <i>Preventive and Social Medicine</i>. Jabalpur: BanarasidasBhanot Publishers.</p>	
	Other References	<p>Bajpai, P. K. (Ed.). (1998). <i>Social Work Perspectives on Health</i>. Jaipur, Rawat Publications.</p> <p>Dalal, A.K. (2015). Health beliefs and coping with chronic disease. Delhi: Sage Publication.</p> <p>Nagla, M. (2018). <i>Sociology of Health and Medicine</i>. Rawat Publication, Jaipur.</p> <p>Datar, S., Bawikar, R., Rao, G., Rao, N. & Masdekar, U. (2019). <i>Skill Training for Social Workers</i>. SAGE Publications Pvt. Ltd.</p>	

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-III
1	Course Code	MSW-21304 B
2	Course Title	Mental Health Care: Needs and Services
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The objective of the course is to understand the concept and dimensions of mental health. Specific objective of the course is to understand the Mental Health and Community Health Services.
6	Course Outcomes	At the end of the course the students will be able to: C01: Understand the concept of Mental Health , Mental Illness, Mental

		<p>Hygiene and Classification of mental diseases</p> <p>C02: General understanding of the symptoms and types, treatment and prevention of Psycho-neurotic disorders and Psychotic disorders</p> <p>C03: Understand Somatoform disorders, Epilepsy and Personality Disorders</p> <p>C04: Understand the Paranoid state and process of treatment and rehabilitation.</p> <p>C05: Understand Mental Health Services and Role of Social Worker in Mental Health Institutions and process of rehabilitation</p> <p>C06: Learn about the Mental Retardation and Rehabilitation</p> <p>C07: Understand about Community Mental Health, Concept of Community Psychiatry and Community consciousness of mental health</p> <p>C08: Understand the Industrial Mental Health Services and Functions of Rehabilitation Council of India(RCI)</p>
7	Course Description	The Course Describes Various Concepts of Mental Health, Mental Disorders, Mental Health Services, and Mental Health Services.
8	Outline Syllabus	CO Mapping
	Unit 1	Mental Health and Community Health
	A	Mental Health and Community Health: Concept, meaning and Scope
	B	Concept of Normality and Abnormality, Mental Illness, Mental Hygiene
	C	Classification of Mental Diseases, International Classification of Diseases (ICD-10), DSM –V
	D	General Understanding of Symptoms, Types, Treatment and Prevention of Psycho-neurotic Disorders [Hysteria, Anxiety, Obsessive-Compulsive Disorder(OCD), Phobia and Depression]
	E	General Understanding of Symptoms, Types, Treatment and Prevention of Psychotic Disorders (Schizophrenia, Paranoid, Epilepsy, Mental Retardation)
	Unit 2	Mental Disorders
	A	Somatoform Disorders: Conversion Disorders, Pain

		Disorders: Causes, Symptoms, Types and Treatments			
	B	Epilepsy- Type and Management			C03
	C	Personality Disorders: Nature, Causes and Types			C03
	D	Paranoid State: Types, Symptoms, Treatment and Rehabilitation.			C04
	E	Treatment and Rehabilitation			C04
	Unit 3	Mental Health Services			
	A	Mental Health Services: Services for Mental Health, National Mental Health Programme			C05
	B	Salient Features of Mental Health Care Act, 2017, Role of Social Worker in Mental Health Institutions			C05
	C	Rehabilitation, Prevention and Promotion of Mental Health			C05
	D	Meaning and Definition of Mental Retardation (MR), Characteristics of Mental Retardation, Classification of Mental Retardation			C06
	E	Mental Retardation and Rehabilitation, Social Work Intervention and Role of Social Worker			C06
	Unit 4	Community Mental Health			
	A	Community Mental Health and Units in General Hospitals			C07
	B	Concept of Community Psychiatry			C07
	C	Community Consciousness of Mental Health			C07
	D	Industrial Mental Health Services			C08
	E	Functions of Rehabilitation Council of India(RCI)			C08
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Ahuja, Niraj. (2011). <i>A Short Textbook of Psychiatry</i> . New Delhi: Jaypee Brother Medical Publishers (P) Limited. Sage Publications India Pvt Ltd.			

		<p>Singh, C.P. (2005) <i>MansikMandta: Karan, Pehchan, UpcharavmPunarvas</i>. Kanishak Publishers, Distributors, New Delhi-1100002.</p> <p>Upadhyay, R.K. & Sandhya (2010). <i>Mental Disorders and Mental Health Policy</i>, New Delhi: Kanishka.</p>
	Other References	<p>Francis, Abraham, P. (2014). <i>Social Work in Mental Health: Areas of Practice, Challenges and Way Forward</i>.</p> <p>Mahajan, B.K. & Gupta, M.C. (1991). <i>Textbook of Preventive and Social Medicine</i>. New Delhi: Jaypee Brother Medical Publishers (P) Limited.</p> <p>Park, K. (2014). <i>Preventive and Social Medicine</i>. Jabalpur: BanarasidasBhanot Publishers.</p> <p>Bhatia, Manjeet Singh. (2014). <i>Mental Disorders: Misconceptions and Realities</i>. National Book Trust India.</p> <p>Sekar, K., Parthasarathy, R. & Muralidhar, D. (2007). <i>Handbook of Psychiatric Social Work</i>. National Institute of Mental Health and Neuro Sciences.</p>

DEPARTMENT OF SOCIAL WORK		
Program: MSW		Academic Year: 2021-2022
Branch:		Semester: III
1.	Course Code	MSW 21305 A
2.	Course Title	Social Work Practice with Family and Children
3.	Credits	4
4.	Contact Hours	4
	Course Status	Optional
5	Course Objectives	This course aims to develop simple to complex skills of working with family and children in various Crisis, Preventive, Facilitative and

		Developmental Setting.	
6.	Course Outcomes	CO 1: Understand the family as a social institution CO 2: Understand the impact of Globalization on Family & Social System. CO 3: Gain Knowledge on the Concept & Process of Socialization CO 4: Understand the situation of Children in India CO 5: Understand the Governmental Efforts for Strengthening the Families. CO 6: Understand the programmes & Services for Child Welfare CO 7: Understand the Skills, Techniques & Interventions required for working with Family. CO 8: Develop awareness about the skills	
7.	Course Descriptions	The course provides the basic concepts, techniques and tools of working with Family and Children.	
8.	Outline Syllabus		CO Mapping
	Unit I:	Family and Life Span Approach in Understanding Family	
	A.	Family: Concept, Types and Functions	CO 1
	B.	Marriage: Concepts, Types and Changing Situation	CO 1
	C.	Each Stage in the Family Lifecycle: Characteristics, Goals, and Needs	CO 2
	D.	Vulnerability of Families	CO 2
	E.	Marginalized Families due to Poverty, Caste and Cultural Inequalities.	CO 2
	Unit II:	Socialization of Child	
	F.	Socialization: Concept and Goals	CO 3
	G.	Theories of Socialization	CO 3
	H.	Agents of Socialization – Family, School, Peer Group, Neighborhood, Mass Media and Religion.	CO 3
	I.	Child Rearing Practices	CO 4

	J.	Needs and Problems of Children in India	
	UNIT III	Services for Family and Children	
	A.	Current Initiative : Statutory and Non-Statutory Services	CO 5
	B.	Programmes for Children under different Circumstances: Adoption, Foster Care & Guardianship	CO 5
	C.	Constitutional Provisions for Family and Children	CO 5
	D.	National Policies for Family and Children	CO 6
	E.	UN Declaration on the Rights of the Child	CO 6
	UNIT IV	Working with Families and Children: Interventions, Techniques and Skills	
	A.	Family Centered Social Work – Problem-Solving Approach	CO7, CO 8
	B.	Life Enrichment Programmes – Developmental Approach	CO7, CO 8
	C.	Family and Child Welfare Programme	CO7, CO 8
	D.	Skills in Behaviour Modification Techniques	CO7, CO 8
	E.	Child Abuse: Forms, Sexual Assault, Child Rape- Consequences and Prevention	CO7, CO 8
	Mode of Examination	Theory	
	Weightage Distribution	CA	MTE
		10%	10%
			ETE
			80%
	Text book	Choudhari, D. Paul (1980). <i>Child Welfare / Development</i> . Delhi: Atma Ram & Sons. Larltan E, Munson. (1983). <i>Social Work with Families – Theory and Practice</i> . New York: The Free Press	
	Other References	Davies, Martin. (2012). <i>Social Work with Children and Families</i> . New York: Palgrave Macmillan. Hurlock, Elizabeth B. (2012) <i>Child Development</i> . New Delhi: Tata McGraw Hill Pub.Com Ltd. 6 th edition	

		<p>Pradeck, J. T. (2006). <i>Children's Rights: Policy and Practice</i>. New York: Routledge Taylor and Francis Group.</p> <p>Rogowski, Steve. (2012). <i>Critical Social Work with Children and Families: Theory, context and Practice</i>. UK: The Policy Press</p> <p>Singh, Dolly (2001). <i>Child rights & Social wrongs – Vol – I, II, III</i> Kanishka Publishing Distributors.</p>
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DEPARTMENT OF SOCIAL WORK		
Program: MSW		Academic Year: 2021-2022
Branch:		Semester: III
1.	Course Code	MSW-21305.B
2.	Course Title	Gender and Empowerment
3.	Credits	4
4.	Contact Hours	4
	Course Status	Compulsory
5	Course Objectives	The course aims to understand women as a target client group for social work intervention; the paper deals with the issues, concerns, problems and social work methods in facilitating healthy adaptation of the client group in the current Indian context.

6.	Course Outcomes	CO 1: Develop Gender Perspectives in analyzing Social Realities CO 2: Understand the concepts of Masculinity and Femininity. CO 3: Learn Social Construction of Gender CO 4: Understand the various challenges related to women at each developmental stage of life. CO 5: Apply Social Work Intervention methods in dealing with Women Empowerment CO 6: Understand the Rights of women CO 7: Understand the legal safeguards for gender justice in the legal, National and International context. CO 8: Acquire skills to identify systems/mechanisms/factors that affect Women's Development.	
7.	Course Descriptions	The course provides understanding of issues related to Gender and Empowerment.	
8.	Outline Syllabus		CO Mapping
	Unit I:	Gender Construction	
	A.	Feminist Understanding of Power-Patriarchy and Its Manifestation	CO 1
	B.	Feminism Theories: Liberal Feminism, Marxist Feminism, Socialist Feminism, Radical Feminism and Eco- Feminism	CO 1
	C.	Sex, Gender& Patriarchy	CO 2
	D.	Masculinity and Femininity: Concepts, Meaning, Definitions and Characteristics	CO 2
	E.	Reproduction of Gender: Family Socialization, School and Media	CO 3
	Unit II:	Gender: Issues and Challenges	
	A.	Women's Position: Issues and Challenges	CO 4
	B.	Problems and Issues Related to the Girl Child: Child Marriage, Female Foeticide, Child Abuse	CO 4
	C.	Problems Faced by Women (Organized, Unorganized, and Self Employment Women)	CO 4

	D.	Crime against Women and Laws: Rape, Dowry, Domestic Violence	CO 4
	E.	Offences against Women Outside Home: Sexual Harassment at Work Place, Trafficking and Prostitution.	CO 4
	UNIT III	Approaches to Women Empowerment	
	A.	Women Empowerment: Concept, Strategies and Perspectives	CO 5
	B.	Women's Rights in India	CO 6
	C.	Gender Empowerment Measure (GEM)	CO 5
	D.	Gender Development Index (GDI)	CO 6
	E.	Women Empowerment: Current Policies and Programmes	CO 5
	UNIT IV	Mechanisms for Women Protection and Development	
	A.	Legal safeguards for Women (Domestic Violence Act 2005, The Dowry Prohibition Act, 1961)	CO 7
	B.	Prevention of Women from Sexual Harassment at Work Place, 2013, PCPNDT Act 2000	CO 7
	C.	Convention on Elimination of Discrimination Against Women (CEDAW)	CO7, CO 8
	D.	Schemes & Programmes (Both Central and State) related to Women	CO 7
	E.	National and International Organizations; Department of Women & Child Development	CO 8
	Mode of Examination	Theory	
	Weightage Distribution	CA	MTE
		10%	10%
			ETE
			80%
	Text book	Motilal, Shashi and Nanda, Bijayalaxmi. (2006) Human Rights, Gender and Environment. New Delhi: Allied Publishers.	

	Other References	<p>Aggarwal, Bina (eds.). (1998). <i>Structure of Patriarchy</i>. New Delhi: Kali for women.</p> <p>Andal, N. (2002). <i>Women in Indian Society: Options and constraints</i>. New Delhi: Rawat Publications.</p> <p>Anita Srivastav. (2004). <i>Women in India - Problems and Prospects</i>. Delhi: Indian Publishers and Distributors</p> <p>Arya, Sadhna (2000). <i>Women, Gender Equality and the State</i>. New Delhi: Deep and Deep Publications.</p> <p>Chaudhary Paul, (1992). <i>Women Welfare and Development - A Source Book</i>. New Delhi: Inter India Publications.</p> <p>Lorber, Judith & Farrell, Susan A. (eds.) (1991). <i>The Social Construction of Gender</i>. New Delhi: Sage Publications.</p> <p>Madhurima. (1996). <i>Violence against Women: Dynamics of Conjugal Relations</i>. Delhi: Gyan Publishing House.</p>
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Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-III
1	Course Code	MSW-21306.A
2	Course Title	Human Resource Management
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Optional
5	Course Objective	The course aims to understand the concepts and application of Social Work with Human Resource Management, Human Resource

		Development, Labour Welfare, Corporate Social Responsibility and Personnel Management.	
6	Course Outcomes	<p>At the end of the course students will be able to:</p> <p>CO 1 Understand the Human Resource Management and Its Functions</p> <p>CO 2: Understand the Principles and Scope of Management</p> <p>CO 3: Explore Various aspects of Managerial Functions</p> <p>CO4: Develop understanding on Planning and Management</p> <p>CO 5: Understand the Communicational Process at Industrial Level</p> <p>CO 6: Understand the Personal Management System</p> <p>CO 7: Understand Man Power Planning and Job Analysis</p> <p>CO 8: Understand the Recruitment and Selection, Job Evaluation</p> <p>CO 9: Understand the Grievance Handling and Disciplinary Action.</p>	
7	Course Description	The Course provides the general understanding of Human Resource Management, Personal Management, Labour Welfare and CSR Activities.	
8	Outline Syllabus		CO Mapping
	Unit 1	Management and Its Functions:	
	A	Concept, Nature and Definition of Management	CO 1
	B	Importance of Management	CO 1
	C	Scope of Management	CO 2
	D	Fayol's 14 Principles of Management	CO 2
	E	Administrative Functions	CO 2
	Unit 2	Managerial Functions:	
	A	Planning: Concept, Nature, Characteristics and Types of Planning	CO 3 CO4
	B	Organization: Concept and Process	CO 3
	C	Direction: Concept, Importance, Techniques and Management Model	CO3
	D	Controlling: Concept, methods and techniques	CO4

	E	Co-ordination: Concept, Basic features, Need, Types and Techniques			C04
	Unit 3	Communication and Personal Management:			
	A	Communication: Concept, Process			C05
	B	Classification and 7C's of Business Communication			C05
	C	Personal Management/Manager: Functions and Structure			C06
	D	Job Analysis: Uses, Process and Purpose			C06
	E	Manpower Planning: Importance, Process and Challenges			C07
	Unit 4	Recruitment and Selection			
	A	Recruitment and Selection: Process and Sources			C08
	B	Placement and Induction			C08
	C	Job Evaluation: Objectives and Methods			C08
	D	Grievance Handling: Causes, Ways, Procedures			C09
	E	Disciplinary Action			C09
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Sharma, D.G., Sharma, K.,K. &Surana, C.G. (2007). <i>Human Resource Management</i> . New Delhi: Ramesh Book Depot. Mamoria, C. B., &Gankar, S. V. (2009). <i>A Textbook of Human Resource Management</i> . Himalaya Publishing House.			

	Other References	<p>Bhattacharyya, Kumar, Deepak. (1999). <i>Managing People</i>. New Delhi, Excel Books.</p> <p>Moorthy, M. V. (1992). <i>Human Resource Management Psycho-Sociological Social Work Approach</i>. Bangalore, R & M Associates.</p> <p>Singh M. K. and Bhattacharya. (1990). <i>Personnel Management</i>. New Delhi: Discovery Publishing House.</p> <p>Chopra, R.K. (2001). <i>Management of Human Resource (Text & Cases)</i>. Allahabad :KitabMahal.</p> <p>John, Story. (1997). <i>Human Resource & Change Management. (International Cases)</i>. Delhi: Efficient Printer.</p> <p>Yoder, D. (1942). <i>Personnel management and industrial relations</i>.</p> <p>Beach, D. S. (1985). <i>Personnel: The management of people at work</i>. Macmillan Pub Co.</p>
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Department : Department of Social Work	
Program: Social Work	Academic Year : 2021-2022

Branch		Semester-III
1	Course Code	MSW-21306.B
2	Course Title	Human Resource Development & Organizational Behaviour
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The course aims to understand the concepts and application of social work with Human Resource Development, Organizational Behaviour and Organizational Development.
6	Course Outcomes	<p>After completion of the course the students will be able to:</p> <p>CO 1: Understand the basic concept, objectives, mechanism etc.</p> <p>CO 2: Explore various aspects of HRD such as performance appraisal, training and development and quality of working</p> <p>CO 3: Understand the carrier planning, designing and training programs</p> <p>CO4: Understand the role of management development programmes and process of executive development as well as evaluation of training.</p> <p>CO5: Understand the basics of Organizational Behaviour such as Concept, Models, Elements, Role and Motivation</p> <p>CO 6: Understand the Organizational Development</p> <p>CO 7: Understand the role of leadership and job satisfaction</p> <p>CO 8: Explore the various aspects such as Organizational Development and its barriers</p>
7	Course Description	The Course will provide the general understanding of Human Resource Development, Organizational Behaviour and Organizational Development.
8	Outline Syllabus	CO Mapping
	Unit 1	Human Resource Development:
	A	Concept, Main Features and Objectives
	B	Mechanism, Importance and Functions
	C	Performance Appraisal: Characteristics, Purpose , Significance and Methods

	D	Training and Development: Concept, significance, Techniques and Types	C02
	E	Quality of Working Life: Concept, Determinants and Principles	C02
	Unit 2	Career Planning	
	A	Career Planning: Concept, Characteristics, Objectives and Process	C03
	B	Designing a Training Programmes: Main Features and Steps	C03
	C	Management Development Programmes: On-the-job Technique and Off-the-job Techniques	C04
	D	Executive Development: Concept, Objective and Process	C04
	E	Evaluation of Training: Training Effectiveness and Principles	C04
	Unit 3	Introduction to Organizational Behaviour:	
	A	Concept, Definition and Importance	C05
	B	A Brief Overview of Models of Organizational Behaviour	C05
	C	Elements of Organizational Behaviour	C05
	D	Role in the Context of Organizational Behaviour	C05
	E	Motivation: Definition, Characteristics and Importance	C05
	Unit 4	Understanding About Organisational Development:	C06
	A	Leadership: Definition, Main Features, Types/Kinds	C06
	B	Job Satisfaction: Importance and Factors	C07
	C	Fatigue: Types and Diagnosis	C07
	D	Organisational Development: Meaning, Definitions	C08
	E	Barriers in Organizational Development, Concept and Meanings of Corporate Social Responsibility (CSR)	C08
	Mode of Examination	Theory	

	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Ahuja, K. K. (1990). <i>Organizational Behaviour</i> . New Delhi: Kalyani Publications. Devis, K., & Newstorm, J. W. (1985). <i>Human Behaviour at Work: Organizational Behaviour</i> . McGraw-Hill Education			
	Other References	Abel, M. (1989). <i>Human Resources Development</i> . Institute of Social Science & Research. Kandula, S. R. (2001). <i>Human Resource Development</i> . Delhi: Prentice Hall Publication. Maheshwari, B. L & Sinha D. P. (1991). <i>Management of Change through Human Resources Development</i> . New Delhi: Tata MCG raw Hill publication. Com. Ltd. Ghosh, P. K. & Ghorpade M.B. (1991). <i>Industrial & Organizational Psychology</i> . Bombay: Himalaya Publishing House. Prasad, L. M. (1996). <i>Organisational Behaviour</i> . New Delhi, S. Chand & Co.			

Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch	Semester-III	
1	Course Code	MSW-21307

2	Course Title	Field Work Practicum
3	Credits	8
4	Contact Hours (L-T-P)	0-0-8
	Course Status	Compulsory
5	Course Introduction	<p>The nucleus of Social Work Education is the Field Work Programme, which is a fundamental component of the curriculum. The fieldwork practicum is the central mechanism for transmitting theoretical knowledge into the practical level of work. Practice learning in social work training</p> <p>plays a pivotal role in providing the students with an opportunity to explore, learn and develop professional skills necessary for working with people. 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.</p> <p>The broad aim of fieldwork is to 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. These will be in keeping with the placement</p> <p>Agency's philosophy, policy and goals and use of guided supervision.</p>
6	Course Objective	<p>The fieldwork programme has been designed to achieve the following objectives:</p> <ul style="list-style-type: none"> • To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social problems and their consequences • To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities • To help students identify, plan and implement Social Work Interventions through the application of the methods of Social Work and to assess their impact on different client systems in various field settings.

		<ul style="list-style-type: none"> • To help students appreciate the role of Social Work Profession empowering individuals, groups and communities and in facilitating social change, ensuring human rights and social justice • To help students develop skills and appropriate personality qualities required for professional social work practice • To provide opportunities to accept challenges and respond to them • To understand the nature of social work practice in different specializations
7.	The General Instructions:	<p>1. There shall be Social Work Practicum/Concurrent Field Work of 16 hours per week in each Semester. The paper of concurrent fieldwork shall be of 150 marks in each Semester. However, the marks allotted for this shall be as under:</p> <p>Field Work (Details of Marks)</p> <p>I. External- 125</p> <p>II. Internal- 25 (Field Work Assessment)</p> <p>2. Fieldwork, Individual Conference and Group Conference are Part of Field Work; Exposure visits all are compulsory component of Field Work Practicum of third semester.</p> <p>3. The student shall complete the 16 hours per week of concurrent fieldwork in both the years under the supervision and guidance of a faculty member. The performance of the students in concurrent fieldwork will be evaluated based on viva-voce examination and field work reports submitted for the purpose. An external and internal examiner will conduct the viva-voce examination.</p>

		<p>4. The student will be required to submit at least 25 fieldwork reports during each Semester. In order to become eligible for the Viva Voce, submission of the comprehensive Field Work Reports is compulsory in each semester.</p> <p>5. Concurrent Field Work report shall essentially be submitted in the Group Conference. Attendance in Field, Individual Conferences, and Group Conferences is mandatory. Minimum 10 Individual and group conference is required to appear in Field Work Viva-Voce. All the six papers i.e. four theory papers, one concurrent fieldwork and one Block placement/internship shall be counted for the compilation of the result.</p>
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Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-III
1	Course Code	MSW-21308
2	Course Title	Summer Placement/Internship
3	Credits	4
4	Contact Hours (L-T-P)	0-0-4
	Course Status	Compulsory

5	Introduction of Block Placement	<p>Summer Placement - provides an opportunity to experience day-to-day work in a setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. The period recommended for this experience is about four weeks, after the first year of the post-graduate programme. It is part of course curriculum and mandatory to every student. There shall be a professionally qualified worker in the setting willing to plan orientation and provide consultation, when needed.</p> <p>Summer Placement is part of Field Work Practicum. Evaluation of the Summer Placement of 100 marks will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of field work practicum or similar committee may be constituted, if required.</p>
6	Course Objective	<p>The objective of the Summer Placement is:</p> <ul style="list-style-type: none"> i) To broaden the student's perspective of welfare services ii) To provide them with pre-employment work experience in the area of their interest, to facilitate them to assume professional responsibilities iii) To carry out specific assignments with professional responsibility
7	Nature of Placement	<p>The students for their Summer placement are placed with organizations for a period of 4 weeks after their second semester examination. The organization for Block placement is usually different from the one where student has been placed for concurrent fieldwork. Students, during Summer Placement are required to observe the working days and working hours of the organization they are placed in.</p>
8	Placement Procedure for Summer Placement:	<ol style="list-style-type: none"> 1. Preferences for the area and the organizational setting for Summer placement are invited by the fieldwork unit around April-May, every year. The students are required to exercise three choices in order of preference, in writing to the Field Work Unit by the specified date. 2. The Field Work Unit assesses these preferences and tries to arrange suitable organizations for placements. 3. In spite of its best efforts, the department may not be able to accommodate the preferences of all the students. They will have to accept the alternative placements. The students are required to commence their fieldwork training from the date specified for the purpose. Any delay without the expressed approval of the

		<p>department will disqualify a student from undertaking Block Placement that year.</p> <p>4. In no case, a student should approach the prospective field work agency directly on her/his own.</p>
9.	Instructions:	<p>Every student is required to:</p> <ol style="list-style-type: none"> 1. Intimate the department in writing his/her date of joining Block placement within a week of joining the agency countersigned by the agency supervisor. In delay of joining in agency or delay to inform about joining to department supervisor will disqualify a student from undertaking Block Placement that year. 2. Send fortnightly reports countersigned by agency supervisor within the first week of next fortnight. Two fortnightly reports together shall not be accepted. 3. All the students are required to keep duplicate reports/log sheets, in case the originals are misplaced, they can submit the duplicate reports. 4. After a fortnight if the department does not receive the Summer Placement reports, it shall stand cancelled & the students shall have to repeat it again. 5. At the Summer Placement end of the every student is required to bring a completion certificate so that Detail Marks Card (DMC) can be issued. <p>Rules for Attendance and Working Hours:</p> <p>The student shall mark the attendance as per the rules of the organization and shall strictly observe the working hours of organization he/she is placed.</p> <p>Rules for Leave:</p> <p>As per the departmental rules the students can avail two days leave in four weeks/ one month. In case they want to avail more leave for some reasons, it has to be with the permission of the agency supervisor and Department HOD and department supervisor and accordingly their fieldwork days shall be extended in order to complete four weeks/ one month. If students fail to inform/ take prior permission from HOD, department and agency</p>

		supervisor will disqualify a student from undertaking Summer Placement that year.
10.	FORMAT FOR SUMMER PLACEMENT REPORT:	1. Plan of day 2. Interaction 3. Observation 4. Analysis 5. Self- Learning 6. Future Plan

Seminar (MSW-21309)

Total Credits :01
Max.Marks:25
Ext. Marks :00
Int. Marks :25

In this paper the student will require to present a research paper based upon the review of the research articles published in the national/ international journals related to the area of Social Work. The topic will be selected by the student in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution.

The evaluation of the seminar presentation shall be done by the department/Institution level committee constituted by the Chairperson/Head of department/ institution.

**Self -Study Paper
(MSW- 21310)**

**Total Credits :01
Max.Marks:25
Ext. Marks :25
Int. Marks :00**

The objective of this paper is to create habits of reading books and to develop writing skills in a manner of creativity and originality. In this course, the student shall require to submit hand written write-up on any issue/topic/theme pertaining to any discipline decided in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution. The structure of the paper will include the following:

- Introduction
- Main Body
- Conclusion

The thoughts presented in the paper must be original work of the students. The evaluation of the write-up shall be done by the internal and external examiner collectively. The external shall be appointed by Vice- Chancellor from the approved panel of examiners. The evaluation will be done as given

below:

- Evaluation of the paper 15 Marks
 - Viva-voce on the paper 10 Marks
- Total 25 Marks

Fourth Semester

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-IV
1	Course Code	MSW- 21401
2	Course Title	Environmental Issues and Concerns
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	<ul style="list-style-type: none">• To make students the basic concepts and their perspectives relating to environmental degradation and protection• To Develop perspective on relation between human being and their environment

		<ul style="list-style-type: none">To develop an understanding of the social worker's role in the team for environment protectionTo make aware about the Disaster/Hazards at Global Level	
6	Course Outcomes	At the end of the course students will be able to: C01: Understand basic concept and division of environment C02: Understand the problem of environmental degradation/ hazards C03: Demonstrate understanding of Environmental problems C04: Understand the Issues and Challenges of environment in Haryana C05: Understand and Critically analysis the Global environment issues and challenges C06: Understand the protection and promotion of environment C07: Understand the Environmental movements, convention and treaties on environment.	
7	Course Description	The course provide with general understanding of environment, global issues and challenges related to environment and global efforts at global level.	
8	Outline Syllabus	CO Mapping	
	Unit 1	General Understanding of Environment:	
	A	Ecology: Meaning, Characteristics, Sub Divisions	C01
	B	Ecosystem: Concept, Characteristics, Types and Functions	C01
	C	Environment: Concept, Meaning, Basic Characteristics	C01
	D	Bio-Diversity	C01
	E	Environmental Degradation	C02
	Unit 2	Current Environmental Problems:	C03
	A	Land and Water Pollution	C03
	B	Air Pollution, Nuclear Hazards and Thermal Pollution	C03
	C	Disaster: Types and Causes	C03
	D	Major Environmental Issues and Challenges in	C04

		Haryana			
	E	Deforestation: Causes and Effects			C04
	Unit 3	Global Environment Issues:			
	A	Climate Change : Effect on Society			C05
	B	Global Warming: Causes and Effects, Acid Rain			C05
	C	Global Cooling/ Global Dimming: Causes and Effects			C05
	D	Ozone Layer, Depletion			C05
	E	Green House Effect, Nuclear Accident			C05
	Unit 4	Protection and Promotion of Environment:			
	A	Main features of Biodiversity Act,2002			C06
	B	Main Features of Environment Protection Act-1986, Air (Prevention and Control of Pollution) Act			C06
	C	Constitutional Provisions for Environment Protection, Features of Water (Prevention and Control of Pollution) Act			C06
	D	Environmental Movements (Chipko, Apico, Narmada BachaoAndolan) and Social Work Interventions			C07
	E	Convention and Treaties on Environment			C07
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Agrahari, P., Ravi. (2017). <i>Environmental Ecology and Biodiversity</i> . Chennai: McGraw Hill Education (India) Private Limited. Kaushik, Anubha&Kaushik, C.P. <i>Perspectives in Environmental Studies</i> .			
	Other References	Reid, D.E. 1995. <i>Sustainable Development: An Introductory Guide</i> . London: Earthscan Publishers Sheth, P. 1997. <i>Environmentalism: Politics, Ecology and Development</i> . Jaipur: Rawat Publication			

		<p>Gupta, K.R. (ed.) 2005. <i>Environment: Problems and Policies</i>. New Delhi: Atlantic Publications</p> <p>Negi, S.S. 1991. <i>Environmental Degradation and Crises in India</i>. New Delhi: Indus Publishing Company</p> <p>Singh, H. (1992). <i>Environment Policy and Administration</i>. Jaipur: Printwell</p> <p>CAPART .1995 Proceedings of CAPART workshop on Strengthening of Community Participation in Disaster Reduction, New Delhi</p> <p>Agrahari, P., Ravi 2015. <i>A Handbook of Environmental Ecology For UPSC and other competitive exams</i>. New Delhi: Omeena Publication</p>
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Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-IV
1	Course Code	MSW-21402
2	Course Title	Social Work and Social Action
3	Credits	4
4	Contact Hours	4-0-0

	(L-T-P)	
	Course Status	Compulsory
5	Course Objective	<ul style="list-style-type: none"> To understand the significance of social action in social work To know the role of planning, monitoring and evaluation of projects relating to social services To develop understanding for the training required for social work personnel for social work activities.
6	Course Outcomes	<p>Students would be able to:</p> <p>CO1: Understand about significance of social action in social work</p> <p>CO2: Understand the structure of Indian Political System.</p> <p>CO3: Analyze budget and its component</p> <p>CO4: Know about networking and advocacy skills</p> <p>CO5 : Gain knowledge about project management</p> <p>CO6: Analyze emerging issues in social advocacy</p>
7	Course Description	The course introduces strategies of social action, Indian Political System, Networking and Advocacy and emerging issues in social advocacy.
8	Outline Syllabus	CO Mapping
	Unit 1	Basics Introduction of Social Action
	A	Concept, Meaning and Definitions of Social Action
	B	Principles and Model of Social Action,
	C	Techniques and Strategies of Social Action
	D	Radical/Emancipatory Social Work
	E	Social Movements Strategies and Action :Narmada Bachao Abhiyan, Chipko Movement, Aapiko Movement, J. P. Movement, Anna Hazare Movement.
	Unit 2	Social Action and Indian Political System
	A	Overview of The Basic Structure of Indian Political System- Legislature, Executive and

		Judiciary			
	B	Statutory and Non -Statutory Institutions	C02		
	C	Power Structure	C02		
	D	Ideology of Social Action- Saul Alinsky,Gandhiji	C02		
	E	Leadership: Instruments and Strategies.	C03		
	Unit 3	Networking and Social Advocacy			
	A	Networking and Network Building	C04		
	B	Advocacy- Advocacy As A Tool For Social Change, Advocacy in Indian Context,	C04		
	C	Process of Social Advocacy;	C04		
	D	Bargaining in Social Action	C05		
	E	Forms of Protests and Mass Advocacy	C05		
	Unit 4	Social Media Advocacy			
	A	Communication For Mobilization	C06		
	B	Conscientisation Method	C06		
	C	Campaign Planning, Mass Mobilization	C06		
	D	Consumer Protection,	C06		
	E	Social Media Advocacy: Egypt Movement	C06		
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Kaushik, A. (2015). <i>Welfare and Development Administration in India</i> . Germany: Lambert Academic Publishing House. Skidkmore, Rex A. (1993). <i>Social Work Administration</i> . New Jersey: Prentice Hall. Siddiqui, H.Y. (1984). <i>Social Work and Social Action</i> . New Delhi: Harnam Publications.			

		Singh. R.R. Reorienting Social Work Education for Social Action.
	Other References	<p>Davies, Martin (ed.) (2007). <i>The Blackwell Companion to Social Work</i>. London: Blackwell publishing (3rd edition).</p> <p>Trattner, W.I. (2004). <i>From Poor Law to Welfare State</i>. New York: The Free Press.</p> <p>Tufail, John and Lyon, Kate.(2007). <i>Advocacy in Action: A Plain Text Guide to Advocacy</i>. London: Jessica Kingsley Publishers (Four Volume Set).</p> <p>Khinduka, S.K & Coughlin, B, J. (1975). <i>A Conceptualization of Social Action</i>. The Social Review, 49 (1)11-14</p> <p>Long, D. D., Morrison, J. D., & Tice, C. J. (2012). <i>Macro social work practice: A strengths perspective</i>. Thompson Press India Ltd.</p>

Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-IV
1	Course Code	MSW-21403
2	Course Title	CSR, Fund Raising and NGOs

3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Elective
5	Course Objective	<p>The objectives of this programme are:</p> <ul style="list-style-type: none"> • To provide basic concepts related to CSR. • To help and enhance the skills of students at various levels of CSR management • Understand the role and challenges of CSR and NGOs in the development concerns of the community • Exposure to the success stories of NGOs in establish CSR
6	Course Outcomes	<p>Students Would be able to:</p> <p>C01: Learn about challenges and issues in CSR and also understood historical perspective of CSR</p> <p>C02: Apply Models of CSR in the Community</p> <p>C03: Get Knowledge about provision of CSR-Legislation In India</p> <p>C04: Examine Role of Nonprofit & Local Self Governance in implementing CSR</p> <p>C05: Understand Community Engagement in CSR activities</p> <p>C06: Know about Importance and Different Approaches of Fund Raising</p> <p>C07: Develop skills to organizing Events for Fundraising</p>
7	Course Description	This course will be exploring about basics of CSR and role of NGOs in promoting CSR activity.
8	Outline Syllabus	CO Mapping
	Unit 1	Understanding Corporate Social Responsibility (CSR)
	A	CSR: Concept, Meaning and Nature
	B	Historical Scenario of CSR
	C	Relation Between CSR and Corporate Governance
	D	Role of NGOs in CSR
	E	Planning and Implementation of CSR Activities

	Unit 2	Models of CSR in India			
	A	Models of CSR in India			C02
	B	CSR-Legislation in India: Section 135 of Companies Act 2013, Scope for CSR Activities Under Schedule VII			C03
	C	CSR and United Nations (UN) Global Compact 2011			C03
	D	Global Compact Self -Assessment Tool			C03
	E	Corporate Social Responsibility and Social Legitimacy			C03
	Unit 3	Stakeholders Advocacy and CSR			
	A	Identifying Key Stakeholders of CSR and their Roles			C04
	B	International Framework for Corporate Social Responsibility,			C04
	C	Role of Public Sector in Corporate Government Programs			C04
	D	Role of NGO& Local Self Governance in Implementing CSR			C05
	E	Community Engagement in CSR Activities			C05
	Unit 4	Fund Raising and Corporate Social Responsibility			
	A	Fund Raising : Meaning, Need and Importance of Fundraising for Social Causes			C06
	B	Sources of Fund Raising			C06
	C	Ethical Aspects of Fund Raising and Accountability to Donors			C06
	D	Steps in Fund Raising Process			C07
	E	Organizing Fundraising Events: Special Shows, Exhibitions, Cultural Performances, Sponsorships, Concerts, Theme Based Events, Marathons			C07
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	

	Text Book/s*	<p>Mallin, Christine A., Corporate Governance (Indian Edition), New Delhi : Oxford University Press.</p> <p>Blowfield, Michael, and Alan Murray, Corporate Responsibility. New Delhi: Oxford University Press.</p> <p>Francesco Perrini, Stefano, and Antonio Tencati. <i>Developing Corporate Social Responsibility-A European Perspective</i>. University of Delhi.</p> <p>Sharma, J.P., Corporate Governance, Business Ethics & CSR, Ane Books Pvt Ltd, New Delhi.</p> <p>Corporate Social Responsibility: Concepts and Cases: The Indian - C. V. Baxi, Ajit Prasad</p> <p>Handbook of Corporate Sustainability: Frameworks, Strategies and Tools - M. A. Quaddus, Muhammed Abu B. Siddique</p>
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Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-IV
1	Course Code	MSW-21404.A
2	Course Title	Medical Social Work Practices
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0

	Course Status	Compulsory	
5	Course Objective	The objective of the course is to orient the students towards scope of Medical Social Work Practices in Health Setting.	
6	Course Outcomes	<p>The students would be able to</p> <p>CO 1: Learn about historical background of Medical Social Work.</p> <p>CO 2: Understand about role and functions of Medical Social Work.</p> <p>CO 3: Understand about the social influence affecting health.</p> <p>CO 4: Apply Social Work Intervention in various health setting</p> <p>CO 5: Implement provisions under The Right of Person With Disabilities (PWD) Act, 2016.</p> <p>CO 6 : Learn about various component of National Health mission</p>	
7	Course Description	The course describes about concept and functioning of Medical Social Work. It also describes about medical social work practices and intervention in various settings.	
8	Outline Syllabus		CO Mapping
	Unit 1	Concept of Medical Social Work	
	A	Concept of Medical Social Work, Evolution of Medical Social Work in UK and USA	CO 1
	B	Evolution of Medical Social Work in India	CO 1
	C	Functions, Skills and Techniques of Medical Social Worker	CO 2
	D	Team Work in Medical Setting, Supportive Services and Networking For Practice of Medical Social Work	CO 2
	E	Role of Medical Social Worker in De-Addiction Centre	CO 2
	Unit 2	Hospital Sociology	
	A	Hospital Sociology: Doctor-Patient Relationship, Doctor- Nurse Relationship, Medical Social Worker	CO 3
	B	Family Cycle and Stress	CO 3
	C	Family in Health and Disease	CO 3
	D	Health Problems of Elderly	CO 3

	E	Health Status of Aged in India			CO 3
	Unit 3	Present Practice and Intervention of Medical Social Work			
	A	Present Practice and Intervention of Medical Social Work in General Hospitals, Specific Disease Hospitals & Specialized Clinics			CO 4
	B	Present Practice and Intervention of Medical Social Work in Community Health Centers, Blood Banks, Eye Banks and Health Camps			CO 4
	C	Practice of Medical Social Work in Department of Preventive and Social Medicine			CO 4
	D	Practice of Medical Social Work in Residential Institutions For Physically and Mentally Challenged			CO 4
	E	Practice of Medical Social Work in Special Educational Institutions For Physically and Mentally Challenged			CO 4
	Unit 4	Legal Provision for the Disabled			
	A	Salient Features of The Right of Person With Disabilities (PWD) Act, 2016.			CO 5
	B	Classification of Disabilities Under Right of Person With Disabilities Act, 2016			CO 5
	C	Rehabilitation Services- Concept, Nature and Services For Psychiatric and The Physically Disabled.			CO 5
	D	Specialized Services- Problems of The Disabled.			CO 5
	E	National Health Mission			CO 6
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Pathak, S. H. (1961) <i>Medical Social Work in India</i> . Delhi : School of Social Work Nagla, M. (2018). <i>Sociology of Health and Medicines</i> . Rawat Publishers, Jaipur.			

	Other References	<p>Dora, Gold Stien. (1954). <i>Expanding Horizons in Medical Social Work</i>. Chicago : The University of Chicago Press</p> <p>Dora, Goldstain. (1954). <i>Readings in Theory and Practice in Medical Social Work</i>. Chicago: The University of Chicago Press</p> <p>Mane, Purnima. (1990). <i>Setting in Child Gridances Clinic</i>. Mumbai : Tata Institute of Social Service</p> <p>Marvin, D.F &Stanley,F.B. (1995). <i>Health and Social Policy</i>. The Haworth Press, London, New York</p>
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Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-IV
1	Course Code	MSW-21404.B
2	Course Title	Psychiatric Social Work Practices
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The main objective of the course to understand the psycho- social problems of the individuals. The other objective is to understand the role

		of psychiatric social workers in addressing the problems psycho-social of problems.	
6	Course Outcomes	<p>The students may be able to</p> <p>CO 1: Understand the concept and evolution of psychiatric social work in India</p> <p>CO 2: Examine the role and function of psychiatric social workers</p> <p>CO 3: Understand about the psychiatric social work intervention in mental health institutions</p> <p>CO 4: Get acquainted with psychotic drug disorder</p> <p>CO 5: Understand the causes and problems of drug and alcohol abuse</p> <p>CO 6: Apply counseling skills with drug and alcohol addicted</p> <p>CO 7: Learn about rehabilitative and preventive services for drug and alcohol addicted</p> <p>CO 8: Utilized recording tools in psychiatric social work practices</p>	
7	Course Description	The course highlights the scope and practices of psychiatric social work in various health settings, psychoactive drug disorder, rehabilitative and preventive measure against drug addiction	
8	Outline Syllabus		CO Mapping
	Unit 1	Concept and Scope of Psychiatric Social Work	
	A	Concept of Psychiatric Social Work, Historical Evolutions of Psychiatric Social Work In India	CO 1
	B	Functions, Skills And Techniques of Psychiatric Social Workers	CO 2
	C	Team Work in Psychiatric Setting	CO 2
	D	Supportive Services and Networking For Practice of Psychiatric Social Work	CO 2
	E	Issue and Concerns of Psychiatric Social Work in India	CO 2
	Unit 2	Psychiatric Social Work Practice and Intervention	
	A	Psychiatric Social Work Practice and Intervention in Mental Health Institutions and Psychiatric Departments in General Hospitals	CO 3
	B	Psychiatric Social Work Intervention in Institutional	CO 3

		Care Centre			
	C	Psychiatric Social Work Intervention in Non-Institutional Care Centre	CO 3		
	D	Role and Function of Psychiatric Social Worker in Department of Preventive and Social Medicine	CO 3		
	E	Psychoactive Substance Abuse Disorder	CO 4		
	Unit 3	Substance Abuse and Alcoholism			
	A	Substance Abuse and Dependence : Meaning, Definition, Nature and Extent of The Problem	CO 5		
	B	Types, Nature and Symptoms of Addictive Substances: Natural, Synthetic, Narcotics, Stimulants and Depressants	CO 5		
	C	Short Terms and Long Terms Effects of Substance Abuse	CO 5		
	D	Alcohol Dependence and Alcoholism: Definition, Causes, Symptoms, Long Term and Short Term Effects.	CO 5		
	E	Counseling with Drug and Substance Abuser	CO 6		
	Unit 4	Rehabilitative, Preventive and Promotive Measure			
	A	Rehabilitative, Preventive and Promotive Measure For Treatment of Drug Addicts& Alcoholics	CO 7		
	B	Socio-Economic Implications of Addiction	CO 7		
	C	Yoga, Meditation and Other Therapeutic Measures	CO 7		
	D	Art of Interviewing, Case Follow – Up	CO 7, CO 8		
	E	Recording, Documentation and Evaluation in Psychiatric Social Work Practice	CO 8		
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	

	Text Book/s*	<p>Verma, Ratna. (1991). <i>Psychiatric Social Work in India</i>. New Delhi: Sage Publications.</p> <p>Ahuja, Niraj. (2011). <i>A Short Textbook of Psychiatry</i>. New Delhi: Jaypee Brother Medical Publishers (P) Limited.</p> <p>Upadhyay, R.K. & Sandhya (2010). <i>Mental Disorders and Mental Health Policy: A Social perspective</i>. New Delhi: Kanishka</p>
	Other References	<p>Singh, C.P. (2015). <i>Alcoholism, Family and Social Work Practice</i>. Rawat Publications</p> <p>Francis, Abraham, P. (2014). <i>Social Work in Mental Health: Areas of Practice, Challenges and Way Forward</i>.</p> <p>Sekar, K., Parthasarathy, R. & Muralidhar, D. (2007). <i>Handbook of Psychiatric Social Work</i>. National Institute of Mental Health and Neuro Sciences.</p> <p>Bhatia, Manjeet Singh. (2014). <i>Mental Disorders: Misconceptions and Realities</i>. National Book Trust India.</p> <p>Singh, C.P. (2005) <i>Mansik Mandta: Karan, Pehchan, Upchar Avm Punarvas (HINDI)</i>. Kanishak Publishers, Distributors, New Delhi-1100002.</p> <p>Coppock, U. (2015). <i>Understanding Social Work practice in mental health</i>. Delhi: Sage publication Ltd.</p> <p>Mahajan, B.K. & Gupta, M.C. (1991). <i>Textbook of Preventive and Social Medicine</i>. New Delhi: Jaypee Brother Medical Publishers (P) Limited.</p> <p>Park, K. (2017). <i>Preventive and Social Medicine</i>. Jabalpur: Banarasidas Bhanot Publishers.</p> <p>Mane, P. & Gandevia, K.Y., (1993). <i>Mental Health in India: Issues and Concerns</i>. TATA Institute of Social Sciences (TISS), Mumbai</p>

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch	Semester-IV	

1	Course Code	MSW-21405.A	
2	Course Title	Social Work with Youth & Elderly	
3	Credits	4	
4	Contact Hours (L-T-P)	4-0-0	
5	Course Status	Compulsory	
6	Course Objective	<ul style="list-style-type: none"> To get an overview of the perspectives on youth and elderly and scope for practice. To understand the various challenges related to youth and elderly. To train the learners in applying specific social work intervention measures in working with youth and senior citizens. 	
7	Course Outcomes	<p>At the end of the course the students will be able to:</p> <p>C01: Understand Youth and Development and Influence of Societal Systems</p> <p>C02: Understand critical issues affecting youth in relation and high risk behaviour</p> <p>C03: Analysis factor influencing development of youth, youth welfare programmes & services and National Youth Policy, 2013</p> <p>C04: Examine the role of social worker in working with youth.</p> <p>C05: Understand issues and concerns of elderly.</p> <p>C06: Understand domestic violence and abuse</p> <p>C07: Understand constitutional provisions and government schemes for elderly</p> <p>C08 : Explore the role of NGOs working with elderly.</p>	
8	Course Description	The course highlights needs and issues of youth and elderly. The course also provides basic knowledge about provision and government schemes for the welfare of youth and elderly.	
9	Outline Syllabus		CO Mapping
	Unit 1	Situational Analysis of Youth in India	

	A	Youth and Development: Situational Analysis of Youth in India	C01
	B	Characteristics of Youth Based on Location (Urban, Rural and Tribal)	C01
	C	Influence of Societal Systems (Family, Politics, Media, Information Technology) on Youth	C01
	D	Critical issues affecting Youth in relation to their Developmental Roles and Tasks; Education, Work, Family, Marriage and Relationships	C02
	E	High Risk Behaviour; Substance Abuse, Sexual Behaviour, HIV/AIDS, Violence	C02
	Unit 2	Youth Welfare Programmes& Services	
	A	Factors Influencing Development of Youth	C03
	B	Youth Welfare Programmes& Services	C03
	C	Features of National Youth Policy, 2013, Structure and Function of Department of Youth Affairs and Sports	C03
	D	Youth and Leadership; Role of Youth in Nation Building	C04
	E	Role of Social Workers in Working With Youth in Difficulties	C04
	Unit 3	Issues and Concerns of Elderly	
	A	Understanding the Elderly- Demographic, Developmental and Psychological Perspectives	C05
	B	Socio-Cultural, Economic and Health Perspectives	C05
	C	Issues and Concerns of Elderly-Health, Occupation, Income, Retirement Planning, Family Support	C05
	D	Issues and Concerns of Elderly- Gender Issues, Property Rights, Social Security, Illness and Death of Spouse, Loneliness, Generation Gap and Crisis of Values	C06
	E	Domestic Violence and Abuse: Dependency and Family Care	C06
	Unit 4	Welfare For Elderly	
	A	Constitutional Provisions for Elderly, National Policy	C07

		for Older Person.			
	B	Government Schemes for Elderly, Provision Under the Maintenance and Welfare of Parents and Senior Citizen Act, 2007.			C07
	C	Institutional and Non-Institutional Service for Elderly			C07
	D	HELPAGE and Other NGOs for the Aged			C08
	E	Social Work with the Aged, Counseling for the Aged and Family Members			C08
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	<p>Pandey, R. (1984). <i>Sociology of Youth</i>. Sterling Publication, New Delhi</p> <p>Desai, Murli&Raju, Siva. (Ed.) (2000). <i>Gerontological Social Work in India – Some Issues and Perspectives</i>. Delhi: BR Publishing House.</p> <p>Khan, M.Z. (1989). <i>Voluntary Welfare Services for the Aged</i>. Dept. of Social Work. New Delhi: JamiaMiliaIslamia.</p>			
	Other References	<p>Dandekar, Kumudini. (1996). <i>The Elderly in India</i>. New Delhi: Sage Publications.</p> <p>Dey, A. B (Ed.). (2003). <i>Ageing in India: Situation Analysis and Planning for the Future</i>. New Delhi / WHO and AIIMS</p> <p>Singh, C.P. (2015). <i>Alcoholism, Family and Social Work Practice</i>. Rawat Publications</p> <p>Prashant, S. (1993). <i>Drug Abuse and Society</i>. Ashish Publishing House. New Delhi.</p> <p>Darle, B.M. (2016). <i>Fighting HIV/AIDS: The Gracious Way</i>. New Delhi: Uppal Publishing House.</p> <p>Pati, R. N. & Jena, B. (1989). <i>Aged In India: Socio-Demographic Dimension</i>. New Delhi: Ashish Publishing House.</p>			

Department of Social Work			
Program: Social Work		Academic Year : 2021-2022	
Branch		Semester-IV	
1	Course Code	MSW-21405.B	
2	Course Title	Counseling Theory and Practice	
3	Credits	4	
4	Contact Hours (L-T-P)	4-0-0	
	Course Status	Compulsory	
5	Course Objective	<ul style="list-style-type: none"> Understand the nature and goals of counseling as a helping process Understand the theoretical base underlying counseling practice Develop attitudes and inculcate values that enhance investment of self in the counselors role 	
6	Course Outcomes	<p>Students would be able to:</p> <p>C01: Understand about counseling process</p> <p>C02: Learn about working style of counselor</p> <p>C03: Apply counseling skills and techniques.</p> <p>C04: Explore scope and practice of counseling in Different Settings</p> <p>C05: Examine role and functions of counselor.</p> <p>C06: Adhere ethical approaches during counseling</p>	
7	Course Description	The course provides knowledge on skills, techniques, process of counseling; and scope and practice of counseling	
8	Outline Syllabus		CO Mapping
	Unit 1	Basics of Counseling	
	A	Counseling: Meaning, Nature and Features	C01
	B	Counseling: Goals, Philosophic Bases,	C01
	C	Counseling As A Helping Process and Scope of Counseling	C02

	D	Principles of Counseling			C01, C02
	E	Approaches To Counseling			C02
	Unit 2	Skills and Techniques of Counseling			
	A	Counseling Techniques			C03
	B	Counseling Procedures			C03
	C	Skills in Counseling			C03
	D	Phases of Counseling			C03
	E	The Counseling Relationship- Relationship as The Medium of Facilitating Change			C03
	Unit 3	Counseling Practice in Different Settings			
	A	Counseling Practice in Different Settings: Crisis Counseling- Theory, Methods and Techniques of Crisis Intervention			C04
	B	Marriage and Family Counseling (Techniques and Process), Alcoholism Counseling			C04
	C	Motivational Intervention For Sobriety; HIV/AIDS Counseling; Pre and Post-Test Counseling,			C04
	D	Counseling of Children			C04
	E	Types of Counseling: Directive and Non- Directive Counseling			C04
	Unit 4	Ethical Issues in Counseling			
	A	Qualities of An Effective Counselor			C05
	B	Counselor’s Roles and Functions in the Counseling Process			C05
	C	Ethical Issues- Code of Ethics for Counselors			C05
	D	Individual Counseling			C05
	E	Group Counseling			C05
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	

	Text Book/s*	<p>Vishal, & Sister, Mary. (2014). <i>Guidance and Counseling</i>. New Delhi, S. Chand Publisher.</p> <p>Panday, B.(2016). <i>New Dimensions of guidance and counseling</i>. New Delhi,</p> <p>Dave, Indu. (1983). <i>Basics Essentials of Counselling</i>. Sterling Publication.</p>
	Other References	<p>Chandrashekar, C. R. (1999). <i>A Manual on Counseling for Lay-Counselors</i>. Bangalore, Prasanna Counseling Centre</p> <p>Khwaja, Ali. (2000) Ed. <i>Booklets on Counseling</i>. Bangalore: Banjara Academy.</p> <p>Worden, J.W. (2001). <i>Grief Counseling and Grief Therapy: A Handbook for the Mental Health Professional</i>. Springer Publishing Company.</p> <p>LakshmipathiRaju, M (Ed.). (1999). <i>Family Counseling: Perspectives and Practices</i>. Tirupati: Sri PadmavatiMahilaVisvavidyalayam.</p> <p>Jones, A. J. (1951). <i>Principles of Guidance and Pupil Personnel Work</i>.</p>

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch	Semester-IV	
1	Course Code	MSW-21406.A
2	Course Title	Industrial Relation and Trade Union
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Optional
5	Course Objective	The course aims to understand the concepts and application of social work with Industrial Relation and Trade Unions.
6	Course Outcomes	<p>At the end of the course students will be able to:</p> <p>CO 1: Understand the basics of industrial relations</p> <p>CO 2: learn about the Approaches, industrial system and nature of industrial dispute</p> <p>CO 3: Understand the various methods of setting industrial disputes</p> <p>CO 4: Demonstrate the application of Workers participation in management, employee discipline and International Labour Organization</p> <p>CO 5: Understand conceptual analysis of trade unions</p> <p>CO 6: Understand the types, organizational structure and trade union movements in India</p> <p>CO 7: Learn about the main provisions of Trade Union Act. 1926 and the industrial dispute act, 1947</p> <p>CO 8: Understand about the Payment of Wage Act, 1936 and Equal Remuneration Act, 1976</p>
7	Course Description	The Course will provide the general understanding of Industrial Relation and Trade Unions.
8	Outline Syllabus	CO Mapping

	Unit 1	Industrial Relations:	C01
	A	Concept, definition and features	C01
	B	Significance, Scope	C02
	C	Approaches of Industrial Relation	C02
	D	Industrial Relation System	C02
	E	Industrial Dispute: Causes, forms and types	C02
	Unit 2	Methods of Setting Industrial Disputes:	
	A	Non-Statutory methods	C03
	B	Statutory measures	C03
	C	Workers participation in Management	C04
	D	Employee Discipline: Objective/Importance	C04
	E	International Labour Organisation(ILO): Origin, History and Objectives	C04
	Unit 3	Trade Unions and Trade Unions Act:	C05
	A	Meaning, Main features and Objectives	C05
	B	Functions of Trade Unions	C05
	C	Types of Unions.	C06
	D	Organizational Structure of Trade Unions	C06
	E	Trade Union Movement In India	C06
	Unit 4	Wages and Salary Provision	
	A	Trade Union Act, 1926: Main Features and Objectives	C07
	B	Main Features and Importance of the Industrial Dispute Act, 1947	C07
	C	Minimum Wages Act, 1948: Main Provisions	C07
	D	Main provisions of Payment of Wage Act, 1936	C08
	E	Equal Remuneration Act, 1976	C08
	Mode of Examination	Theory	

	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	Kapoor, N.D. (2011). <i>Elements of Industrial Law</i> . Sultan Chand and Sons.			
	Other References	<p>Tripathi, P. C. & Gupta, C. B. (1990) <i>Industrial Relations & Labour Laws</i>. New Delhi : Sultan Chand & Sons.</p> <p>Sinha, G. P. and Sinha, P. R. (1977) <i>Industrial Relations and Labour Legislation in India</i>. New Delhi, Oxford IBH Publishing Co.</p> <p>S.D.Punekar. <i>Labour Welfare, Trade Unionism & Industrial Relations</i>. Bombay:Himalaya Publishing House.</p> <p>Arora, M, (2005) <i>Industrial Relations</i>. New Delhi: Excell Books.</p>			

Department : Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-IV
1	Course Code	MSW-21406.B
2	Course Title	Labour Welfare and Labour Legislation
3	Credits	4
4	Contact Hours (L-T-P)	4-0-0
	Course Status	Compulsory
5	Course Objective	The course aims to understand the concepts and application of social work with Labour Welfare and Labour Legislation.
6	Course Outcomes	<p>After completion the course the students would be able to:</p> <p>CO 1: Understand the basic concept, objectives, scope and principles of Labour welfare</p> <p>CO 2: Explore various aspects of Labour Welfare such as welfare schemes and agencies of Labour welfare</p> <p>CO 3: Understand the concepts, scope and duty of labour welfare officer</p> <p>CO4: Learn the importance of labour welfare in India</p> <p>CO5: Understand the basics of social security and labour legislation in Indian Constitution</p> <p>CO 6: Learn about the main provision of Labour Legislation</p> <p>CO 7: Understood the salient features of Factories Act, 1948</p> <p>CO 8: Explore the various provisions of ESI act, 1948 and Workmen's Compensation Act, 1923</p> <p>CO 9: Understood the main provisions of Maternity Benefit Act, 1961, Workmen's Compensation Act, 1923 and Role of CSR in Society</p>
7	Course Description	The Course will provide the general understanding of Labour Welfare and Labour Legislation.
8	Outline Syllabus	CO Mapping
	Unit 1	Labour Welfare:

	A	Concept, Objectives Features and Principles	C01
	B	Scope of Labour Welfare, Unorganised and Organised Labour, Labour Problems	C01
	C	Welfare Schemes: Statutory Welfare Schemes	C02
	D	Non Statutory Welfare Schemes	C02
	E	Agencies of Labour Welfare	C02
	Unit 2	Employee Welfare and Social Security:	
	A	Concept, Definition and Philosophy of Employee Welfare	C03
	B	Scope and Machinery: Role, Duties and Functions of Labour Welfare officer	C03
	C	Importance of Labour Welfare in India	C04
	D	Meaning, Scope and Significance of Social Security	C05
	E	Labour Legislation and Indian Constitution	C05
	Unit 3	Labour Legislation:	
	A	General Introduction, Objectives and Importance	C06
	B	Principles of Labour Legislation	C06
	C	Factories Act, 1948: Salient features and Objective of the Act	C07
	D	Provisions related to Health and Welfare of Workers.	C07
	E	Safety related provisions under Factory Act.1948	C07
	Unit 4	Labour Laws	
	A	Employees State Insurance (ESI) Act, 1948: Introduction, Importance and Main Provisions	C08
	B	Sickness Benefit, Maternity Benefit, Disablement Benefit, Dependents' Benefit, Medical benefit, Funeral benefit	C08
	C	Workmen's Compensation Act, 1923: Meaning, Objectives and Main Provisions	C08

	D	Employees Provident Funds and Miscellaneous Provisions Act, 1952, Maternity Benefit Act, 1961: Introduction, Objective and Main Provisions			C09
	E	Payment of Bonus Act, 1965			C09
	Mode of Examination	Theory			
	Weightage Distribution	CA	MTE	ETE	
		10%	10%	80%	
	Text Book/s*	S.D.Punekar. <i>Labour Welfare, Trade Unionism & Industrial Relations</i> . Bombay: Himalaya Publishing House.			
	Other References	<p>Kapoor, N.D. (2011). <i>Elements of Industrial Law</i>. Sultan Chand and Sons.</p> <p>Jain, S. P. & Agrawal, Simmi. (1997). <i>Industrial & Labour Law</i>. Delhi : Dhanpat Rai & Co.</p> <p>Mongia, J. N. (1976). <i>Readings in Indian Labour & Social Welfare</i>. Delhi : Atma Ram & Sons.</p> <p>Saxena, R. C. (1974). <i>Labour Problems and Social Welfare</i>. Meerut: K. Nath & Co.</p> <p>Varghese, V. G. (1987). <i>Industrial Jurisprudences</i>. Mumbai: TISS.</p> <p>Subbarao. P. (2008). <i>Labour Welfare and Social Securities</i>. Mumbai: Himalaya Publication House</p> <p>Vaid, K. N. (1970). <i>Labour Welfare in India</i>. New Delhi, Sri Ram Centre for Industrial Relations.</p> <p>Kumar, A. (2003). <i>Labour Welfare and Social Security</i>. New Delhi: Deep & Deep Publication.</p>			

Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch		Semester-IV
1	Course Code	MSW-21407
2	Course Title	Field Work Practicum
3	Credits	8
4	Contact Hours (L-T-P)	0-0-8
	Course Status	Compulsory
5	Course Introduction	<p>The nucleus of Social Work Education is the Field Work Programme, which is a fundamental component of the curriculum. The fieldwork practicum is the central mechanism for transmitting theoretical knowledge into the practical level of work. Practice learning in social work training</p> <p>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. 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.</p> <p>The broad aim of fieldwork is to 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. These will be in keeping with the placement</p> <p>Agency's philosophy, policy, goals, and use of guided supervision.</p>
6	Course Objective	<p>The fieldwork programme has been designed to achieve the following objectives:</p> <ul style="list-style-type: none"> To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social

		<p>problems and their consequences</p> <ul style="list-style-type: none"> • To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities • To help students identify, plan and implement social work interventions through the application of the methods of social work and to assess their impact on different client systems in various field settings. • To help students appreciate the role of social work profession empowering individuals, groups and communities and in facilitating social change, ensuring human rights and social justice • To help students develop skills and appropriate personality qualities required for professional social work practice • To provide opportunities to accept challenges and respond to them • To understand the nature of social work practice in different specializations
7.	The General Instructions:	<p>1. There shall be Social Work Practicum/Concurrent Field Work of 16 hours per week in each Semester. The paper of concurrent Field Work shall be of 150 marks in each Semester. However, the marks allotted for this shall be as under:</p> <p style="text-align: center;">Field Work (Details of Marks)</p> <p style="text-align: center;">I. External- 125</p> <p style="text-align: center;">II. Internal- 25 (FieldWork Assessment)</p> <p style="text-align: center;">.</p> <p>2. Field Work, Individual Conference, and Group Conference are Part of Field Work; Exposure visits all are compulsory</p>

		<p>component of Field Work Practicum of fourth semester.</p> <ol style="list-style-type: none"> 3. The students shall complete concurrent fieldwork of 16 hours per week in both the years under the supervision and guidance of a faculty member. The performance of the students in concurrent fieldwork will be evaluated based on viva-voce examination and fieldwork reports submitted for the purpose. An external and internal examiner will conduct the viva-voce examination. 4. The student will be required to submit at least 25 fieldwork reports during each Semester. In order to become eligible for the Viva Voce, submission of the comprehensive Field Work Reports is compulsory in each semester. 5. Concurrent Field Work report shall essentially be submitted in the Group Conference. Attendance in Field, Individual Conferences, and Group Conferences is mandatory. Minimum 10 Individual and group conference is required to appear in Field Work Viva-Voce. All the eight papers i.e. four theory papers, one concurrent field work, one research project/dissertation, one seminar and one on Hobby Club shall be counted for the compilation of the final result.
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Department of Social Work		
Program: Social Work		Academic Year : 2021-2022
Branch	Semester-IV	
1	Course Code	MSW-21408
2	Course Title	Research Project/ Dissertation

3	Credits	8
4	Contact Hours (L-T-P)	0-0-8
	Course Status	Compulsory
5	Course Introduction	<ul style="list-style-type: none"> Students are given broader guidelines for undertaking empirical evidence based project in the fourth semester, independently and provide flexibility to consult the supervisor and make an exhaustive survey of literature on the chosen theme. Creative and analytical approaches are to be carried out under the direct supervision of a faculty supervisor. The project shall comprise of selection of the topic, methodological details, analysis, interpretation and deductions made. Research Project is part of Field Work Practicum. The viva-voce committee constituted for the assessment of social work practicum will do evaluation of the Project of 100 marks along with the viva-voce examination or similar committee may be constituted, if required.
6	Guidelines for Research Project	<ol style="list-style-type: none"> Students will choose the topic of our interest and inform to Field Work Unit respectively in end of January, and if necessary seek the help of Field work supervisor. Research Project will be carried out during fourth semester duration and submit to supervisor in first week of April. Select a suitable title for paper. Expected to study new, original, empirical, and practical or intervention in approach. Submit the paper in two typed copies of A4 size pages (both sides in 1.5 line spaces in Times New Roman Font Size 12). Organize project in following steps: topic, methodological details, analysis, interpretation, and deduction.

		6. Use headings and sub- headings 7. Use diagrams and graphs for presentation of data. 8. Give a list of books/ references cited/ used.
7	FORMAT FOR RESEARCH PROJECT:	1. Title 2. Introduction 3. Literature Review 4. Objectives 5. Justification 6. Research Methodology 7. Analysis and Interpretation 8. Findings and Deductions 9. Suggestions and Intervention Plan 10. Conclusion and References

Seminar

(MSW-21409)

Total Credits :01
Max.Marks:25
Ext. Marks :00
Int. Marks :25

In this paper the student will require to present a research paper based upon the review of the research articles published in the national/ international journals related to the area of Social Work. The topic will be selected by the student in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution.

The evaluation of the seminar presentation shall be done by the department/Institution level committee constituted by the Chairperson/Head of department/ institution.

Self -Study Paper (MSW-21410)

**Total Credits :01
Max.Marks:25
Ext. Marks :25
Int. Marks :00**

The objective of this paper is to create habits of reading books and to develop writing skills in a manner of creativity and originality. In this course, the student shall require to submit hand written write-up on any issue/topic/theme pertaining to any discipline decided in consultation with the teacher/mentor allotted to him/her by the Chairperson/Head of department/ institution. The structure of the paper will include the following:

- Introduction
- Main Body
- Conclusion

The thoughts presented in the paper must be original work of the students. The evaluation of the write-up shall be done by the internal and external examiner collectively. The external shall be appointed by Vice- Chancellor from the approved panel of examiners. The evaluation will be done as given below:

- Evaluation of the paper 15 Marks
- Viva-voce on the paper 10 Marks

Total 25 Marks

Field Work Manual

CONTENTS

1. INTRODUCTION
2. FIELD WORK PRACTICUM
3. FIELD WORK INSTRUCTIONS.
4. SUPERVISION
5. RECORDING
6. EVALUATION

INTRODUCTION

The Department of Social Work, Indira Gandhi University, Meerpur Rewari was established in 2019. It offers a Two years Masters programme in Social Work with an intake of 20 students. The Masters Programme of the Department offer 4 semesters with following papers:

Courses in Master of Social Work (MSW) First Year	
Master of Social Work semester- I: 1. Development of Professional Social Work 2. Society, Social Environment and Contemporary Concern 3. Psychology for Social Workers 4. Working with Individuals-I 5. Working with Groups 6. Communication skills 7. Field Work Practicum 8. Seminar 9. Self- Study Foundation Elective Course	Master of Social Work semester- II: 1. Working with Communities 2. Social Justice and Human Rights 3. Social Work Research and Statistics 4. Working with Individuals-II 5. IT Fundamentals in Social Work 6. Field Work Practicum 7. Seminar 8. Self- Study
Courses in Master of Social Work (MSW) Second Year	
Master of Social Work semester- III: 1. Social Policy and Social Development	Master of Social Work semester- IV: 1. Environmental Social Work

2. Social Legislations for Social Workers 3. NGO Management 4. A. Health and Health Care System B. Mental Health Care : Need and Services OR 5. A. Family and Child Development B. Gender and Development OR 6. A. Human Resource Management B. Human Resource Development & Organizational Behaviour 7. Field Work Practicum 8. Summer Placement 9. Seminar 10. Self- Study 11. Open Elective Paper	2. Social Work and Social Action 3. CSR, Fund Raising and NGO 4. A. Medical Social Work Practices B. Psychiatric Social Work Practices OR 5. A. Youth and Elderly B. Counseling Services and Social Work OR 6. A. Industrial Relation and Trade Unions B. Labour Welfare & Labour Legislation OR 7. Field Work Practicum 8. Research Project/ Dissertation 9. Seminar 10. Self- Study
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Medium of Course:

Although the medium of instructions will be in English but Students will be allowed to pursue the course in Hindi Medium also.

FIELD WORK PRACTICUM

The nucleus of Social Work Education is the Field Work Programme, which is a fundamental component of the curriculum. The field work practicum is the central mechanism for transmitting theoretical knowledge into the practical level of work. 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. 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.

The broad aim of field work is to 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. These will be in keeping with the placement agencies' philosophy, policy, goals, and use of guided supervision.

Objectives of Field Work:

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

- To help students understand the socio-economic, cultural and political milieu and develop capacity for critical examination of causative and maintenance factors of social problems and their consequences.
- To provide students with an opportunity to apply theories in practical situations for problem solving with individuals, groups and communities.
- To help students identify, plan and implement social work interventions through the application of the methods of social work and to assess their impact on different client systems in various field settings.
- To help students appreciate the role of social work profession empowering individuals, groups and communities and in facilitating social change, ensuring human rights and social justice.
- To help students develop skills and appropriate personality qualities required for professional social work practice.
- To provide opportunities to accept challenges and respond to them.
- To understand the nature of social work practice in different specializations.

To achieve these objectives, practically 40% of the time of students of the department is utilized for the fieldwork. For the Social Work Practicum, the students are placed in community (Rural & Urban) settings and in Family & Child, Industry, and Correctional Home and Medical & Psychiatric settings.

OBJECTIVES OF FIELD WORK PRACTICUM:

Master of Social Work Semester- I & II

1. Development of knowledge of:

- a) Socio-Economic background and the living conditions of vulnerable groups and problems confronting them

- b) Problem-solving techniques utilized in the community work where the student is placed
- c) The use of simple research procedures and maintenance of scientific data to assess the problems and needs of the people of the community of people

2. Development of skills:

- a) In understanding the agency in the context of community and client system
- b) To work with individuals, families, groups and communities
- c) In utilization of community resources
- d) To work as a member of team with other professionals to plan, organize and implement projects with an emphasis on the use of the process in problem-assessment and problem solving.
- e) In learning to practice social work in the community
- f) In recording

3. Development of professional attitudes which is:

- a) Conducive to work with individuals, families, groups and communities
- b) Leading gradually to awareness of self as a professional social worker

Master of Social Work Semester- III & IV

1. Development of knowledge of:

- a) Complexity and problematic pattern of Behaviour of the client system by effectively using professional knowledge base.
- b) The interaction of the immediate and sustaining environment of the people and its effect on their role performance/social functioning.
- c) Social Policy, planning, change & Welfare Administration as the major factors in the process of social development.
- d) Understanding the process of programme formulation, programme management and routine administration in the placement institution.

2. Development of skills:

- a) To effectively use the methods of social work towards problem solving
- b) To observe social realities and main issues addressed by the placement agency
- c) To acquire skills in training, research documentation, project formulation by being a member of multi-discipline team keeping in view the agency limitations
- d) To critically analyze, Evaluate and mobilize the individuals/groups for development work
- e) To learn the optimum use of authority
- f) To develop recording skills

3. Development of professional attitudes:

- a) To respect the worth & dignity of the clients system non- judgmental
- b) Conducive to work with people of diverse Socio-Economic and political backgrounds.
- c) To develop identification with the philosophy, values and Code of Ethics of the social work profession.

FIELD WORK PRACTICUM MARKS DIVISIONS:

1. Master of Social Work Semester-1		
A.	External Viva Voce Social Work Practicum/Concurrent (Field Work Reports, Individual Conference and Group Conference, Orientation	100 Marks

	Programme)	
B.	Internal a. Field work Assessment-25 b. Orientation -25	50 Marks
	Total	150 Marks
2. Master of Social Work Semester-II		
A.	External Viva Voce	100 Marks
B.	Internal a. Field work Assessment-25 b. Exposure Visits -25	50 Marks
	Total	150 Marks
3. Master of Social Work Semester-III		
A	External Viva Voce	125 Marks
B	Internal- 25 (Field Work Assessment)	25 Marks
	Total	150 Marks
C	Summer Placement/ Internship	50 Marks
4. Master of Social Work Semester-IV		
A.	External Viva Voce	125 Marks
B.	Internal- 25 (Field Work Assessment)	25 Marks
	Total	150 Marks
C.	Research Projects/ Dissertation	100 Marks

Note: - External Examiner would be appointed by Vice Chancellor from the Panel of Experts duly approved by BOPGS&R

COMPONENTS OF FIELD WORK PRACTICUM

- A. Orientation Programme
- B. Social Work Practicum/Concurrent Filed Work.
- C. Exposure Visit.
- D. Summer Placement/ Internship
- E. Workshops
- F. Research Project/ Dissertation

FIELD WORK INSTRUCTIONS

A.ORIENTATION PROGRAMME:

At the beginning of every session, one-week orientation programme is held for the students, who come from various educational disciplines. Since they need to be exposed to the working of the department, which includes theory and practice both, the exercises held in this programme provide them with the needed exposure. Orientation programme will be organized for the students of MSW 01st Semester and will carry 25 marks which will be awarded to the students by faculty members of department on the basis of participation and report writing skills.

Various exercises are as follows:

a) Class room sessions:

- i) In the above sessions knowledge regarding theory papers and fieldwork is given
- ii) Group exercises on communication skills are also conducted.

b) Institutional Visits:

These include visits in the areas of Family & child Welfare, Labour Welfare & Personnel Management, Medical & Correctional settings. Visits are arranged in Rewari and nearby areas i.e. Haryana, Delhi etc.

c) Guest Lectures:

These lectures are delivered by the agency supervisors of different field work agencies/other professionals.

d) Feedback:

At the end of the orientation programme all the students write a report expressing their views on the programme.

B.SOCIAL WORK PRACTICUM/ CON-CURRENT FIELD WORK

Instructions for Master of Social Work Semester- I & II:

1. Each student is allotted an urban slum/village community for field work in which he/she has to work during the session.
2. Every student is required to work in the field for 16 hrs a week i.e. 8 hours per day on each of the two days specified for fieldwork.
3. The students have to visit their fieldwork agency twice a week. Following day after every field work visit, the student will contact his/her departmental supervisors for individual conference must at 30 minutes, where they will discuss the work done, the problems faced and get their reports signed, without which the reports are not accepted in the group conference.
4. Group conference is held once in a week in which each student presents his/her reports in brief and submits it to Field Work Supervisor. In case the students fail to attend the group conference, the reports of the previous week will stand cancelled.
6. During each semester each student is required to submit minimum 25 reports, if any

student fails to do so, he/she will not be eligible to appear for Viva-Voce and Semester examination.

Instructions for Master of Social Work Semester- III & IV:

1. Each student is allotted an organization in the areas of Family & Child Welfare, Labour Welfare & Personnel Management, Medical & Psychiatric & Correctional fields. In which he/she has to work during the session.
2. Every student is required to work in the organization as per the working hours of the organization fulfilling the minimum requirements set by the department as 08 hrs per day & 16 hrs per week.
3. The students will be going for their fieldwork twice a week. They shall contact their departmental supervisor for Individual conference must at 30 minutes on the following working day. Where they shall discuss the work done, the problems faced and get their reports signed without which the reports are not accepted in the group conference.
4. Group conference will be held once a week in which each student presents his/her reports in brief & submit it to field work supervisor. In case the students fail to attend the group conference, the reports of the previous week stand cancelled.
5. During each semester each student is required to submit minimum 25 reports, if any student fails to do so he/she is not eligible to appear for Viva-Voce and Semester examination.

Rules for Attendance:

All the students are required to attend fieldwork on all fieldwork days and mark their attendance in the register with their declared contact person/Agency Supervisor. Students have to indicate their time of arrival & departure in the register. In case the student has to go for some collateral work, he/she may mention that in the register too.

Rules for Leave:

- 1) In case of emergency, a student will be permitted leave for five fieldwork days during a session, with prior intimation to the department.
- 2) Various requirements for field work shall be evaluated by the departmental supervisor as per the process & guidelines adopted and with the help of the tools developed for the purpose by the department. Mere fulfillment of attendance requirements by the students will not guarantee their successful completion of field work.

C.EXPOSURE VISIT:

Exposure Visit of 5 days duration will be organized in the 2nd semester for 25 marks, which will be awarded to the students by the respective teachers on the basis of their performance, organizing abilities, participation in agency discussions, responsibilities shared and behaviour during exposure visits.

D.WORKSHOPS:

Skills Development - help learners acquire specific skills for situations encountered during practice and acquire skills for intervention. These may be for problems/ concerns, issues or

situations like work with alcoholics, HIV/AIDS affected persons, adolescents for life skills development, youth for leadership development and couples for marital relationship and enrichment work with elderly. These workshops are to enhance skills/ develop new skills for practice in specific situation, specific problems and issues. Workshops are part of third semester Social Work Practicum.

E. SUMMER PLACEMENT/ INTERNSHIP:

Block Placement - provides an opportunity to experience day-to-day work in a setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. The period recommended for this experience is about four weeks, after the first year of the post-graduate programme. There shall be a professionally qualified worker in the setting willing to plan orientation and provide consultation, when needed. Evaluation of the Block Placement of 100 marks will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of social work practicum or similar committee may be constituted, if required. The objective of the Block placement is:

- a) To broaden the student's perspective of welfare services
- b) To provide them with pre-employment work experience in the area of their interest, to facilitate them to assume professional responsibilities
- c) To carry out specific assignments with professional responsibility

Nature of Placement:

The students for their Block placement are placed with organizations for a period of 4 weeks after their second semester examination. The organization for Block placement is usually different from the one where student has been placed for concurrent fieldwork, except in exceptional cases. During Block Placement, students are required to observe the working days and working hours of the organization they are placed in.

Placement Procedure for Summer Placement:

- i) Preferences for the area and the organizational setting for Block placement are invited by the fieldwork unit around February, every year. The students are required to exercise three choices in order of preference, in writing to the Field Work Unit by the specified date.
- ii) The Field Work Unit assesses these preferences and tries to arrange suitable organizations for placements.
- iii) In spite of its best efforts, the department may not be able to accommodate the preferences of all the students. They will have to accept the alternative placements. The students are required to commence their fieldwork training from the date specified for the purpose. Any delay without the expressed approval of the department will disqualify a student from undertaking Block Placement that year.
- iv) In no case, a student should approach the prospective fieldwork agency directly on her/his own.

Instructions:

Every student is required to:

- i) Intimate the department in writing his/her date of joining field work within a week of joining the agency countersigned by the agency supervisor.
- ii) Send fortnightly reports countersigned by agency supervisor within the first week of next fortnight.
- iii) Two fortnightly reports together shall not be accepted.
- iv) All the students are required to keep duplicate reports/log sheets, in case the originals are misplaced, they can submit the duplicate reports.
- v) After a fortnight if the department does not receive the Block Placement reports, it shall stand cancelled & the students shall have to repeat it again.
- vi) At the Block Placement end of the every student is required to bring a completion certificate so that Detail Marks Certificate (DMC) can be issued.

Rules for Attendance and Working Hours:

The student shall mark the attendance as per the rules of the organization and shall strictly observe the working hours of organization he/she is placed.

Rules for Leave:

As per the departmental rules the students can avail two days leave in four weeks/ one month. In case they want to avail more leave for some reasons, it has to be with the permission of the agency supervisor and accordingly their fieldwork days shall be extended in order to complete four weeks/ one month.

F. RESEARCH PROJECT/ DISSERTATION:

Students are given broader guidelines for undertaking empirical evidence based project in the fourth semester, independently and provide flexibility to consult the supervisor and make an exhaustive survey of literature on the chosen theme. Creative and analytical approaches are to be carried out under the direct supervision of a faculty supervisor. The project shall comprise of selection of the topic, methodological details, analysis, interpretation, and deductions made. The viva-voce committee will do evaluation of the Project along with the viva-voce examination constituted for the assessment of social work practicum or similar committee may be constituted, if required.

Guidelines for Research Project

- i) Students will choose the topic of our interest and inform to Field Work Unit respectively in end of January, and if necessary will seek the help of Fieldwork supervisor.
- ii) Select a suitable title for paper
- iii) Expected to study new, original, empirical, and practical or intervention in approach
- iv) Submit the paper in two typed copies of A4 size pages (both sides in 1.5 line spaces in Times New roman Font Size 12).
- v) Organise project in following steps: topic, methodological details, analysis, interpretation and deductions.
- vi) Use headings and sub- headings.
- vii) Use diagrams and graphs for presentation of data.
- viii) Give a list of books/ references cited/ used.

SUPERVISION

Supervision is an integral part of social work education. It revolves around the educator-learner interaction and relationship. Supervision is very important process for the professional development of a social worker. The effective supervision requires clarity of the respective roles of the supervisor and the supervisee. During the field work, every student is placed under the direct supervision of the supervisor who tries to achieve the aims of supervision by setting an example, appreciating and encouraging desirable attitudes in the student. The supervisor acts as a Guide, Counselor, enabler, Educator and Administrator during the entire process. Supervision is a participatory process where in the student is expected to know his/her learning needs and he/she is expected to take initiative to benefit from the supervisory process.

The objective of the supervision is to develop skills among students such as observation, listening and communication, interviewing, relationship building, skills in fact finding, recording, analysis, administrative procedures. Supervision helps in developing professional attitudes in the students.

OBJECTIVES OF SUPERVISION

1. To streamline the activities of the students with the help of professional expertise
2. To encourage students for self-knowledge, self awareness, self control and self development.
3. To give necessary input to the students for their change and growth
4. To evaluate students performances in field work and provide them the timely feedback.
5. To help students in being a professional
6. To inculcate among students, values and attitudes appropriate to the practice of professional social work.

RESPONSIBILITIES OF THE FIELD SUPERVISOR

- 1) Helping the students to adjust to the field setting and acquire basic knowledge of fieldwork agency and its requirements.
- 2) To check out a work plan to work systematically and scientifically to achieve the field work objectives making best use of students potentials.
- 3) Enabling students in learning to relate theory with practice and guide them to procure sufficient literature regarding field work.
- 4) Giving feed back to students from time to time about their progress and professional growth.
- 5) To monitor the programme of the students, maintain a regular contact with placement agency/agency supervisor/contact person.

- 6) Help students to write records properly, systematically and prepare them for group conference, mid-term and final evaluation
- 7) Making the student aware of the performance indicators, evaluation criteria, and other expectations in terms of supervisory process, which may include recording etc
- 8) Help the students to cope with personal, emotional, and behavioural problems that may affects his/her field work.
- 9) To develop hard working attitudes among students marked with sincerity, punctuality towards profession.

TOOLS OF SUPERVISION

1. Individual Conference
2. Group Conference
3. Field Work Visits
4. Recording.

1. Individual Conference: Individual conference is a guided interaction between students and the faculty supervisor. It will be held tentatively on weekdays. It must be 30 minutes with each student

Objectives of Individual Conference:

- 1) To provide students feedback on his work-assignments and work schedule
- 2) To help him to learn to interact within the client system to assess field situations
- 3) To learn the effective use of intervention methods with client problem
- 4) To help in maintaining good records
- 5) To enable him / her to cope up with problems arising out of fieldwork experience
- 6) To help him to evaluate his / her learning levels

2. Group Conference:

It is an effective total of supervision. In the department, the Group Conference will be held once in a week.

Objectives of Group Conference:

1. To provide students exposure to different field settings.
2. To facilitate problem solving through group-efforts
3. To make the student work as a team member
4. To help in evaluating his/her performance level in relation with other students
5. To help the students to develop communication skills
6. To develop the overall personality of the student

3. Field Work Visits

This is an interaction between the students and supervisor during the supervisor visit to the field settings. It includes checking and suggestions given by supervisor for the problem which needs urgent attention in the field.

Expectation from Agencies/Contact Person:

- 1) Agencies are expected to know the basic objective of field work in social work education.
- 2) Ensure professional work habits and responsibility from the students.

- 3) To provide timely feedback to students and department for the students short falls.
- 4) Ensure regularity and punctuality of the student.
- 5) All the agencies are expected to co-operate with & Department Supervisor and vice-versa.

FIELD WORK LOAD

The work load of each school supervisor/ faculty member(s) for field work supervisor (including the Individual Conferences and Group Conferences) shall be counted to be equal to four periods of class room teaching (for each field work day) and teacher will supervise 5 students from each semester. Teachers who are visiting any place in relation to any activity of field work with prior permission of the competent authority shall also be given conveyance/ travelling allowances or other charges as per university norms.

RECORDING IN FIELD WORK

Professional courses of different disciplines have developed their own system of recording. Social Work too has its own systematic procedure for recording. Recording provides an opportunity to the student to organize & present information, observation, reflection and action in a systematic manner. It proves to be useful for both administrative and research work.

FUNCTIONS OF RECORDING

- 1) Helps in self reflection
- 2) Assists in Integration of theory with practice
- 3) Documentation of Social Work Intervention
- 4) Enhances supervision during practice
- 5) Periodic evaluation of the student work
- 6) Maintain continuity of services
- 7) Used for administrative purposes
- 8) Research and theory building

TYPES OF RECORDING:

1. Process Recording:

Process recording is a specialized and detailed form of recording with a process orientation. It involves reporting of total days interaction and observation in detail, which also includes feelings, thoughts, limitations in the intervention plan etc. All the above talks serve as an important tool for supervision and evaluation.

In brief it includes:

- 1) Initial information, which may include the name of the worker, day, date, and name of the client, serial no. of the session (in case of interview or group session)
- 2) Detailed description of what happened during the visit
- 3) Description of both action & non-verbal activity that occurred
- 4) The worker's total feelings and responses towards the client or the situation, which include both verbal & non-verbal thoughts. An "Assessment Summary," which includes workers opinions in summarized form regarding the interview/Session/Work. It also includes an analysis of the situation involved
- 5) Evaluation & Analysis of everything that is happening or has happened during the

visits

6) At the end of every record, an interaction Plan is made to see what is to be done during the next visit.

2. Verbatim Recording:

Verbatim recording includes direct quotes to reproduce the conversation which took place during the interaction at the field work agency on that particular day.

Example: Worker: Do you think taking drugs is harmful?

Client: I don't know, but I have been consuming some of them for years now.

3. Summary Recording:

In summary recording only the results or outcome are recorded. No step-by-step recording is involved.

The content of work is described under various headings. It can be done either in the middle of interaction or at end of interaction.

FORMAT FOR SOCIAL WORK PRACTICUM REPORTING:

1) Purpose:

Purpose of the visit will include the future plan of the last report and the present objectives as discussed in the individual conference.

2) Interaction:

- i) Detailed report of the work done step by step inclusive of the discussions held with various people.
- ii) Verbatim report as and when required.

3) Evaluation:

A. Assessment:

- a) Of the work done b) Problems faced by the worker c) New things learnt

B. Self-Evaluation: that a student does of himself /herself who include:

- a) Utilization of the theory where and when required.
- b) Limitations and weaknesses and ways to overcome them
- c) Strength (if any)

4) Future Plan: Includes the objectives of the next visit.

FORMAT FOR SUMMER PLACEMENT REPORT:

1. Plan of day
2. Interaction
3. Observation
4. Analysis
5. Self-learning
6. Future Plan

FORMAT FOR RESEARCH PROJECT:

1. Title
2. Introduction
3. Literature Review
4. Objectives
5. Justification
6. Research Methodology
7. Analysis and Interpretation
8. Findings and Deductions
9. Suggestions and Intervention Plan
10. Conclusion and References

EVALUATION:

Evaluation is an integral part of fieldwork. It is a continuous process and essential part of training in self-awareness and necessary for the development of student as a professional social worker. This helps to determine the level of professionalism achieved in field. Help in assessment of theoretical knowledge acquired and experiences gained during fieldwork in applying the same in social work practice. As this is an "Ongoing process", the student is provided with periodic feed back to enhance improvement and modifications. Evaluation is not limited to final & midterm evaluation but indirectly includes weekly Individual Conference's. Both the Field Work Supervisor and the student need to have active participation in the evaluation process. Therefore, the evaluation process needs to be explained to student's right from the beginning of the process.

Evaluation is a shared process throughout the training period analysis of the student's progress and performance involved with the view of helping students to develop their knowledge and competence as social workers.

Need for Evaluation:

1. It helps students to know where they stand.
2. It helps them to relieve anxiety.
3. It helps them to analyze their strength & weaknesses and areas of growth.
4. It helps students to integrate more of theory into practice.
5. Helps Field Work Supervisor in goal directed teaching.

Evaluation must involve not only analysis of inputs made by the students in terms of willingness, enthusiasm and energy, but also on process and outcomes of the efforts.

What is evaluated?

- 1) Over all progress in the fieldwork performance throughout the semester.
- 2) Ability to conceptualize & integrate theory with practice
- 3) Ability to analyze social situations, individual need

AREAS OF EVALUATION

1. Professional Development:

- i) Professional growth in students i.e. belief in professional ethics, dedication to take at hand and sense of responsibility, level of inquisitiveness and initiative
- ii) Overall regularity and punctuality in day to day field work performance throughout the year
- iii) Ability to integrate theory into practice
- iv) Internalization of values and goals of the profession
- v) Capacity for self direction, independence, resourcefulness in work, Management of time and work load.

2. Interpersonal Proficiency:

- i) Ability to demonstrate warmth and acceptance
- ii) Motivation to be of help to others as against preoccupation with own needs and problems.(Extent of responsibility and commitment shown towards client system, agency, colleagues & Field Work Supervisor.)
- iii) Development of capacity to relate purposefully, to empathies and respond appropriately while working with individuals, groups, and communities
- iv) Awareness of self and control on thinking, feelings, & actions.

3. Development of Practice Skills:

- i) Ability to analyze situations, needs, and resources
- ii) Skill in problem solving, case planning, and evaluation
- iii) Ability to prepare plan of action to carryout intervention
- iv) Skills in using methods of Social Work like Social case work, Social group work, community organization etc.
- v) Capacity to use skills and techniques for enhancement of process, interaction, Problem solving and action in the client system

4. Ability to Write Records:

- i) Manner of presentation of facts and observation
- ii) Utilization of records to overcome weaknesses and build upon strength
- iii) Using records to assess the level of intervention & analyze critically professional development.

5. Supervision:

- i) Openness to learning new things
- ii) Acceptance of constructive criticism and supervision
- iii) Openness in providing & receiving feedback
- iv) Acceptance of the roles of Agency/Faculty Supervision in learning process
- v) Striving towards assuming responsibilities & taking decisions independent

MID TERM EVALUATION/ FINAL EVALUATION.

PERFORMA FOR FIELD WORK PRACTIUM

Name of the Student.....

Name of the Community/Agency.....

Name of the Faculty Supervisor.....

1. Description of Community: (Brief History, Cultural Background, Major Population Groups, Occupational Structure, Level of Education, Health, Socio-economic status, availability of basic amenities, other organizations working in the community etc.

2. Description of Agency: (Brief History, Organizational Structure Functions, Programmes etc)

3. Major Assignments: Summary of the cases and detail of the projects taken up for practicing Social group work and Community Organization.

4. Assessment of Professional Growth (Following are the constituents that may be used to explain your professional growth. Cite examples to substantiate).

- i) Utilization of theory in practice
- ii) Motivation to accept challenges where and when the work environment was perceived to be not conducive enough.
- iii) Awareness of self (personal qualities i.e. weakness and strength which may be considered as either hindering or facilitating factors in professional growth.
- iv) Regularity, punctuality, and sincerity for accomplishment of basic tasks assigned.
- v) Ability to empathies, relate purposefully and respond appropriately while working with individuals, families, groups and communities.

Inter-personal competency to deal with a variety of work and human relation situation.

