

# *Sociology for Social Work*

*I - M.A(Social Work) / I - Semester*



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[www.drbraouap.org](http://www.drbraouap.org)

**Year : 2026**

**Edition : First**

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## *Sociology for Social Work*

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### **Course Objectives**

1. Know the basic concepts relating to society and relation between individual and society.
2. Describe socialization, social institutions and social groups.
3. Disseminate knowledge regarding social stratification, social deviance, social change and social problems.

### **Unit-I**

Sociology: Definition and Scope, Relation of Social Work to other Social Sciences.

Applied Sociology: concept, definition, Difference between Academic and Applied Sociology.

Society: Definition, Characteristics, Structure and Functions of society, Relationship between individuals and society.

### **Unit-II**

Socialization: Process and Mechanisms of Socializations.

Social Institutions: Marriage, Family, Religion.

Social groups: Definition, Characteristics and Classification of Social Groups, Primary, Secondary and Reference Groups.

### **Unit-III**

Social Stratification: Social Stratification in India – Class and Caste stratification.

Social Deviance and Social Control: Definition, Process and Mechanisms of Social Control.

### **Unit-IV**

Social change: Concept, Definition and Factors leading to Social Change, Globalization and Society.

Social problems: Suicide, Domestic Violence, Alcoholism, Trafficking, Juvenile Delinquency, Agrarian Crisis, Farmer Suicide.

### **Selected Readings**

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# *Human Growth and Personality Development*

*I - M.A(Social Work) / I - Semester*

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**Year : 2026**

**Edition : First**

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## *Human Growth and Personality Development*

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### **Course Objectives**

1. Know the various stages of human growth and development
2. Explain different concepts of human behavior like motivation, perception, learning and attitudes
3. Assess the client in solving their psycho social problems through personality development and adjustment

#### **Unit-I**

Life-span Approach to Human Growth and Development; Principles of growth and Development in a life- span, Role of Heredity and Environment in Human Growth and Development

#### **Unit-II**

Motivation: Concept, Definition, Types of Motives, Theories of Motivation, Social Motives.  
Perception: Definition, Process of Perceptions, Factors Influencing Perception.

#### **Unit-III**

Learning: Meaning & Definition, Principles of Classical Conditioning, Operant Conditioning and Cognitive Learning

#### **Unit-IV**

Attitudes: Definitions, Formation of Attitudes and attitudes change in Individuals and Groups, and Measurement of attitudes.

Personality development: Definition, Theories of Personality: Psychodynamic, and Behavior theories.

#### **Unit-V**

Adjustment: Concept of Adjustment and Maladjustment, Factors Influencing stress, coping with stress.

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4. Elizabeth B. Hurlock (1974), Personality Development, Tata McGraw Hill Publishers Ltd. New Delhi
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6. Linda L. Davidoff (1987), Introduction to Psychology

**Course Outcomes**

1. Memorize various stages of Human Growth and Development
2. Identify different concepts of Human Behavior like Motivation, Perception, Learning and Attitudes
3. Discover experience in assisting the person in Solving their Psycho social problems through personality development and adjustment

## *Human Growth and Personality Development*

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# *Social Work in Industry and Human Resource Management*

*I - M.A(Social Work) / I - Semester*

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Year : 2026

Edtion : First

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## *Social Work in Industry and Human Resource Management*

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### **Course Outcomes**

1. Enrich knowledge on HRM, Personnel management, HR planning and management systems
2. Appraise organizational behavior, conflict Resolution Strategies and Legislation related to industrial relations
3. Develop skills in Industrial Social Work Practice and the role and significance of Corporate Social Responsibility

#### **Unit-I**

Management: Concept, Principles and Functions of Management, Approaches to management  
Personal management: Definition, Functions, Principles of personal management and its importance

#### **Unit-II**

Human resource management: Planning, Recruitment, Selection, Performance, Appraisal, Training and Development, Motivation, Grievances

#### **Unit-III**

Understanding Organization Behavior: Definition, Organization Structure, organization groups needs/ purpose leadership – functions and importance of Effective communication Conflicts, sources of conflict, Management of conflicts Organization of Development Interventions – role of social workers

#### **Unit-IV**

Industrial relations: concept, definitions, different approaches to deal with human problems in industry and Limitations.

Welfare social security and related legislation for industrial worker:

Industrial Disputes Act-1947,

Factories Act, 1948,

The Work Man Compensation Act 1923,

The Employees State Insurance Act 1948,

Minimum Role of Labour Officer

#### **Unit-V**

Industrial Social Work: Concept, Course Objectives, Scope of Industrial Social Work, Functions, Skills and Task of Social Worker in the Industry

Social Responsibilities of Industry: Importance of social, Community projects by Industry, Role of Social Worker and Corporate Social Responsibility (CSR)

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# *Issues and Concerns in Occupational Social Work*

*I - M.A(Social Work) / I - Semester*

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**Year : 2026**

**Edition : First**

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## *Issues and Concerns in Occupational Social Work*

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### **Unit-I**

Occupational social work: Concepts and Scope

Occupational social work-history, scope, components, principles and methods

Changing profile of work, workers and work place organizations

Indian workers: Needs, Issues and Problems affecting work life and organizational life Changes in the labour policy-Implications for the work force, Decent work, ILO initiatives and Indian realities

### **Unit-II**

Workers in organized sector: Issues and challenges

Contemporary issues for factory workers: employment nature and security, wages and social security.

Industrial relations: determinants and reflectors, legislations, Industrial Employment Standing Orders, Trade unionism- historical development, legal environment and changing scenario, Labour welfare in a welfare state, Labour Welfare Officer: duties, issues, challenges;

Welfare to Wellbeing of workers: Concept, needs and programmes

### **Unit-III**

Working Conditions and Conditions of Work

Physical and mechanical environment-provisions of Factories Act; Working conditions and problems at workplace Conditions of work: Wages, dearness allowances, perks and incentives leave, holidays, Code on Wages Social security for organized sector: measures, issues and challenges

### **Unit-IV**

Workers in Unorganized Sector

Unorganized sector workforce-issues, and concerns, statutory and non –statutory initiatives, Issues and concerns of Building and construction workers and agricultural workers, Child workers in India in different occupation, Rescue and rehabilitation; Domestic Workers;

Women workers/employees in different occupations: Needs problems and issues, Specific issues and concerns of persons with disability and employees on contract basis.

### **Unit-V**

Emerging Issues and Concerns for Occupational Social work

Mental health issues at workplace; Work life balance

Employee Assistance programmes- nature, scope, philosophy, models, services,

Corporate social responsibility–policies, programmes and practices

Occupational Social work: emerging issues and concerns

Select case studies on work place interventions

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# *Corporate Social Responsibility & Social Entrepreneurship and Social Work Practice*

*I - M.A(Social Work) / I - Semester*

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**Year : 2026**

**Edition : First**

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**Unit-I**

Corporate Social Responsibility: Concept, factors and Evolution  
Models and perspectives on CSR  
Stakeholders in CSR, Legal obligations, Compliances and reporting in CSR

**Unit-II**

Corporate Social Responsibility:  
Skills for Planning, implementing, monitoring and evaluation of CSR activities  
Identifying implementing partners  
Sustainability and CSR  
Ethics and governance  
Case Studies and best practices

**Unit-III**

Social entrepreneurship:  
The history, concept, and theories on Social entrepreneurship  
Social entrepreneurship and the socio-economic context  
Social enterprises; Models and types of Social Enterprises

**Unit-IV**

Theories of Change, Social Return on Investment  
The motivation of a Social Entrepreneur  
Skills and competencies of a social entrepreneur-financial Management and Fund Raising;  
Sustainability of social enterprises  
Case Studies and best practices

**Unit-V**

Role and importance of Social Worker in CSR - Assisting individual workers, advocating on behalf of employees, developing philanthropic and Community development programmes, implementing diversity programmes in workplace and corporate campaign.

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## *Corporate Social Responsibility, Social Entrepreneurship and Social Work Practice*

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# Computer Applications

*As per Choice Based Credit System (CBCS)  
I - M.A(Social Work) / I - Semester*



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**Year : 2026**

**Edition : First**

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I - Year / I - Semester as per CBCS

# *Computer Applications*

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## **Outcomes**

At the end of the course, the students is expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

- A. Remembers and states in a systematic way (Knowledge)
  - 1. Describe the fundamental hardware components that make up a computer's hardware and the role of each of these components.
  - 2. Understand the difference between an operating system and an application program, and what each is used for in a computer.
  - 3. Use technology ethically, safely, securely, and legally.
  - 4. Use systems development, word-processing, spreadsheet, and presentation software to solve basic information systems problems.
- B. Explains (Understanding)
  - 5. Apply standard statistical inference procedures to draw conclusions from data.
  - 6. Retrieve information and create reports from databases.
  - 7. Interpret, produce, and present work-related documents and information effectively and accurately.
- C. Critically examines, using data and figures (Analysis and Evaluation\*\*).
  - 8. Analyse compression techniques and file formats to determine effective ways of securing, managing, and transferring data.
  - 9. Identify and analyse user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems.
  - 10. Analyse a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
  - 11. Identify and analyse computer hardware, software

- D. Working in ‘Outside Syllabus Area’ under a Co-curricular Activity (Creativity) Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program’s discipline.
- E. Efficiently learn and use Microsoft Office applications.

### **Unit-1: Introduction**

Computer Definition - Characteristics and Limitations of Computer Hardware - Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture - Primary and Secondary Memories - Input and Output Devices- Operating System- Function of Operating System- Types of Operating System- Languages and its Types

### **Unit-2: MS Word**

Word Processing - Features - Advantages and Applications - Parts of Word Window-Toolbar- Creating, Saving, Closing, Opening and Editing of a Document - Moving and Copying a Text- Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto Correct- Spelling and Grammar- Mail Merge- Macros.

### **Unit-3: MS Excel**

Features - Spread Sheet-Workbook - Cell - Parts of a window - Saving, Closing, Opening of a Work Book - Editing - Advantages - Formulas - Types of Function - Templates - Macros - Sorting- Charts - Filtering - Consolidation - Grouping- Pivot Table.

### **Unit-4: MS Power Point**

Introduction - Starting - Parts - Creating of Tables - Create Presentation - Templates-Auto Content Wizard - Slide Show-Editing of Presentation - Inserting Objects and charts.

### **Unit-5: MS Access**

Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database - Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report - Format Reports.

*Content*  
***Computer Applications***






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# ***Social Group Work***

*I - M.A(Social Work) / II - Semester  
Choice Based Credit System(CBCS)*



- By

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**Year : 2026**

**Edtion : First**

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# MSW 201 Social Group Work

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## **BLOCK I: SOCIAL GROUP WORK: CONCEPT AND DEFINITION, PHASES OF GROUP INFORMATION**

**Unit 1: Social group:** concept, definition, meaning, objectives, purpose, characteristics, nature and scope - types of groups-social group and social group work group - functions of a group.

**Unit 2: Phases of group formation:** forming, storming, norming, performing, adjourning, mourning/grieving - basic human needs met by groups at different stages of group development - group goals.

## **BLOCK II: GROUP PROCESS AND INTRODUCTION TO SOCIAL GROUP WORK**

**Unit 3: Group process:** bond, acceptance, isolation and rejection - sub-group formation - newcomers in the group, expectation, withdrawal, behavior contagion, conflict and control - classification of group process: basic, structural, locomotive, and molar - Group dynamics: meaning, definition, functions, and basic assumptions of group dynamics.

**Unit 4: Social group work:** concepts, definition, assumptions, purpose, goals, principles, and values of group work - historical development of group work - group work as a method of social work – group work relation to other methods of social work.

## **BLOCK III GROUPWORK PROCESS, ASSESSMENT, INTERVENTION, SUPERVISION**

**Unit 5: Group work process:** Intake and study - selection of members, composing group, orienting the members, preparing the environment, goal setting, motivation, use of home visits, and collateral contacts.

**Unit 6: Assessment:** preparing for group work, first meetings – interviewing - ground rules for group work meetings - group roles and responsibilities – group meetings,

**Unit 7: Intervention/treatment:** problem identification - making them work – dealing with difficulties within the group - group presentations - group work evaluation meaning and its place in group work - Evaluation: steps in group work evaluation - criteria for

good group work - checklist for group work evaluation- Termination - reaction to termination - Follow up.

**Unit 8: Group work supervision:** concepts, need, tasks, types, purpose, and functions, techniques - conditions for good supervision.

#### **BLOCK IV: LEADERSHIP IN GROUP, MODELS AND APPROACHES AND GROUP WORK RECORDING**

**Unit 9: Leadership in group:** concepts, definition, characteristics, functions, qualities of leader - types and theories of leadership - training for leadership - sociometry and sociogram - Group work for team building: meaning, purpose, situational leadership in team building

**Unit 10: Models and approaches:** social goal model, remedial and reciprocal model - group therapy -group psychotherapy - therapeutic - social treatment - development group - task- oriented group, etc.

**Unit 11: Group work recording:** meaning, purpose, types - principles of group work recording - scope, problems, and limitations of group work practice in Indian settings - role of group worker in various settings.

#### **BLOCK V: PROGRAMME PLANNING, PROGRAMME LABORATORY GROUP WORK SETTINGS AND PRACTICE**

**Unit 12: Programme planning:** meaning and definition of programme – principles and process of programme planning - place of agency in programme planning.

**Unit 13: Programme laboratory- values and techniques:** games, singing, dancing, dramatics, street play, puppetry, group discussions, parties, excursion, psychodrama, socio-drama, role play, brain storming, camping- planning and conducting camps - stages of group development - use of programme for group development: orientation stage, working stage, termination stage, programme planning, implementation, and evaluation

**Unit 14: Group work settings and practice:** application of group work method in different settings; community settings - medical and psychiatric settings: hospitals, de-addiction, physical and visual and mentally challenged - family and child welfare settings - the aged homes, schools, correctional institutions, and industries - skills of a group worker.

# *Community Organisation and Social Action*

*I - M.A(Social Work) / II - Semester  
Choice Based Credit System(CBCS)*



- By

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**Year : 2026**

**Edtion : First**

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# *MSW 202 Community Organisation and Social Action*

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## **BLOCK I: COMMUNITY, COMMUNITY DYNAMICS AND COMMUNITY LEADERSHIP: CONCEPT AND DEFINITION**

**UNIT 1: Community:** concept, definition, meaning, types, and characteristics - community power - structure - minority groups.

**UNIT 2: Community dynamics:** integrative and disintegrative processes in the community.

**UNIT 3: Leadership:** definitions, characteristics, types and qualities - leadership in different types of communities - theories of leadership - symbols, rituals, apathy, prejudice and individual predisposition - community power structure and political organizations in the community - factions and sub-groups - minority groups.

## **BLOCK II: COMMUNITY ORGANISATION, COMMUNITY PARTICIPATION AND MODELS OF COMMUNITY ORGANISATION**

**UNIT 4: Community Organization:** concept, definition, objectives, philosophy, approaches, principles and skills – community organization as method of social work - community welfare councils and community chests - models of community organization

**UNIT 5: Community Participation:** concept, imperatives, types, constraints, methods and techniques; components of community work and community relation.

**UNIT 6: Methods of community organization:** Planning, education, communication, community participation, collective decision making, involvement of groups and organizations, resource mobilization, community action, legislative and non-legislative promotion, coordination - community organization as an approach to community development.

## **BLOCK III: PHASES OF COMMUNITY ORGANISATION, INTERVENTION AND APPLICATION OF COMMUNITY SETTINGS**

**UNIT 7: Phases of community organization:** study, assessment, discussion, organization, action, evaluation, modification, continuation and community study

**UNIT 8: Intervention strategies in community settings:** awareness building, organizing, activating, people's participation, negotiating, lobbying, and resource mobilization, resolving group conflicts, programme planning and service delivery, developing human resource, and monitoring and evaluation.

## **BLOCK IV: SOCIAL ACTION: DEFINITION, CONCEPT AND STRATEGIES**

**UNIT 9: Application of community organization in different settings:** rural, urban, tribal - target groups: children, youth, women, aged, Dalits - community organization in emergencies: fire, flood, drought, famine, earthquake, and war - community organization at local, state, and national level.

**UNIT 10: Roles of the Community Organizer:** Models of Community Organization as practiced - Local department, Social Planning, Social Action and Community Liason - Methods and skills in Community Organization - Use of Social Work methods in Community Organization.

**UNIT 11: Social Action:** Concept, meaning, definition, objectives, characteristics, principles, methods and techniques - social action as a method of social work - social action and social reform – scope of social action in India - enforcement of social legislation through social action. Approaches: rights based approach - advocacy based approach

**UNIT 12: Strategies:** preparation of carefully worded statement of policies - preparation of carefully analysis of pending legislations - individual consultation with key legislators on the implication of pending measures - persuasion of influential organization to support or oppose pending legislation - creation of ad hoc citizens committee composed of people of great influence or prestige.

## **BLOCK V: RADICAL SOCIAL WORK AND APPLICATIONS OF COMMUNITY ORGANISATION**

**UNIT 13: Radical Social Work:** meaning, techniques - role of Paulo Freire and Saul Alinsky, Marx, Gandhi, Jayaprakash Narayan, and Vinoba Bhave - community organization as a Para- political process and role of social worker in community organization and social action.

**UNIT 14: Application of Community Organization in different fields:** Health, Correctional, Educational, Rural and Urban, Industrial, Community Welfare Councils and Community Chest -Strategies of community organization: Advocacy, Campaigning, Lobbying and Networking.

# ***Social Work Research and Statistics***

*I - M.A(Social Work) / II - Semester  
Choice Based Credit System(CBCS)*



- By

**Dr. K. Rajasekhar**

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**Year : 2026**

**Edtion : First**

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## *MSW 203 Social Work Research and Statistics*

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### **BLOCK I: INTRODUCTION TO RESEARCH AND SOCIAL WORK RESEARCH, SCIENTIFIC METHOD AND RESEARCH APPROACHES**

**Unit 1: Research:** concept, objectives, characteristics, ethics, and qualities of good researcher; social research: meaning and objectives; social work research: meaning, scope, importance, limitations in social work research, and difference between social research and social work research;

**Unit 2: Scientific method:** meaning, characteristics, and process of scientific inquiry; relationship between theory method & fact; types of research: pure, applied, and action research; participatory and evaluation research.

**Unit 3: Research approaches:** qualitative research: meaning, scope, characteristics, strategies, sampling and design, types of qualitative research: ethnography, focus group discussion, life history and content analysis; use, limitations, and obstacles in qualitative research, quantitative research: meaning, type, difference between qualitative and quantitative research.

### **BLOCK II: SELECTION OF THE PROBLEM, THEORY AND HYPOTHESIS**

**Unit 4: Selection of problem:** criteria and sources; surveying the field; literature review and developing the bibliography: purpose; using library and internet, library ethics, abstracting and plagiarism; defining the problem: need and significance of the problem; basic research questions: meaning and importance; research objectives.

**Unit 5: Theory:** meaning and use; inductive and deductive theory construction; concepts, indicators, and variables: meaning; types of variables; formal and operational definitions; measurement: meaning, levels of measurement; nominal ordinal, interval, and ratio

**Unit 6: Hypothesis:** meaning, sources, characteristics, functions and types; assumptions and limitations; attributes of a sound hypothesis; hypothesis testing; level of significance; critical region; Type-I and Type-II errors.

### **BLOCK III: RESEARCH DESIGN, TOOLS AND METHODS OF RESEARCH**

**Unit 7: Research design:** meaning and types- exploratory, descriptive, diagnostic, experimental, and single subject research designs; universe and sampling: meaning, need, principles, types and techniques, and advantages and disadvantages.

**Unit 8: Tools/instrument:** steps involved in tool construction; validity and reliability: meaning and types; use of scales (developed by WHO/ILO, etc.), scaling procedures (Thurston, likert, bogardus, and semantic differentials): interview guide, code book, pilot study, and pre-test; sources of data: primary and secondary data.

**Unit 9: Methods:** quantitative- interview- meaning and types; questioners: meaning and types; participatory and rapid appraisal techniques; qualitative- in-depth interview, observation and types and document review; mixed and multi method & triangulation/

#### **BLOCK IV: DATA PROCESSING, REPORT WRITING IN RESEARCH**

**Unit 10: Data processing;** transcription, data processing; presentation of data: tabular and graphical presentation; data analysis: univariate, bivariate, and multivariate analysis; interpretation: meaning, techniques, and precautions.

**Unit 11: Report writing:** content and format; mechanics of writing research reports and precautions; research abstracts; footnotes, referencing, and bibliography: meaning and differences; methods of referencing; preparation of research project proposal; agencies involved in social work research.

#### **BLOCK V: STATISTICS, DISPERSION AND COMPUTER APPLICATIONS**

**Unit 12: Statistics-** meaning, use, and its limitations in social work research; measures of central tendency: arithmetic mean, median, and mode

**Unit 13: Dispersion:** range, quartile deviation, standard deviation and co-efficient of variation; tests of significance: “t” test, f test and chi-square test; correlation: meaning, types, and uses; Karl Pearson’s coefficient of correlation and rank correlation;

**Unit 14: Computer applications:** use and application of computer in social work research with special reference to excel, etc.

# *Social Welfare Administration and Legislations*

*I - M.A(Social Work) / II - Semester  
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- By

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**Year : 2026**

**Edition : First**

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## ***MSW 204 Social Welfare Administration and Legislations***

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### **BLOCK I: SOCIAL WELFARE ADMINISTRATION: MEANING AND DEFINITION; PURPOSE, SOCIAL WELFARE PROGRAMME AND AGENCY**

**Unit 1: Social Welfare Administration:** Meaning and Definition of Social Welfare Administration and Social Work Administration; Purpose, Historical Development; Principles, Functions, and Areas (Policy Making, Planning, Personnel, Supervision, Office Administration, Budgeting, Finance, Fund Raising, Accounting, Auditing, Purchase and Stock Keeping, Record Maintenance, Co-ordination.

**Unit 2:** Public Relation, Monitoring and Evaluation, and Research, Annual Report); Social Welfare Administration at National, State, and Local Levels; CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare, and Handicapped Welfare.

**Unit 3:** Social Welfare Programme and Agencies: Evaluation of Social Welfare in India; Voluntary Social Work, Social Agencies: Meaning, Definition, Type and Models of NGO's; Roles of NGO's in National Development; Governmental Schemes on Social Welfare.

### **BLOCK II: AGENCY REGISTRATION, SOCIAL POLICY AND PROGRAMMES**

**Unit 4: Agency Registration:** Methods, Advantages, Preparation of Byelaws, Memorandum of Association, Rules, Regulation, and Registration Procedures.

**Unit 5:** Registration of Societies and Trusts: Governing Board, Committees. Executives; Qualities, Functions, and Role. **Unit 6:** Social Policy: Definition, Need, Evolution and Constitutional Base; Sources and Instrument of Social Policy.

**Unit 7:** Social Policies Regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs), and De-notified Communities.

**Unit 8:** Social Policies and Programmes for Women, Children, Aged, and Handicapped; Development and Implementation of Programmes for Weaker Sections.

### **BLOCK III: SOCIAL LEGISLATION: DEFINITION AND CONCEPT**

**Unit 9:** Social Legislation: Definition, Its Roles as an Instrument of Social Change.

**Unit 10: Constitutional Basis for Social Legislation:** Fundamental Rights and Directive Principles of State Policy.

**BLOCK IV: LAWS RELATED TO MARRIAGE, DIVORCES**

**Unit 11: Laws Related to Marriage:** Hindu, Muslim, Christian, and Personal Laws Relating to Marriage.

**Unit 12:** Laws Relating to Divorce, Minority, and Guardianship; Adoption, Succession, and Inheritance.

**BLOCK V: LAWS RELATED TO SOCIAL PROBLEMS AND CHILD LABOUR**

**Unit 13:** Legislation Relating to Social Problems such as Prostitution, Juvenile Delinquency, Women Harassment.

**Unit 14:** Legislation Relating to Child Labour, Untouchability, Physical, and Mental Disabilities.

# ***Social Work with Weaker Sections***

*I - M.A(Social Work) / II - Semester  
Choice Based Credit System(CBCS)*



- By

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**Year : 2026**

**Edition : First**

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# ***MSW 205 Social Work with Weaker Sections***

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## **BLOCK-01- BASIC CONCEPTS OF WEAKER SECTIONS**

**Unit 01-** Meaning and Definitions

**Unit 02-** Socio economic demographic classification

**Unit 03-** Characteristics of weaker section

## **BLOCK-02- UNTOUCHABILITY**

**Unit 04-** Historical analysis

**Unit 05-** Sociological and Psychological Perspectives

**Unit 06-** Constitutional provisions and legislative measures

## **BLOCK-03- TRIBAL DEVELOPMENT**

**Unit 07-** Concept, origin and characteristics

**Unit 08-** Problems of the Tribes

**Unit 09-** Constitutional provisions for tribes

## **BLOCK-04- PROBLEMS OF WEAKER SECTIONS**

**Unit 10-** Problems related to Economic, education and employment

**Unit 11-** Health, Housing and Indebtedness

**Unit 12-** Other problems related to tribals

## **BLOCK-05- ADMINISTRATIVE SETUP**

**Unit 13-** Administrative setup at the center and state

**Unit 14-** Special welfare programmes for tribals.

# *Communication and Soft Skills*

*I - M.A(Social Work) / II - Semester  
Choice Based Credit System(CBCS)*

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Year : 2026

Edition : First

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# *Communication and Soft Skills*

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## **Unit-I**

Importance of Communication. Listening Skills. Non verbal communication skills. Working in teams. Roles in teams. Decisions in teams.

## **Unit-II**

Writing with purpose. Directness and indirectness in good and neutral news messages, bad news and persuading messages. Writing, 'resume' and job search process. Selecting right medium for messages.

## **Unit-III**

Basics of report writing. Types of reports and their formats. Proposals. Essentials of grammar, Mechanics and usage.

## **Unit-IV**

Public speaking. Using visual aids. Preparing for interviews. Traits of great orators.

**Content**  
***Communication and Soft Skills***

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