

# MASTER OF ARTS SOCIAL WORK

## ***SYLLABUS & REGULATIONS***

(with effect from the batch admitted in the academic year 2026-27)  
**CHOICE BASED CREDIT SYSTEM (CBCS) Regulations-2016**



**Dr B.R. Ambedkar Open University**  
Eluru - Andhra Pradesh, India  
[www.drbraouap.org](http://www.drbraouap.org)

**M.A Social Work Course Structure and Syllabus (Choice Based Credit System)**

	<b>Course Code</b>	<b>Title of the Course</b>	<b>No. of Credits</b>	<b>Internal Assessment</b>	<b>Semester End Exams</b>	<b>Total Marks</b>
<b>Semester - 1</b>	MSW 101	Sociology for Social Work	4	30	70	100
	MSW 102	Human growth and Personality Development	4	30	70	100
	MSW 103	Social Work in Industry and Human Resource Management	4	30	70	100
	MSW 104	Issues and Concerns in Occupational Social Work	4	30	70	100
	MSW 105	Corporate Social Responsibility, Social Entrepreneurship and Social Work Practice	4	30	70	100
	MSW 106	Computer Applications	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
<b>Semester - 2</b>	MSW 201	Social Group Work	4	30	70	100
	MSW 202	Community Organisation and Social Action	4	30	70	100
	MSW 203	Social Work Research and Statistics	4	30	70	100
	MSW 204	Social Welfare Administration and Legislations	4	30	70	100
	MSW 205	Open Elective (For other departments) International Relations	4	30	70	100
	MSW 206	English Communication and Soft Skills	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
<b>Semester - 3</b>	MSW 301	Social Work Intervention With Families	4	30	70	100
	MSW 302	Social Work in the Field of Health	4	30	70	100
	MSW 303	Social Policy and Planning	4	30	70	100
	MSW 304	Corporate Social Responsibility and Social Entrepreneurship and Social Work	4	30	70	100
	MSW 305	Social Work and Disaster Management	4	30	70	100
	MSW 306	Generic Elective – I : Social Work with Weaker Sections	4	30	70	100
<b>Total</b>			<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
<b>Semester - 4</b>	MSW 401	Social Work Intervention With Children	4	30	70	100
	MSW 402	Rural, Urban, Tribal Development and Empowerment	4	30	70	100
	MSW 403	Social Work in the Field of Mental Health	4	30	70	100
	MSW 404	Fundamentals of Health Education	4	30	70	100
	MSW 405	Generic Elective - II	4	30	70	100
	MSW 406	Social Work Project and Viva-Voce	4	-	100	100
<b>Sub Total</b>			<b>24</b>	<b>150</b>	<b>450</b>	<b>600</b>
<b>Grand Total</b>			<b>96</b>	<b>690</b>	<b>1710</b>	<b>2400</b>



# Dr B.R. Ambedkar Open University

## Eluru - Andhra Pradesh, India

### FIRST SEMESTER

### **SYLLABUS** **SEMESTER-I**

#### **CC: MSW-101: SOCIOLOGY FOR SOCIAL WORK**

#### **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

#### **Course Syllabus**

##### **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

##### **Unit-V**

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

#### **REFERENCES:**

1. Iran Robertson (1980), Sociology Worth publishers Inc. New Delhi

**M.A Social Work Course Structure and Syllabus (Choice Based Credit System)**

2. McIver, R.M & Page (1985), Society: An Introductory Analysis, O.C.H. Madras: Mac Milan India Ltd
3. Matrin Devis (1991), The Sociology of Social Work, London: Rutledge publications
4. Ram Ahuja (1997), Social Problems in India, New Delhi: Rawat Publications
5. Ram Ahuja (1999), Society in India concepts, Theories and Changing Trends, Rawat Publications, Jaipur, New Delhi
6. Vidya Bhushan D. R. Sachdev, An introduction to Sociology [8th, Edition 2020]

**CC: MSW-102: HUMAN GROWTH AND PERSONALITY DEVELOPMENT**

**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

**Course Syllabus**

**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.

**REFERENCES:**

1. Morgan, King and Schopler, Introduction to Psychology, McGraw Hill Inc. USA
2. Irvin G. Sarson, Abnormal Psychology
3. Barbabara R.Sarason (1989), Prentice Hall, Engle woods Cliffs N.J
4. Elizabeth B. Hurlock (1974), Personality Development, Tata McGraw Hill Publishers Ltd. New Delhi
5. J. E. Park & K. Park (1989), Social and Preventive Medicine ,M/s. Banasidas Bhanot
6. Linda L. Davidoff (1987), Introduction to Psychology

## CC: MSW-103: Social Work in Industry and Human Resource Management

### 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).

**REFERENCES**

1. Agnibotri V, Industrial Relation in India, (Delhi: AtmaRam and Sons)
2. Dufy, N.F., Industrial Relations in India (Bombay: Allied Publishers)
3. Govt. of India, Report of the study Group on Worker Participation in management (Delhi: Publications Division)
4. Mathur A.S, Labour policy and Industrial Relations in India, (Bombay: Asia Publishing House)
5. Nirmal Singh & Bhatai (2000). Industrial Relations & Collective Bargaining (Dehorah Prayer Group)
6. Patil (1993), Collective Bargaining Perspective & Practices (Universal Law Publication)
7. C. B. Mamoria (1991). Dynamics of Industrial Relations, Hill House Press
8. Subramanian K.N, Labour Management Relations in India (Bombay: Asia Publishing House)
9. Desai A.M Vandana Doe, Industrial Social Work (Tata Institute of Social Sciences)
10. Dwivedi, R.S 1982, Management of Human Resources, Oxford Publishing Co., Bombay
11. Dubey V.R, Management of Training, Development & Motivation Skills-common wealth, Publishers, New Delhi
12. Pareekh Udai 1998, Organizational Behavior & Process Rawat Publications, Jaipur
13. Robbins, Stephen 1994, Essentials of Organizational Behaviour Prentice-Hall of India Ltd., New Delhi.

## CC: MSW-104: Issues and Concerns in Occupational Social Work

### 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

## REFERENCES

1. Akbas, S. (1983). Industrial social work: Influencing the system at the workplace. In Dinerman, M. (Ed.) *Social Work in a Turbulent World*. Silver Spring, MD: NASW.
2. Bargal, D. (1999). *The future development of occupational social work*. New York: The Haworth Press Inc.
3. Cox, K., & Steiner, S. (2013). *Self-care in social work: A guide for practitioners, supervisors and administrators*. NASW Press, ISBN 0871014440; 9780871014443
4. Kurzman, P. A., & Allbas, S. H. (1997). *Work and well-being: The occupational social work advantage*. Washington DC: NASW Press.
5. Maiden, R. P. (2001). *Global perspectives of occupational social work (Monograph Published Simultaneously as Employee Assistance Quarterly, 1/2)*. Haworth Press.
6. Mor Barak, M. E., & Bargal, D. (eds.) (2000). *Social services in the workplace: Repositioning occupational social work in the new millennium*. New York: The Haworth Press Inc.
7. Pual Maiden R. (2013). *Global perspectives of occupational social work*. New York: Routledge.
8. Straussner S. L. A. (1990). *Occupational social work today*. New York: The Haworth Press.
9. Subrahmanya R. K (1996). *Social aspect of structural adjustment in India*. New Delhi: Friedrich Elbert Stiffing's.
10. Alam, M., & Mishra, S. M. (1998). Structural reform and employment issues in India: A case of industrial labour. *Indian Journal of Labour Economics*, Vol. 41, No, 2 (p. 271 –292).
11. Bhagoliwal T. N. (2002). *Economics of labour and industrial relation*. Agra: Sahitra Bhawan
12. Bhatt, S. (1993). *Democracy in trade unions*. New Delhi: Uppal Publishing House.
13. Bhatt, S. (2001). *Occupational social work in India: Opportunities and challenges*. *Contemporary Social Work*, Vol. XVII, October 2001
14. Cayo S. P. (2003). *The Decline of the labour movement*. In J. Godwin and J. M. J asper, the social movement reader. Black Well Publishing (p317-329).
15. Dutt R., & Sundaram K. P. (2005). *Indian economy*. New Delhi, Sultan Chand & Co.
16. ILO (1997). *World labour report 1997/1998: Industrial relations, democracy and social stability*. Geneva: ILO.
17. Malik, P. L. (2000). *Industrial law, Vol. I &II*. Lucknow: Eastern Book Company.
18. Monappa, A. (2000). *Managing human resources*. New Delhi: M C Millan
19. Papola T. S., & Sharma, A. N. (1999). *Gender and employment in India*. New Delhi: Vikas Publishing House
20. Saini, D. S., & Khan, S. S. (2000). *Human resource management perfective for the new era*. New Delhi: Response Books.

**CC: MSW-105: *Corporate Social Responsibility, Social Entrepreneurship and Social Work Practice***

**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.

**REFERENCE**

1. Blowfield, M., & Murray, A. (2014). Corporate responsibility, Third Edition. OUP: U.K
2. Bornstein, D. (2007). How to change the world: Social entrepreneurs and the power of new ideas (Updated Edition). New York: Oxford University Press Inc.
3. Borzaga C., & Defourny, J. (2001). The emergence of social enterprise. New York: Routledge.
4. Brooks, A. (2009). Social Entrepreneurship: A modern approach to social value creation. Upper Saddle River, New Jersey: Prentice Hall.
5. Carroll, A. B. (1977). Managing corporate social responsibility. Boston: Little Brown.
6. Crane, A., Matten, D., & S pence, L. J.( e ds.) (2014). corporate social responsibility: readings and cases in a global context, 2nd edition. London, New York: Routledge
7. Dees, J. G. (2001). The meaning of social entrepreneurship. Chapel Hill, NC: Centre for Advancement of Social Entrepreneurship, Duke University, Fuqua School of Business.
8. Leadbeater, C. (1997). The Rise of the social entrepreneur. London: Demos. Mallin & Christine, A. (2016). Corporate governance. OUP: UK.

9. Mitra N. & Schmidpeter R. (eds.) (2016). Corporate social responsibility in India: cases and developments after the legal mandate. Switzerland: Springer.
10. Utting, P., & Marques J. C. (2010). Corporate social responsibility and regulatory governance: Towards inclusive development? New York: Palgrave Macmillan.
11. Welford R. (2013). Hijacking environmentalism: Corporate responses to sustainable development. New York: Routledge.
12. Banerji P. & Shastri V. (eds.) (2010). Social responsibility and environmental sustainability in business: How organizations handle profits and social duties. Delhi: Sage.
13. Crane A. & Matten D. (2010). Business ethics: Managing corporate citizenship and sustainability in the age of globalization. Oxford University Press.
14. Halkias D. & Thurman P. W. (2016). Entrepreneurship and sustainability: business solutions for poverty alleviation from around the world. NY, USA: Routledge
15. Henriques A. & Richardson J. (2013). The triple bottom line: Does it all add up. Routledge.
16. Intelicap (2012). On the path to sustainability and scalability: A study of India's social enterprise landscape. Mumbai: Intelicap.
17. Laszlo, C. (2008). Sustainable value: How the world's leading companies are doing well by doing good. Sheffield: Greenleaf Pub.
18. Prahalad C. K. (2010). The fortune at the bottom of the pyramid: Eradicating poverty through profits. Upper Saddle River, N.J: Wharton School Pub.
19. Rajak D. (2011). In good company: An anatomy of corporate social responsibility. Stanford University Press.
20. Sundar P. (2013). Business and Community: The story of corporate social responsibility in India. India: Sage.
21. Vogel D. (2005). The market for virtue: The potential and limits of corporate social responsibility. Washington, D.C.: Brookings Institution Press.
22. Yunus M. (1998). Banker to the poor: The autobiography of Muhammad Yunus, founder of the Grameen Bank. London: Aurum. Yunus, M. (2010). Building social business. New York, USA: Public Affairs

**CC: MSW-106:: Computer Applications**

**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 Coping 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.

**REFERENCES:**

1. Sinha, P.K., 1992, Computer Fundamentals, BPB Publications, New Delhi.
2. Raja Raman, V., 1999, Fundamentals of Computers, Prentice Hall of India, New Delhi.
3. Tom Sheldon, Windows 95 Made Easy, Tata Mc Graw Hill Publishing Co., New Delhi.
4. Kerns, 1996, Essentials of Microsoft Windows, Word and Excel, Prentice Hall of India, New Delhi.
5. Russel A. Shultz, Learn Microsoft Office 97, BPB Publications, New Delhi..
6. Peter Norton, Introduction to Computers, Tata Mc Graw- Hill Publishing Co., New Delhi.
7. Ravichandran, D., 2001, Introduction to Computers and Communication, Tata Mc Graw Hill Publishing Company Limited, New Delhi.
8. Sanjay Sexena, 2000, A First Course in Computers, Vikas Publishing House, New Delhi.
9. Shelly and Hunt Computers and Common Sense, Prentice Hall of India, New Delhi.

**M.A.-Social Work**  
**SECOND SEMESTER**

**MSW 201: Social Group Work**

**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 GROUP WORK 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.

**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.

**MSW 202: Community Organisation and Social Action**

**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.

**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.

## **MSW 203: Social Work Research and Statistics**

**Objective:** To orient students to the different stages of research. To give insight into the various research methods. To identify and apply appropriate research tools. To acquire the skill of reporting the research.

### **BLOCK I: Introduction to Research Methodology**

Lesson 1 Basic concepts - meaning and characteristics of scientific research.

Lesson 2 Factors affecting, steps or stages in research and research process

Lesson 3 Types of research - experimental and non experimental, laboratory experiments and field experiments and quasi experiment

Lesson 4 Quantitative and Qualitative Research, Ex-post Facto research, Survey research and types of experiments.

### **BLOCK II: Identification of Problem**

Lesson 5 Problem: Types of problems, identifying a research Problem

Lesson 6 Variables: Independent, dependent and intervening variable

Lesson 7 Experimental group and control group.

Lesson 8: Hypotheses: The nature and types of hypotheses, stating a hypotheses, stating a hypotheses, criteria of hypotheses and functions of hypothesis.

### **BLOCK III: Sampling & Data Collection**

Lesson 9 Concept of Population, sample and sampling

Lesson 10 Types of sampling - Random, Stratified, Purposive, Incidental and multi stage sampling.

Lesson 11 Issues related to selection of sample size

Lesson 12 Data collection & presentation: Primary data observation method/ Personal interview, survey method, questionnaire) secondary data.

### **BLOCK IV:: Ethical Consideration and Report Writing**

Lesson 13 Ethics in human research: APA guidelines.

Lesson 14 Scientific fraud and monitoring ethical practice. Presenting research results:

Lesson 15 Report Writing: Meaning of Interpretation - Techniques of Interpretation - Precaution in interpretation - significance of report writing - different steps in writing report

Lesson 16 Layout of the research report - types of reports - mechanics of writing a research report - precautions for writing research reports

**Outcomes**

To understand and comprehend the basics in research in research methodology and applying them in research/project work.

To select an appropriate research design.

To take up and implement a research project/ study.

The course will also enable them to collect the data, edit it properly and analyse it accordingly. Thus, it will facilitate students prosperity in higher education.

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

**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.

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.

## MSW 205: International Relations

### Program Specific Outcomes

The course makes students get engaged in an international practicum - study abroad or international internship that enhances global citizenship and cultural competence, Enhances students Understanding of the relationship between personal ethics, individual decisions and public outcomes at the national and international levels

#### I. History

- a) Nature Scope, and growth of International Relations
- b) Idealistic and realistic approaches in international relations

#### II. Cold War

- a) United States / Soviet Union Rivalry with Reference to Europe / Asia / Latin America.
- b) Nonalignment and International Relations-

#### III. Changing Trends in International Relations

- a) Globalization
- b) Foreign Policy

#### IV. Concepts

- a) National Power, Capacity; Understanding Geopolitics, Balance of Power
- b) Security / Collective Security – State System and Non-State Actors; Society of States and System of States.

#### Selected Readings

1. Ahuja, Kanta, Huup Coppens and Herman van der Wusten (eds.) *Regime Transformation and World Realignment, New Delhi, SAGE, 1993.*
2. Bajpai, Kanti and ShukulHariss (eds.) *Interpreting World Politics, New Delhi, SAGE, 1995.*
3. Bruce L. Sanders and DurabanAlanc, *Contemporary International Politics Introductory Readings, New York, John Wiley, 1971.*
4. Bull, Hedley and Adam Watsom, *The Expansion of the Internal Society, Oxford, Clarendon Press, 1984.*
5. Buzan, Barry, *People, States and Fear, Sussex Wheat Sheaf Books, 1983.*
6. Calvocoressi, *World Politics, New Work, Longman, 1982.*
7. Carr, EH. *The Twenty Years Crises 1919-1939, London, Macmillan, 1981.*
8. Giddens, Anthony, *The Third Way, Cambridge, Polity Press, 1998.*
9. Halliday, Fred, *Making of the Second Cold War, London, Verso, 1989.*
10. Halliday, Fred, *Rethinking International Relations, London, Macmillan, 1994.*
11. Harshe, Rajen, *Twentieth Century Imperialism, New Delhi, SAGE, 1997.*

### **MSW 206: – English Communication and Soft Skills**

**Course objective:** To train students to enhance their skills in written as well as oral Communication. This course will help students in understanding the principles & techniques of communication.

**Outcome:** after completion of the course, students will be able to knowledge on written and oral communication, role of communication in Social work, models of communication, presentations etc.,

#### **Unit - 1 Importance of Communication**

Listening Skills. Non verbal communication skills. Working in teams. Roles in teams.

Decisions in teams.

#### **Unit - 2 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 - 3 Basics of report writing**

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

#### **Unit - 4 Public speaking**

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

#### **Suggested Books:**

1. K. Bhardwaj, Professional Communication, IK Int. Pub. House, New Delhi.
2. G Sreedevi Chowdary, English Communication and Soft Skills, Spectrum Hyderabad.
3. HC Gupta, SG Telang, Business Communication, Wisdom, Delhi
4. Penrose, Business Communication for Managers, Cengage , New Delhi
5. McGrath, Basic Managerial Skills for All 5<sup>th</sup> Edition, Prentice Hall of India.
6. Urmila Rai & S.M. Rai, Business Communication, Himalaya Publishers
7. Meenalshi Raman – Business Communication Oxford University Press
8. Lesikar I Flatley, Basic Business Communication, Tata McGrw Hill.
9. Bovee and Thill: Business Communication Today, MacGraw-Hill, Second Edition
10. Guffey M. E.: Business Communication Process & Product, Thompson, South – Western