



Dr. B.R.AMBEDKAR UNIVERSITY, SRIKAKULAM
ETCHERLA-532410
Department of Social Work
General Regulations relating to
POST GRADUATE AND PROFESSIONAL COURSES
Syllabus under Credit Based, Choice Based Continues Assessment Patterned
Education System
REVISED SYLLABUS
(With Effect from 2016-2017)

1. Candidates seeking admission for the Masters or Professional Degree Courses shall be required to have passed the qualifying examination prescribed for the course of any University recognized by Dr. B.R. Ambedkar University, Sriakulam as equivalent there to.
2. The course and scope shall be as defined in the scheme of instruction and syllabus prescribed.
3. The course consists of 2/4/6 semesters, @ two semesters/year, unless otherwise specified.
4. The candidates shall be required to take an examination at the end of each semester of the study as detailed in the Scheme of Examination. Each semester theory paper carries a maximum of 100 marks, of which 80 marks shall be for semester-end theory examination of the paper of three hours duration and 20 marks shall be for internal assessment.
4. (a) Internal Assessment for 20 Marks: Two mid-term exams,(conventional descriptive) for 15 marks each one 'on-line' for 5 marks with multiple choice questions for each theory paper shall be conducted. The average marks of these two conventional descriptive + online midterm exam marks shall be taken as marks obtained for the paper under internal assessment. If any candidate appears for only one mid-term conventional descriptive, the average mark dividing by two + one online mid marks shall be awarded. If any candidate fails to appear for both the midterm exams of a paper, only marks obtained in the theory paper shall be taken into consideration for declaring the result. Each mid-term exam shall be conducted only once.
4. (b) Candidates shall be declared to have passed each theory paper if he/she obtains not less than E Grade ie., an aggregate of 40 % of the total marks inclusive of semester-end and internal assessment marks in each paper.
5. A candidate appearing for the whole examination shall be declared to have passed the examination if he/she obtains a Semester Grade Point (SGP) of 5.0 and a CGPA of 5.0 to be declared to have passed the Course.
6. Notwithstanding anything contained in the regulations, in the case of Project Report/Dissertation/ Practical/Field Work/Viva-voce etc., candidates shall obtain not less than D grade, i.e., 50% of marks to be declared to have passed the examination.

7. ATTENDANCE: Candidates shall put in attendance of not less than 75% of attendance, out of the total number of working periods in each semester. Only such candidates shall be allowed to appear for the semester-end examination.
7. (a) A candidate with attendance between 74.99% and 66.66% shall be allowed to appear for the semester-end examination and continue the next semester only on medical and other valid grounds, after paying the required condonation fee.
7. (b) In case of candidates who continuously absent for 10 days without prior permission on valid grounds, his/her name shall automatically be removed from the rolls.
- 7 (c) If a candidate represents the University at games, sports or other officially organized extracurricular activities, it will be deemed that he/she has attended the college on the days/periods
8. Candidates who put in a minimum of 50% attendance shall also be permitted to continue for the next semester. However, such candidates have to re-study the semester course only after completion of the course period for which they are admitted. The candidate shall have to meet the course fees and other expenditure.
- 9 Candidates who have completed a semester course and have fulfilled the necessary attendance requirement shall be permitted to continue the next semester course irrespective of whether they have appeared or not at the semester-end examination, at their own cost. Such candidates may be permitted to appear for the particular semester-end examination only in the following academic year; they should reregister/ reapply for the Semester examination. The above procedure shall be followed for all the semesters
10. Candidates who appear and pass the examination in all the papers of each and every semester at first appearance only are eligible for the award of Medals/Prizes/Rank Certificates
11. BETTERMENT: Candidates declared to have passed the whole examination may reappear for the same examination to improve their SGPA, with the existing regulations without further attendance, paying examination and other fees. Such reappearance shall be permitted only within 3 consecutive years from the date of first passing the final examination. Candidates who wish to appear thereafter should take the whole examination under the regulations then in vogue.
12. The semester-end examination shall be based on the question paper set by an external paper setter and there shall be double valuation for post-Graduate courses. The concerned Department has to submit a panel of paper-setters and examiners approved by the BOS and the Vice chancellor nominates the paper-setters and examiners from the panel.
13. In order to be eligible to be appointed as an internal examiner for the semester-end examination, a teacher shall have to put in at least three years of service. Relaxation of service can be exempted by the Vice-Chancellor in specific cases.
14. If the disparity between the marks awarded in the semester-end examination by internal and external examiners is 25% or less, the average marks shall be taken as the mark obtained in the paper. If the disparity happens to be more, the paper shall be referred to another examiner for third valuation. In cases of third valuation, of the marks obtained either in the first or second valuation marks, whichever is nearest to the third valuation marks are added for arriving at the average marks.
15. Candidates can seek revaluation of the scripts of the theory papers by paying the prescribed fee as per the rules and regulations in vogue.
16. The Project Report/Dissertation/ Practical/Field Work/Viva-voce etc shall have double valuation by internal and external examiners.

17. A Committee comprising of the HOD, one internal teacher by nomination on rotation and one external member, shall conduct viva-voce examination. The department has to submit the panel, and the Vice-chancellor nominates viva-voce Committee.

18. Grades and Grade Point Details (with effect from 2009-10 admitted batches)

S. No	Range of Marks	Grade	Grade Points
1.	> 85 %	O	10.0
2.	75 % – 84 %	A	9.0
3.	67 % - 74 %	B	8.0
4.	58 % - 66 %	C	7.0
5.	50 % - 57 %	D	6.0
6.	40 % - 49 %	E	5.0
7.	< 39 %	F	(Fail) 0.0
8.	Incomplete:		
	<i>(Shall be upgraded from E to O Grade on subsequent appearance of the same semester. The corresponding Grade Points will be awarded)</i>		I

19. Calculation of SGPA (Semester Grade Point Average) & CGPA (Cumulative Grade Point Average): For example, if a student gets the grades in one semester A,A,B,B,B,D in five subjects having credits 2(S1), 4(S2), 4(S3), 4(S4), 4(S5), respectively. The SGPA is calculated as follows:

$$\text{SGPA} = \frac{\{9(A) \times 2(S1) + 9(A) \times 4(S2) + 8(B) \times 4(S3) + 8(B) \times 4(S4) + 8(B) \times 4(S5)\}}{\{2(S1) + 4(S2) + 4(S3) + 4(S4) + 4(S5)\}} = \frac{150}{18} = 8.33$$

- A student securing 'F' grade thereby securing 0.0 grade points has to appear and secure at least 'E' grade at the subsequent examination(s) in that subject.
- If a student gets the grades in another semester D, A, B, C, A, E, A, in seven subjects having credits 4(S1), 2(S2), 4(S3), 2(S4), 4(S5), 4(S6), 2(S7) respectively,

$$\text{SGPA} = \frac{\{6(D) \times 4(S1) + 9(A) \times 2(S2) + 8(B) \times 4(S3) + 7(C) \times 2(S4) + 9(A) \times 4(S5) + 5(E) \times 4(S6) + 9(A) \times 2(S7)\}}{\{4(S1) + 2(S2) + 4(S3) + 2(S4) + 4(S5) + 4(S6) + 2(S7)\}} = \frac{162}{22} = 7.36$$

$$(9 \times 2 + 9 \times 4 + 8 \times 4 + 8 \times 4 + 6 \times 2 + 6 \times 4 + 9 \times 2 + 8 \times 4 + 7 \times 2 + 9 \times 4 + 5 \times 4 + 9 \times 2) \quad 324$$

$$\text{CGPA} = \frac{\quad}{(20+22)} = \frac{\quad}{42} = 7.71$$

a) A candidate has to secure a minimum of 5.0 SGPA for a pass in each semester in case of all PG and Professional Courses. Further, a candidate will be permitted to choose any paper(s) to appear for improvement in case the candidate fails to secure the minimum prescribed SGPA/CGPA to enable the candidate to pass at the end of any semester examination.

b) There will be no indication of pass/fail in the marks statement against each individual paper.

c) A candidate will be declared to have passed if a candidate secures 5.0 CGPA for all PG and Professional Courses.

- d) The Classification of successful candidates is based on CGPA as follows:
- i. Distinction –CGPA 8.0 or more;
 - ii. First Class –CGPA 6.5 or more but less than 8.0
 - iii. Second Class –CGPA 5.5 or more but less than 6.5
 - iv. Pass –CGPA 5.0 or more but less than 5.5
 - v.
- e) Improving CGPA for betterment of class will be continued as per the rules in vogue.
- f) CGPA will be calculated from II Semester onwards up to the final semester. CGPA multiplied by “10” gives aggregate percentage of marks obtained by a candidate.

ANNEXURE – I

Eligibility

<i>M.A. Degree Examination in</i>	<i>Qualifying Examination for Admission</i>
Social Work	B.A. Social Work as one of the subjects/ B.A. Social Sciences/ B.Sc./ B.Com./ B.L./B.G.L./B.F.A./ B.B.M./ B.A.L.

Annexure - II**SCHEME OF INSTRUCTION****First Semester:**

Course No.	Title of the Paper	Compulsory/ Elective	No of periods of instruction per week
101	Social Case Work	Core	6
102	Social Group Work	Core	6
103	History Philosophy and Field Social Work	Elective(Compulsory)	6
104	Individual and Society	Elective(Compulsory)	6
105	Dynamics of Human Behaviour Moral Values and Ethics	Elective(Compulsory) Non Credit	6
	Concurrent Field Work	Compulsory	16 hours at the rate of 8 hours per day for two days

Candidates shall report for field work on the Monday and Tuesday from 9 a.m to 5 p.m at the rate of 8 hours per day. They will have the field work supervisory conference on the evening of Saturday from 4.00 P.M. onwards.

Subject for Non-Social Workers:

1.Moral values and ethics (non- credit)

2.Integrated Social Work Practice

Second Semester:

Course No.	Title of the Paper	Compulsory/ Elective	No of periods of instruction per week.
201	Community organization	Core	6
202	Social Action	Core	6
203	Social problems and social legislations	Elective(Compulsory)	6
204	Social Work Research and Social Statistics	Elective(Compulsory)	6
205	Human Rights, Social Justice and Social Work	Elective(Compulsory)	6
	Survey and Project Work	Non Credit	
	Concurrent Field Work		16 hours at the rate of 8 hours per day for two days 16

Candidates shall report for field work in the Monday and Tuesday, 9 a.m to 5 p.m at the rate of 8 hours per day. They will have the field work supervisory conference in the evening of Saturday from 4.00 P.M. onwards.

Subject for Non-Social Workers:

1. Survey and Project Work (**non- credit**)

2. Disaster Management

Third Semester:

Course No.	Title of the Paper	Compulsory/ Elective	No of Periods of instruction per week.
301	Life Skills and Soft Skills for Social Workers	Core	6
302	Social Policy and Planning- Participatory Development	Core	6
303	Social Work with Elderly and Differentially Abled	Elective	6
304	Specialization Papers:	Elective	6
	a) Rural and Tribal Community Development (OR)		
	b) Social Medicine (OR)		
	c) The Family – Changing Trends		
305	Specialization Papers:	Elective	6
	a) Programmes for Rural and Tribal Community Development (OR)		
	b) Psychiatry for Social Workers (OR)		
	c) Family Welfare – Strategies and Interventions		
	Computer Basics and e- learning	Non Credit	
	Consecutive Field Work	Compulsory	7 hours per day per a period of one

	month
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Candidates shall have field work in the agencies/communities specific to their area of specialization for a period of one month at the end of the Semester. They will have the field work supervisory conference on every Saturday morning between 8AM and 1PM for a minimum duration of half an hour per each candidate.

Subject for Non-Social Workers:

1. Functional English (**non- credit**)
2. Management of Voluntary Organization

Fourth Semester:

Course No.	Title of the Paper	Compulsory/elective	No of periods of instruction per week
401	Development Administration & Management of Voluntary Organizations	Core	6
402	Social Work with HIV * / AIDS	Core	6
403	Optional Papers a) Population and Environment (OR) b) Project Report	Elective	
404	Specialization Papers a) Structure of Urban Community (OR) b) Medical Social Work (OR) c) Child Welfare	Elective	6
405	Specialization Papers a) Urban Community – Problems and Services (OR) b) Psychiatric Social Work (OR) c) Women Development Functional English Consecutive Field Work	Elective Non Credit Compulsory	6 7 hours per day for a period of one month

Subject for Non-Social Workers:

1. Functional English (non- credit)
2. SHG'S and Micro-Credits

Candidates shall have field work in the agencies/communities specific to their area of specialization for a period of one month at the end of the Semester. They will have field work supervisory conference on every Saturday morning between 8AM to 1PM for a minimum duration of half-an-hour per each candidate.

Candidates shall have social audit/ tribal camp /rural camp for a period of 10 days during the course period. It is a non credit and compulsory requirement for the award of Master's degree in Social Work.

Further the candidates shall have block field work placement in organizations specific to their area of specialization and outside the place where their Departments are located, for a period of 6 weeks at the end of the Semester.

The following **three** specializations are offered during the third and fourth semesters. Each specialization consists of four papers (2 during third semester and 2 during fourth semester).

- (a) Community Development, Rural, Urban and Tribal
- (b) Medical and Psychiatric Social Work
- (c) Family and Child Welfare

During all the four semesters the medium of instruction and writing examination is **English** only.

ANNEXURE – III

Regulations Concerning Semester-end Examinations

(a) The semester-end examination shall be based on the question paper set by an external paper-setter and there shall be double valuation.

(b) In order to be eligible to be appointed as an internal examiner for the semester-end examination, a teacher shall have to put in at least three years of service as a teacher for the degree class concerned.

(c) If the disparity between the marks awarded by both the examiners is 25% or less, the average marks shall be taken as the marks obtained in the paper. If the disparity happens to be more, the paper shall be referred to another examiner for third valuation. To the marks obtained in the third valuation the first or second valuation marks whichever is nearest to the third valuation marks are added for arriving at the average marks which shall be final.

(d) A candidate who fails in the semester-end examination or who is not able to take it even though qualified to do so shall be eligible to take the same examination at the end of the following year.

The concurrent field work at the end of first and second semester and consecutive field work at the 3rd and fourth semesters will have double valuation. Also in each semester the students have to present 5 case presentations each carrying 10 marks. These case presentations shall have double evaluation (internal & external).

Annexure - IV

Syllabus under Credit Based, Choice Based Continues Assessment Patterned Education System

First Semester:

Course No.	Title of the Paper	Credit	Max. Marks.	Double Valuation (Internal + External)	Internal Assessment
101	Social Case Work	6	100	80	20
102	Social Group Work	6	100	80	20
103	History Philosophy and Field Social Work	6	100	80	20
104	Individual and Society	6	100	80	20
105	Dynamics of Human Behaviour	6	100	80	20
	Functional English (Non- credit)				
	Concurrent Field Work	16	100	85	15
	Total	46	600	485	115

Second Semester:

Course No.	Title of the Paper	Credit	Max. Marks.	Double Valuation (Internal + External)	Internal Assessment
201	Community organization	6	100	80	20
202	Social Action	6	100	80	20
203	Social problems and social legislations	6	100	80	20
204	Social Work Research and Social Statistics	6	100	80	20
205	Human Rights, Social Justice and Social Work	6	100	80	20
	Functional English (Non-credit)				
	Concurrent Field Work	16	100	85	15
	Total	46	600	485	115

Third Semester:

Course No.	Title of the Paper	Credit	Max. Marks.	Double Valuation (Internal +	Internal Assessment
301	Life Skills and Soft Skills for Social Workers	6	100	80	20
302	Social Policy and Planning- Participatory Development	6	100	80	20
303	Social Work with Elderly and Differentially Abled	6	100	80	20
304	Specialization Papers:	6	100	80	20
	d) Rural and Tribal Community Development (OR)				
	e) Social Medicine (OR)				
	f) The Family – Changing Trends				
305	Specialization Papers:	6	100	80	20
	d) Programmes for Rural and Tribal Community Development (OR)				
	e) Psychiatry for Social Workers (OR)				
	f) Family Welfare – Strategies and Interventions				
	Consecutive Field Work	15	100	85	15
		45	600	485	115

Fourth Semester:

Course No.	Title of the Paper	Credit	Max. Marks.	Double Valuation (Internal + External)	Internal Assessment
401	Development Administration & Management of Voluntary Organizations	6	100	80	20
402	Social Work with HIV * / AIDS	6	100	80	20
403	Optional Papers c) Population and Environment (OR) d) Project Report	6	100	80	20
404	Specialization Papers d) Structure of Urban Community (OR) e) Medical Social Work (OR) f) Child Welfare	6	100	80	20
405	Specialization Papers d) Urban Community – Problems and Services (OR) e) Psychiatric Social Work (OR) f) Women Development	6	100	80	20
	Consecutive Field Work	15	100	85	15
	Block Field Work	22	150 #	126	24
	Project Report prepared on a topic pertaining to the organization where the student is placed in Block Field work	3	50 #	42	08

	Viva-Voce	3	50 #	50 *	-
	Total	73	750	703	147

Average the marks obtained by a candidate to 100 to determine Grade point.

* Single Valuation by Viva-Voce committee.

Total Marks and Total Credits of M.A. Social Work:

Marks: First, Second, Third & Fourth Semesters put together: $600+600+650+ 850 = 2650$

Credits: First, Second, Third & Fourth Semesters put together: $46 + 46 + 45 + 73 = 210$

M. A. SOCIAL WORK - SYLLABUS

FIRST SEMESTER

101. SOCIAL CASE WORK

Objectives

- Understanding case work as a method of social work and its role in social work practice
- To have knowledge of values and principles of working with individuals.
- To develop knowledge of components of social casework.
- To develop knowledge of social resources and how they contribute to the uniqueness of social case work
- To know the various aspects of interview and its effective use in case work practice.
- To understand the role of worker client relationship and develop appropriate skills and attitudes to work with individuals.
- To understand various models of helping and their theoretical background.
- To understand the role of multidisciplinary approach in professional practice.
- To have knowledge about the use of casework in different practice settings.
- To develop skills in recording and measuring the effectiveness of Social Case Work.

UNIT I: Case work – definition, method in social work, its relation to other methods in social work. Principles of social case work. Components of social case work – Problem, person, place, professional and process – Initiating a contact, collecting information, assessment and analysis, identifying areas needing intervention, intervention strategies. Knowledge and use of social resources.

UNIT II: Tools for help case work tools- Interview in case work – its structure, goals and components. Home visit Observation listening and communion and rapport building, technique of social work: supportive, resource enhancement and counseling. Self as a professional: professional self-conflicts and dilama in working with individuals and families. Worker client relationship – qualities of a helping person and qualities of helping relationship.

UNIT III: Theories and models of helping – psycho-social, functional, problem solving, Crisis intervention and family therapy – critical analysis of models.

UNIT IV: Curative and preventive aspects of social case work. The multidisciplinary approach in professional practice. Use of case work in different settings especially where complex psycho-social problems are handled like health, school, industry, correctional institutions and de-addiction programmes.

UNIT V: Social case recording – Need for recording, main considerations in recording, essential qualities, types of recording – discussion of select case records. Measurement of effectiveness of social case work.

References:

01. Compton, B.R. and Galaway, B. (1979). *Social Work processes* (Rev. Edition) Illinois, The Dorsey Press.
02. Cross, C.P. (Ed.) (1974). *Interviewing and Communication in Social Work*, London: Routledge and Kegan Paul.
03. Garrett, A. (1942). *Principles of Social Case Recording*, New York: Columbia University Press.
04. Glick, M.D. (2004). *Using the strengths perspective in Social Work Practice*, New York: Allyn and Bacon.
05. Kadushin, A. (1972). *Interviewing in Social Work*, New York: Columbia University Press.
06. Peartman Helen Harris (1957). *Social Case Work: A problem solving process*, Chicago: University of Chicago Press.
07. Poorman Paul (2003). *Microskills and Theoretical Foundations for Professional Helpers*, New York: Allyn & Bacon.
08. Pippains. 1980 *developing case work skills*, California ;sage publications
09. Robert, Robert, W. & Nee Robert, H. (Eds.) (1970). *Theories of social case work*, Chicago: University of Chicago Press.

Paper-102: SOCIAL GROUP WORK

Objectives

- To be enlightened about the concepts of social groups, their importance and group dynamics.
- To understand the need for social group work and its relationship with other methods of social work.
- To understand the principles and programme planning in social group work.
- To have knowledge about leadership in group work process.
- To understand the concept of evaluation with its various factors and its significance.
- To understand the nature and scope of social group work practice in different settings

UNIT -I. Social Group: Definition, types, differences, significance of group life – concept of group dynamics, its nature, significance.

UNIT- II. Social Group Work: Definition, as a method in social work, its relation with other methods. The need for group work in the modern society, specific objectives of group work, its values.

UNIT- III. Principles of Group Work: Nature and importance of programme planning – principles and strategies of programme planning in group work, leadership in group work process, importance of professional and voluntary leaders, their role, significance and functions.

UNIT- IV. Concept of Evaluation – types, importance in group work programmes, significance and utility of recording – types, processes involved their advantages and disadvantages, discussion of case records.

UNIT- V. Scope of social group work practice: Nature and scope of social group work practice in various settings such as orphanages, old age homes, community centers, industries, hospitals, and rural, urban and tribal community development programmes.

References:

- 01 Davies, B. (1975). Use of groups in Social Work Practice, London: Routledge and Kegan Paul.
- 02 Douglas Tom (1976). Group Work Practice, London; Tavistock.
- 03 Konopka Gisela (1963). Social Group Work, Englewood Cliffs, Prentice Hall.
- 04 McCullouch, M.K.Ely Peter, J. (1965). Social Work with groups, London; Routledge and Kegan Paul.
- 05 Ottaway, A.K.C. (1966). Learning through group experience, London: Routledge and Kegan Paul.
- 06 Trecker, H.P (1970). Social group work – Principles and Practice, New York: Association Press.
- 07 Wilson, G. and Ryland, G. (1949). Social Group Work Practice, Boston: Hughton Mifflin Company.
- 08 Encyclopedia of Social Work
- 09 IGNOU (2005): Social Work with Groups, New Delhi
10. Siddiqui. H.Y (2008): Group Work, Rawat Publication, jaipur.
- 11.Sanjay. B (2003): Social Work An Integrated Approach, Deep & Deep Publications,

103.HISTORY, PHILOSOPHY AND FIELD PRACTICE IN SOCIAL WORK

Objectives

- To get oriented to social reform movements in India.
- To develop knowledge about origin and growth of social work in USA, UK and India.
- To acquaint with the social work values, ethics, principles and approaches.
- To get equipped with the practice skills in different social work related settings.

UNIT I: History of social reform in India in the 19th and 20th Centuries – Scope and range of social reform movements. Indian history of ideologies for social change-asaint period; Vedic. Vend antic and Non Vedic ideologies. Spirituality-med vial period; Zoroastrianism and Islam in India; mysticism of bakthi; Sufi movements and Sikhism. Modern period, Christianity in India – Hindu reform movement – Dalit movement- Ghandian ideology and sarvodaya movement – Nationalism –ideology of Indian constitution-ideology of voluntary organization and voluntary action

UNIT II: Definition and scope of Social Work; origin of social work profession in the UK and USA; Social Work values and ethics; developmental and radical social work.

UNIT III: Concepts of social welfare and social services; scientific basis for social work, growth of professional social work in India; current social work practice in India – content and dimensions, Interface between professional and voluntary social work.

UNIT IV: Field work – its role and place in social work education; field work placement; supervision and evaluation; relationship of the student with Dept and agency, Recording – purpose, types and uses of recording. Types of field work.

UNIT V: Practice of social work in various fields-community development; medical and psychiatric social work; correctional social work, family and child welfare; labor welfare; school social work and gerontological social work.

References:

01. Billey R and Brake M (1975). Radical Social Work, London: Edward Arnold.
02. Dolgoff R (2005). An Introduction to supervisory practice in Human Services, New York: Allyn & Bacon.
03. Friedlander, W.A. (1964). Introduction to Social Welfare, New Delhi: Prentice Hall of India.
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05. Khinduka, A.A. (1977). Supervision in Social Work
06. Khinduka, S.K. (1965). Social Work in India.
07. Milly, K.K., O.Melia, M. and Dubois, B. (2007). Generalist Social Work Practice– An empowering approach, New York: Pearson, Allyn & Bacon.
08. Mujumdar, A.M. Social Welfare in India.
09. Mujumdar, D. History of Indian Social and Political Ideas.
10. Nair, T.K. (ed). (1981) Social Work Education and Social Work Practice in India, Madras: ASSWI.

11. Singh, R.R. (1986). Field work in Social Work Education
12. Stroup, H.H. (1965). Social Work: an Introduction to the Field.
13. Sunna J.Wilson: Recording, Guidelines for Social Workers.
14. Wadia, A.R. (1968). History and Philosophy of Social Work in India, Bombay: Allied.
15. Desai, N.2000 circular development on history of ideology social change and social work , Mumbai; social work education and practice cell.
- 16.Diwakar, D.1991 Social reform movement in India; historical perspective, Mumbai popular prakashan.
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19. Alastier, cristie 2001.mwen and social work; theories and practice new York tragray.
- 20.Borgatta, E.F.Encyclopedia of sociology, New York; Macmillan.

104. INDIVIDUAL AND SOCIETY

Objectives

- To understand society and its situation
- To acquire knowledge of social institutions and their functions.
- To gain knowledge about the importance of socialization, social control and role of different agencies of socialization and social control.
- To develop knowledge about understanding social stratification.
- To have enhanced knowledge on social change and its impact on the society.

UNIT I. Society: Meaning; characteristics; functions; types of societies – Tribal, rural, urban – characteristics, individual and society – relationship. Social structure, social organization.

UNIT II. Social Institutions – marriage – meaning, types, functions – changes. Family in the transmission of values and in proper development of the child. Changes in structure and function; kinship – meaning, characteristics, functions, changes. Economy: Meaning, types of economy, functions of economy; Modern political institutions, legislative violations, liberty, justice, equality, power – activity. Concept of welfare state – Religion – meaning, types, role, functions – modern religious institutions.

UNIT III. Socialization and social control: Socialization: meaning, process and mechanism. Agencies of Socialization. Problems of Socialization, Social Control: Meaning, nature, agencies of social control – custom, tradition, religion, morality, law, education and public opinion.

UNIT IV. Social stratification – social groups – Types. Society – class, caste, creed, untouchability. Rural – urban – tribal communities – characteristics. Cultural, social, economic changes in all the three communities. Rural migration and tribal unrest in India.

UNIT V. Social change: Factors of social change – social change process in India. Components of social change. Social change and social development Industrialization, Urbanization, Modernization. Social Analysis: Significance of social analysis.

References:

1. Adinarayan, S. P. (1964) Social Psychology, New Delhi: Allied Publishers Pvt. Ltd.
2. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi: Commonwealth Publishers
3. Bottomore, T.B. (1962). Sociology – A guide to problems and Literature, London: Allen and Unwin.
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5. Bhatnagar, Ved (1998) Challenges to India's Integrity: Terrorism, Casteism, Communalism, New Delhi: Rawat Publication.
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11. Gandhi P. Jagadish (1982) *Indian Economy – some issues*, Institute of Social Sciences and Research, Vellore
12. Johnson, H.M. (1978). *Sociology – A Systematic Introduction*, Mumbai: Allied Publishers Private Limited.
13. Kapadia, K.M. (Ed.). (1959). *Marriage and Family in India*, Mumbai: OUP.
14. Madan, G.R. 2002 (revised edition) *Indian Social Problems*, Mumbai: Allied Publishers Pvt. Ltd.
15. Mohanty, Manoranjan (2004) *Class, Caste, Gender – Readings in Indian Government and Politics*, New Delhi : Sage Publication
16. Puniyani, Ram (2003) *Communal Politics: Facts Versus Myths*, New Delhi: Sage Publication.
17. Srinivas, M.N. (1966). *Social Change in Modern India*, Mumbai: Allied Pub.
18. Shah, Ghanshyam (2001) *Dalit Identity and Politics: Cultural Subordination and Dalit Challenge*, New Delhi: Sage Publication. 17
19. Singh, Yogendra : *Ideology and Theory in Indian Sociology*, New Delhi : Rawat Publication
20. Maciver, R.M. and Page, C.H. (1985). *Society – An Introductory Analysis*, Chennai: Macmillan India Ltd.

105. DYNAMICS OF HUMAN BEHAVIOUR

Objectives

- To acquire a clear understanding of Human Behaviour
- To develop knowledge and skills regarding the nature and conditions of learning.
- To learn the social and cultural dimensions of needs.
- To gain knowledge of normal and abnormal behaviours so as to work with different personalities.
- To know attitudes which are basis for the social behaviour

UNIT I: Understanding Human Behaviour: Nature and scope of psychology in relation to social work. Heredity and environment: Concepts, mechanisms – interplay of Heredity and environment in shaping human behaviour. Nature and principles of human growth and development: Determinants of development – Milestones of development – stages of development.

UNIT II: Learning – nature and theories – classical conditioning, operant conditioning, observational learning – application of learning principles in behaviour theory and in behaviour modification techniques. Adjustment and maladjustment meaning and characteristics adjustment at personal and social and other levels factors in adjustment motives in adjustment stress frustration and conflict.

UNIT III: Motivation – social and cultural dimensions of needs. Perception: Nature, process and factors – Attention, perceptual set, defence mechanisms.

UNIT IV: Personality: Meaning, Definition, types of personality – factors influencing personality development; Psycho pathology – concept of abnormality, types of abnormality – Neuroses, psychoses psychosomatic disorders, personality disorders. Psychological testing. Nature and types of tests – Use of testing in Social Work.

UNIT V: Social bases of behaviour: Attitudes – formation and changes of attitudes through techniques of persuasion, propaganda and education. Group dynamics and group behaviours – individual in a group, norms and conformity behaviour.

References:

01. Anastasi A.C. (1987). Psychological Testing, New York: Macmillan (Rev. Edition).
02. Halls C.S. and Lindzey, G. (1978). Theories of Personality, New York: Wiley.
03. Hillgard, Atkinson and Atkinson (1975). Introduction to Psychology, New Delhi: Mcgraw Hill Publications.
04. Kuppuswamy, B.C. (1980). An Introduction to Social Psychology, Bombay: Media Promoters & Pub. Pvt. Ltd.
05. Schimberg, L.B. (1985). Human Development, London: Macmillan Pub. Co., 2nd ed.
06. Abnormal psychology by S.K.Mangal

FUNCTIONAL ENGLISH (Non-credit course)

UNIT I. Spoken English – Need for spoken English; Characters of Spoken English including weak forms and intonation; Use of Dictionary for pronunciation (vowels, consonants, diphthongs, stress pattern). Tasks/Activities – Oral Presentation.

UNIT II. Academic Writing – 1, Paragraph writing (link words) – Describing, Narrating, Persuading, Reporting, Note-making, Summarising.

References:

1. Balasubrahmaniam, T. A textbook of English Phonetics for Indian, Students, Chennai: Macmillan.
2. Champa Tickoo and Java Sasikumar, Writing with a purpose (O.U.P.)
3. N.Krishna Swamy and T.Sriraman, Current English for Colleges, Chennai: Macmillan.

SECOND SEMESTER

201. COMMUNITY ORGANISATION

Objectives

- To study and understand the fundamental concepts and components of community and community organization.
- To gain knowledge about and practice the models and approaches of community organization.
- To study and enlist community development and slum development programmes and practices, and contribute for the peoples' understanding.
- To acquire skills and promote strategies for community participation.
- To practice social work knowledge, skills, techniques and interventions.

UNIT I. Community: Concept, Definition, meaning, components, characteristics; major forms of community – tribal, rural, urban- their features and differences; urban slum community – characteristics, problems and programmes.

UNIT II. Community Organisation: Concept, definition, scope; community organization in U.K., U.S.A. and India; models of community organization, strategies and trends. Principles of Community Organisation. Community Organisation and its relationship with other methods of social work,

UNIT III: Practice of community organization: process and steps; role and functions of community organizer; role of NGO's: peoples' participation – concept, approaches, obstacles; Radical Community organization: resource mobilization; micro level planning.

UNIT IV. Community Development: Concept, definition, objectives, historical trends; forms of community development- tribal, rural and urban; extension- concept definition principles; leadership- concept, types, role of community leadership in community organization.

UNIT V. Programme Implementation – Institution of Panchayat Raj, salient features of Panchayat Raj Act; Structure and functions of ITDA, DRDA, UCD; self help-groups- (DWACRA, DWACUA).

References

- 1 Dayal, R. (1960). Community Development Programmes in India.
- 2 Dunham, A – Community Welfare Organisation – Principles and Practice.
- 3 Fried Lander, W.A. (1958). Concepts and Methods of Social Work.
- 4 Gangrade, K.D. (1971). Community Organisation in India.
- 5 Ross, M.G. (1955). Community Organisation – Theory and Practice.
- 6 Sengupta, P.R. (1976). Community Organisation process in India.
- 7 Siddique, H.Y. (1997). Working with Communities.
- 8 Steve Burghardt. (1982). Organizing for Community Action. New Delhi; Sage publications.
- 9 Macaiver R.M. and Page, Cb (1985). Society: An introductory analysis, New Delhi: Mc. Milan India Ltd.
- 10 eil Marie (ed) (2005) The Hand book of community Practice New Delhi: Sage

202. SOCIAL ACTION

Objectives

- To develop orientation about mass social problems and their effects.
- To narrate the principles, strategies and forms of social action with illustrations
- To develop knowledge about leadership, power structure, advocacy and lobbying
- To acquire skills in intervention and advocacy.

UNIT I. Social structure – mass social problems; nature of society, origin and development of mass social problems, effects of social pathology: social conflict; social justice.

UNIT II. Definition, concept and scope of social action – relationship with other methods of social work – forms of social action- Popular form and elitist form, principles and strategies of social action, creating awareness of social action – social resources and their mobilization.

UNIT III. Concepts of social reform, social revolution and social legislation. Leadership. Analysis of power structure – Role of power groups – Advocacy – drafting a bill- techniques of winning public support and political parties for smooth passage of a bill. Lobbying – role of Social workers and agencies in the enforcement of the Acts.

UNIT IV: Social movements in India; protest and dissent movements such as Dalit Movement, Agrarian and peasant movements, “Sons of soil” movements, Antyodaya and Bhudan movements. Social action and social issues: civil, women and child rights; Environmental and ecological issues.

Unit V : Social Action through Social Change; Concept and Process of Social Change; Modernization and Change; Development and Social Change; Right to Information Act.

References:

1. Maurianne et.al. (2000). Readings for Diversity and social justice. New York: Routledge publication,
2. Moorthy, M.V. (1951). Social Action.
3. Paulo Friere, S. (1971). Pedagogy of the Oppressed.
4. Siddique, H.Y. (1985). Social Wok and Social Action.
5. Encyclopedias

203. SOCIAL PROBLEMS AND SOCIAL LEGISLATION

Objectives

- To develop knowledge about and analyse the origin, and causes of social problems
- To understand the effects of social problems on individuals, groups and society.
- To acquire knowledge about social reforms, social policy and social legislation and critically understand their role in controlling the social problems.
- To create an awareness about the preventive and remedial services of Govt and Non-Govt organizations in dealing with social Problems

UNIT I. Concept of social pathology. Definition of Social deviance, social disorganisation and social problems. Social deviance – the process of induction and labelling of deviance, deviant subcultures and their interaction with society.

UNIT II. Study and analysis of specific social problems such as AIDS, crime, juvenile delinquency, prostitution, alcoholism, drug addiction, untouchability, women related specific social problems such as dowry, female foeticide and infanticide.

UNIT III. Historical development of social reform, formulation of social policies. Social legislation related to crime, juvenile delinquency, prostitution, alcoholism and drug addiction, dowry, untouchability and female foeticide.

UNIT IV. The preventive and remedial services available at the Government and Non-Governmental level to deal with problems mentioned above.

UNIT V. A critical study of models of preventive and remedial work with reference to the role of social work profession. Formulation of research projects to study social problems.

Reference:

1. Barber, J.G. (1995). Social work with Addiction, New Delhi: Macmillan Publications.
2. Becker, K.A. (1966). Social Problems: a Modern Approach, New York, John Wiley and Sons.
3. Dandekar, V.M. and Rath, N. (1971). Poverty in India, Poona: Indian School of Political Economy.
4. Fischer, J.H. (ed.) (1971). Problems of Urbanisation, Bombay: Leslie Sawhby Programme for Training for Democracy.
5. Gangrade, K.D. (1978). Social Legislation in India, Vol.I & II, Delhi: Concept Publishing Company.
6. Schriver, J.E. (1995). Human Behaviour and the Social Environment, Allyn and Bacon.
7. Velleman, R. (1998). Counselling for Alcohol problems, Delhi: Sage Publications.

204. SOCIAL WORK RESEARCH AND SOCIAL STATISTICS

Objectives

- Acquire understanding about the nature and steps in the research process.
- Develop theoretical knowledge about the different methods and tools in social work research.
- Acquire skills and knowledge in the use of appropriate statistical methods in research.

UNIT I. The scientific method – nature and characteristics. Nature of social research and social work research – Selection of topic and problem formulation. Basic elements of research process; concepts, operationalisation of concepts, variables, hypothesis and causation; attributes of good hypothesis.

UNIT II. Research design objectives: Exploratory, descriptive and experimental, research design types; survey, experimental, quasi-experimental and case study. Types of data sources – primary and secondary – use and limitations. Approaches to research: Quantitative and qualitative; distinction. Sampling: Purpose, types; advantages and disadvantages of different types of sampling.

UNIT III. Methods of data collection: Observation, interview and questionnaire. Participatory research as an alternative methodology – techniques such as village social mapping, focus group discussions etc. Levels of measurement in Social research; Nominal, ordinal interval and ratio. Analysis and interpretation of data. Basics of research report writing and style.

UNIT IV. Social Statistics – Meaning, Descriptive and inferential; use in social work research and limitations. Classification and tabulation of data, graphic and diagrammatic representation of data. Measures of Central tendency – meaning, types – mean, median, mode and quartiles, their specific application to social work research. Measures of dispersion – meaning; types, their specific application to social work research.

UNIT V. Correlation: Concept of product moment (only ungrouped data), spearman's rank correlation. Test for significance of correlation coefficient. Tests of significance – 't' test for significance of differences of two means, chi-square for independent association of attributes (two attributes only). Social work research and need for computer applications.

References:

1. Black, James A & Champion, Dean J. (1976) *Methods and Issues in Social Research*, New York : John Wiley
2. Chaudhary, C. M. (1991) *Research Methodology*, Jaipur : RBSA Publishers
3. Costello, Patrick (S. Asia Edition 2005) *Action Research*, London: Continuum 6. Gillham, Bill (2000) *Case Study Research Methods*, London: Continuum
4. Gillham, Bill (2000) *The Research Interview*, London: Continuum 8. Gregory, Ian (South Asia edition 2005) *Ethics in Research*, London : Continuum
5. Hart, C.H. (1998). *Doing a literature review*, Delhi: Sage.

6. Kidder, L.H. (1980). *Research Methods in Social Relations* (4th ed.), NY: Kolt, Rinehart & Winston.
7. Kumar, R. (1999). *Research Methodology – A Step by Step Guide for Beginners*, New Delhi: Sage.
8. Myron, Weiner (1991) *The child and the state in India* : Oxford University Press
9. Mark, R. (1996). *Research Made Simple*, New Delhi: Sage.
10. Nachmias, C. and Nachmias, D. (1981). *Research Methods in Social Sciences*, UK: Edward Arnold.
11. Punch, K.F. (1998). *Introduction to Social Research*, Delhi: Sage.
12. Ramachandran, P. (1993) *Survey Research for Social Work- A Primer*, Bombay: Institute for Community Organisation Research
13. Ramchandran P. (1987) *Research in Social Work* in A. B. Bose eds. *Encyclopaedia of Social Work in India*, New Delhi, Government of India
14. Weiss, Robert S. (1968) *Statistics in Social Research: An Introduction.*, New York: John Wiley & Sons.
15. Yegidis, B.L. and Weinbach, R.W. (1990). *Research Methods for Social Workers*, NY: Allyn and Bacon.
16. Padgett, D.K. (1998). *Qualitative Methods in Social Work Research*, New Delhi:Sage.
17. Riessman, C.K. (1994) (ed.). *Qualitative studies in Social Work Research*, New Delhi: Sage.
18. Laldas, D.K. (2000). *Practice of Social Research*, New Delhi: Rawat.

205. HUMAN RIGHTS, SOCIAL JUSTICE AND SOCIAL WORK

Objectives

- Orient about the origin and development of Human Rights.
- Develop knowledge about the constitutional provisions relating to Human Rights and Social Justice.
- Acquire advocacy skills to deal with several matters relating to Human Rights.
- To develop an integrated approach to Social Work practice to uphold Human Rights and Social Justice.

UNIT I. Human Rights – Evolution of human rights, UN Charter on Human Rights. International Covenants and treaties, India's position in this context.

UNIT II. Human Rights and Social Justice concerns in Indian society – inequality, injustice and oppression; social, economic, political structures of Indian Society.

UNIT III. Indian Constitution – preamble, fundamental rights and directive principles of state policy. Law as an instrument of achieving social justice in India. Legal aid as an instrument of Human Rights – a critical review.

UNIT IV. Role of social work in relation to Humanism. Human rights and social justice, public interest litigation. Role of advocacy, role of social action.

UNIT V. Efforts to prevent Human rights violation, national and international initiatives. NHRC, Amnesty International, Civil Liberties.

References

1. Director, Publications Division, Ministry of Information and Broad Casting (1985). Encyclopaedia of Social Work in India, Vol.I, II, and III, New Delhi: Author.
2. 02. Gore, M.S. (1965). Social Work and Social Work Education, Mumbai: Asia Publishing House.
3. 03 Kendall, K.A. (1978). Reflections on Social Work Education, New York: International Association of Schools of Social Work.
4. Minahen, A. (Ed-in-chief) (1987). Encyclopaedia of Social Work, Vol.1,2 & 3, New York, National Association of Social Workers.
5. Pandey, S.R. (1991). Community Action for Social Justice, New Delhi: Sage Publications.
6. Yalaja, S.A. (1982). Ethical issues in Social Work, Spring Field, Charles C.Thomas.
7. Young Husband, C. (1967). Social Work and Social Values, Vol.III, London: George Allen and Unwin.

FUNCTIONAL ENGLISH (Non-credit course)

UNIT I. Remedial Grammar: Tenses; Noun-verb concord; Articles, Prepositions; Conditional clauses; Coordinators – neither/nor, either/or, not only/but also and so on; Common errors.

UNIT II. Study Skills and Presentation: Reading (Skimming, scanning and using a dictionary); Reference skills, preparing bibliography; Research format; Transferring information from non-verbal (graphs, tables etc.) to verbal mode; Group discussion, debates and mock interviews.

References:

1. Authira, S.R. and V.Saraswathi “Enrich Your English Academic Skills”. (OUP).
2. Wood, F.T. A Remedial Grammar for Foreign Students, New Delhi: Macmillan.
3. Dictionaries; Oxford Advanced Dictionary of Current English; Longman’s Dictionary of Contemporary English; Collins Cobuild Dictionary of Essential English.
4. F.T.Wood: Current English Usage Flavell & Flavell.

THIRD SEMESTER

301. LIFE SKILLS AND SOFT SKILLS FOR SOCIAL WORKERS.

Objectives

- To learn to communicate effectively, vocally, in writing and in presentation format.
- To develop skills in working with different groups.
- To gain knowledge of life skills.
- To develop a comprehensive understanding of inter personal influences on relationships in terms of power, persuasion and assertiveness.

UNIT I. Presentation skills: listening centred message, knowing about the listener's messages, overcoming anxiety, persuasive strategies, structuring the presentation, effective use of visual aids, verbal and non verbal communication. Basic forms of writing, styles and contents, formal correspondence.

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

UNIT III. Soft- Skills: Communication, commitment, conflict resolution, civic and traffic sense, emotional competence, listening skills, nonverbal communication, skills in dealing with selected groups such as.

UNIT IV. Building effective relationships: Building rapport, nurturing friendship. Personal communication skills: Self- disclosure, feedback. Conflict management skill: negotiating; resolving disagreement, Team work and synergy skills: creating groups energy in pursuing collective goals, Open-minded ideas, Team work contribution, influencing skills, making a positive difference, leadership skills, initiating and managing needed change, and innovation.

UNIT V. Practicum: Public speaking on any topic, oral presentation with visual, technology, group discussion, listening comprehension. Group research projects. Using computer, role-play evaluation.

References:

1. Pasty McCarthy a Caroline Hatcher, (2002) Presentation Skills The essential guide for students, New Delhi SAGE Publications.
2. Neil Thompson (1996) People Skills, London; Macmillan.
3. Dalai Lama and Cutler, H.C (1998) the Art of Happiness: A Handbook for Living. London: Coronet Books.
4. Hargie, Saunders, C Dickson, D. (1994) Social Skills in Interpersonal Communication; London: Routledge.

302. SOCIAL POLICY, PLANNING AND PARTICIPATORY DEVELOPMENT

Objectives

- Acquire theoretical understanding about social policy and social development in the changing socio- economic context.
- Develop Understanding about the different sectoral policies and programmes relating to social development.
- Acquire knowledge about concepts relating to human development and macro social work practice approaches.
- Understand the evolution and meaning of people's participation and participatory development.
- Acquire knowledge about participatory research methodologies in participatory development.
- Acquire skills in using participatory skills and participatory research methodologies in Participatory development.

UNIT- I. Social Policy – Concept, need, constitution basis for social policy and social welfare policy. Social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights) New economic policy and concept of social development and – concept of sustainable development.

UNIT- II. Models of social policy: Residual – welfare; achievement – performance; institutional – redistributive models. Social policy formulation, contribution of research, role of social worker,

UNIT- III. Social policy and social planning, –policies and measures concerning social welfare in general and of women, environment, poverty alleviation programmes in particular. Social indicators of development – Human development index; concept of social work macro practice and methods.

UNIT- VI. Understanding participation – meaning and principles; knowledge, power and participation; participation and governance. Development – changing meaning of development; different approaches; development actors; participatory development –meaning, principles and experiences

UNIT- V. Methodologies to facilitate community participation; participatory planning – principles, processes and experiences; Participatory monitoring and evaluation. Participatory research – History and meaning; PR Methodologies – principles and implications of PR.

References

1. Fidelma, A.et.al.1999 contemporary Social and political theory: An Introduction, Buckingham :Open University Press
2. Goulet, Denic (1989). Participation in development: New avenues, World Development 17(2), pp165-178.
3. Government of India Five year plan documents (latest) New Delhi.
4. Rehnema, Majid (1977). Participation, in Development dictionary: A guide to knowledge as power, New Delhi: Orient-Longman. pp.155-175

5. Oakley, Peter (June, 1994). People's participation in development: Reviewing the balance sheet, New Delhi: PRIA.
6. Midgley, J. (1998). Social Development, New Delhi: Sage Publications.
7. Rahman Md.Anisur (Ed.) (1984). Grassroots participation and self-reliance, Oxford: IBH Publishing Co. and PRIA.
8. Oakley Peter (1988). Strengthening people's participation in Rural Development, Occasional paper series No.1, New Delhi; PRIA.
9. Narayan, D. and Srinivasan, L. (1994). Participatory development toolkit: Materials to facilitate community empowerment, Washington: World Bank.
10. Acharya, B. June (1996). Participatory programme planning as a renewal process. Experiences of NGOs in Western region of India. *Renewal* (2) June, pp.15-22.
11. Paul, Sohini, (1997). Microplanning: the Mandi experience, *Participation and Governance*, 4(9), pp.10-18.
12. PRIA (1988). A manual for participatory training methodology in development (5th ed.), New Delhi: Author.
13. Brown, L. David (1985). People-Centered development and participatory research, *IDR Reports*, 2(2).
14. MYRADA, (U.D.). Participatory mapping and modeling: users notes, Bangalore: Author.
15. Chambers, Robert (1994). Participatory Rural Appraisal (PRA): Analysis of experiences, *World Development*, 22(9), pp.1253-68.
16. Hall, Budd, Gillette, Arthur and Tandon, Rajesh (1982). Creating knowledge: A monopoly? *Participatory Research in Development*, New Delhi: PRIA.
17. Tandon, Rajesh (1988). Social transformation and participatory research, *Convergence*, 21(2/3), pp.5-15.
Bajpai, N. (1995). Economic reforms in Developing Countries – Theory and Evidence, *EPW* 30(2), January 14, 113-118.
16. Ghosh, A. (1995). Development Paradigms: China and India since 1949, *The Economic and Political Weekly (EPW)* 30 (788) Feb. 18-25, 355-358.
17. Goel, S.L. and Jain, R.K. (1988). *Social Welfare Administration*, Vol.I & II, New Delhi: Deep & Deep.
18. Gore, M.S. (1975). *Some Aspects of Social Development*, Mumbai: TISS.
18. Govt. of India (1987). *Encyclopaedia of Social Work in India*, 4 volumes, New Delhi: Planning Commission.
19. Kulkarni, P.D. (1965). *Social Policy in India*, Madras: ASSWI.
20. Midgley, J. (1998). *Social Development: The Developmental Perspectives in Social Welfare*, New Delhi: Sage.
21. Minahan, A. (editor in chief) (1987). *Encyclopaedia of Social Work* (18th ed.), Vol.I & II Silver spring, Mary Land, MASW.
22. Netting, F.E.Kettner, P.M. and McMurtry, S.L. (1993). *Social Work Macro Practice*, NY:Longman.

303. SOCIAL WORK WITH ELDERLY AND DIFFERENTIALLY ABLED

Objectives

- To acquire knowledge on Gerontology and the problems of the Elderly in India
- To know about the Constitutional and legislative provisions for the welfare of the elderly and the National Policy on Older Persons.
- To gain knowledge about the concept and types of differentially abled.
- To enhance the knowledge of various services available for the differentially abled in India.
- To acquire knowledge and skills of professional social work practice to work with the elderly and differentially abled.

UNIT I. Gerontology: Concept and definition. Factors contributing to the problems of the elderly – socio cultural-economic and health problems of the elderly. Neglect and abuse of the elderly.

UNIT II. Care setting for the elderly: general hospital, geriatric wards/ hospitals, homes-home based care, homes for the aged, day care centers. Programmes for the elderly: Constitutional and legislative provisions for the welfare of the elderly. National policy on older persons, institutional and Non-Institutional services for the welfare of the elderly.

UNIT III. Differentially abled: Concept and, classification – extent, causes and problems of each category.

UNIT IV. Constitutional and legislative provisions, for the differentially abled; governmental and non-governmental services for the differentially abled. National Institutes for the differentially abled in India.

UNIT V. Professional social work practice: Professional social work practice with the elderly and differentially abled. Role of government and non-governmental agencies. Help Age India- Objectives and functioning of Help Age India.

References:

1. Bali.P.Arun,2001 Care of the Elderly in India, Shilma, Indian Institute of advanced studies.
2. Chatterjee,S,C.,Patna, and K.P..Charian,V.2008., Discourses on ageing dying.New Delhi, Sage Publications.
3. Desai, K.G.(1982). Aging in India, Mumbai: TISS.
4. Desai,Murli and Raju, Siva (Ed.) 2000.Gerontological Social Work in India-some issues and perspectives, Delhi, BR Publishing House.
5. Gajendragadkar (ed.) (1983). Disabled in India, Mumbai: Somaiye Pub.
6. Khan M.Z.1989.Voluntary Welfare Services for the Aged,Department of Social Work,New Delhi,Jamia Milia Islamia.
7. Marshal, M. (1993). Social Work with old-people, London: Macmillan Press.

8. Oliver, M. (1983). *Social Work with the disabled*, London: Macmillan.
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JOURNALS.

1. *Indian Journal of Gerontology*, C-207, Manu Marg, Tilak Nagar, Jaipur 302004
2. *R & D Journal of Helpage India* . C-14, Qutab Institutional Area, New Delhi, 110016.

304 (a). RURAL COMMUNITY DEVELOPMENT

Objectives

- To understand the Rural Community and its features
- To acquire knowledge of Rural local self-government Economy and it's allied sectors.
- To know about Rural Economy and it's allied sectors.
- To learn about Rural development programs
- To understand the role of Community participation in rural development

UNIT- I. Rural Community: Major features of rural community. Physical, economic, social and political structure of an Indian village. Dominant power elite. Rural – urban relationships.

UNIT- II. Rural Local Self Government: Origin, and development of Panchayat Raj system in India. Salient features of 73rd Constitutional Amendment. Panchayat Raj Institutions in Andhra Pradesh – Structure and Functions.

UNIT- III. Rural Economy: Peasant economy. Cottage and small-scale industries. Co-operatives – origin, characteristics and principles. The role of co-operatives in India. Social change in rural India

UNIT- IV. Rural Development Programmes: Early experiments of rural reconstruction – Sriniketan, Marthandom, Gurgoan, Baroda etc. Post independent projects – Nilokhiri, Faridabad, Etawah pilot projects etc. Community development programme – philosophy and objectives of community development. Community development and community organisation. Poverty alleviation programmes in rural areas, NABARD – objectives, and programmes, role of NABARD in Rural Development.

UNIT -V. Community Participation: People's participation – meaning and importance. Concept, objectives and role of self help groups. Participatory Rural Appraisal (PRA) – Concept, characteristics and methods of PRA. The use and applicability of PRA techniques in rural.

References:

1. Desai, A.R. (Ed.) (1986). Agrarian struggles in India after independence, Delhi: Oxford University Press.
2. Desai, A.R. (1987). Rural Sociology in India, Mumbai: Popular Prakashan.
3. Dhanagare, D.N. (1983). Peasant movements in India – 1920-50, Delhi: Oxford.
4. Govt. of India (1987). Encyclopedia of Social Work in India, New Delhi: Author.
5. Rao, M.A.S. (Ed.) (1978-79). Social Movements in India, Vol. I & II, Delhi: Manohar.
6. Singh, R.R. (1980). Social Work Perspectives on Poverty, New Delhi: Concept Publishing Company.
7. Kailash Nath Sharma (2010): Sustainable Rural Development with special reference to

- NGOs, Sumit Enterprises, New Delhi.
8. Sawalia Bihari verma et (2008): Rural Infrastructure, Sarup & Sons, New Delhi
 9. Selvarajan. E & Elango. R (2004): Rural Development, Serial Publications, New Delhi
 10. Mamta Manohar (2009): Encyclopedia of Rural Development, Anmol Publications, New Delhi.
 11. Chaudhary. CM. (2009): Rural Economics, Sublime Publications, Jaipur.
 12. www.wikipedia.org/wiki/poverty_alliviation_programme_in_india
 13. www.Yousaytoo.com/poverty_alliviation_in_india
 14. Pradeep Kumar Johari (2005): Social Work for Community Development, Anmol Publications, New Delhi

304 (b) SOCIAL MEDICINE

Objectives

- To acquire sound theoretical understanding of Nutrition and Health.
- To know general epidemiology of communicable diseases and their control.
- To develop knowledge and skills to analyse different types of communicable diseases and their control.
- To acquire knowledge of various National and International health programmes and vital statistics.
- To know health planning in India.

UNIT I. Social Medicine – definition and scope. Nutrition and health, importance of nutrients, and their availability, deficiency disorders – their prevention and control.

UNIT II. Epidemiology – Definition, general epidemiology of communicable diseases, dynamics of disease transmission, general measures of communicable disease control.

UNIT III. Study of communicable diseases such as malaria, T.B., leprosy, STD and AIDS with special reference to their incidence, causation, Prevention and treatment. Life style diseases-hyper tension and diabetes.

UNIT IV. Various national health programmes and their critical review. International health, occupational health and vital statistics.

UNIT V. Health Planning in India, Health care systems in India – at Central, State and District.

References:

1. Bereson, A.S. (1980). Control Communicable Diseases in Man (13th ed.), New York: American Public Health Association.
2. Burn, J.L. (1959). Recent Advances in Public Health, (2nd ed.), Churchill.
3. Park, K. (2004). Park's Textbook of Preventive and Social Medicine, Jabalpur, M/s.Banarsidas.
4. Susser, M.W. and Watson, W. (1962). Sociology in Medicine, London: Oxford.

304 (c). THE FAMILY – CHANGING TRENDS

Objectives

- To gain knowledge about the theoretical foundations of the institution of family and its importance.
- To develop an understanding on different types of Family and the social processes in the family.
- To orient the students with the changing forms of the family in the wake of industrialization.
- To develop insights in to the problems like marital break down and domestic violence faced by the families.

UNIT I. Family: Concept, definition, importance, functions. Perspectives on family – Marxian and functionalist critical views on family.

UNIT II. Types of family – joint, nuclear and extended. Family of origin and procreation. Marriage – rules of residence, social processes in the family, role relations. Impact of industrialisation on the family. Structural differentials and changing functions of family.

UNIT III. Types of families- single parent families, female-headed families, Re-marriage families – their structural characteristics, tensions and contradictions, Dual earner families, empty nest families. Alternative family systems.

UNIT IV. Marital breakdown – Dissertion, divorce and separation – definition, nature, extent and determinants and process.

UNIT V. Family violence – definition, types – wife battering, child abuse, incest, sibling abuse.

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305 (a): TRIBAL COMMUNITY DEVELOPMENT

Objectives

- To understand the tribal community and its features
- To acquire knowledge of tribal economy role of forests in Tribal economy.
- To know about tribal problems and role of tribal social institutions.
- To learn about tribal development programs
- To understand the role of Social Worker and NGO in tribal development

UNIT- I. Tribal Community: Concept and definition of Tribes, Characteristics of tribal communities. Classification and distribution of tribes in India. Family and kinship, social organization of tribal communities. Cultural, social, and economic changes in tribal communities – Tribes in Andhra Pradesh.

UNIV - II. Tribal Problems: Major tribal problems – social, economic, environmental problems of tribal's in India - Land alienation and displacement among tribal communities -. Social Unrest among tribes.

UNIT- III. Tribal Economy: Major features of tribal economy. Forms of tribal economy. Political and religious organizations of tribal community. The role of forests in tribal economy.

UNIT- IV. Tribal Development Programmes: Constitutional and legislative provisions for the development of tribal's in India. Politics toward the tribal's during British, and post Independence period. Integrated Tribal Development Agency – objectives structure and functions. Other agencies and programmes for the tribal development.

UNIT- V. Professional Social Work Practice: The scope of Social Work practice in Rural & Tribal Community Development. The role of NGOs in Rural & Tribal community development.

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305 (b). PSYCHIATRY FOR SOCIAL WORKERS

Objectives

- To understand what is personality and Freudian theory of personality development.
- To know the classification of mental disorders and the symptomatology of various psychiatric disorders
- To develop skill in case history taking in a psychiatric settings.
- To know the types and causative factors of different types of psychiatric disorders and to identify the role of social work intervention in dealing with them
- To develop understanding of various aspects of mental retardation and identify the role of social worker in dealing with it.
- To have knowledge about addictions and the role of social worker in dealing with them.
- To understand the problems of behaviour among children
- To understand the relation between Psychiatry and law.
- To know the need for knowledge of psychiatry for social workers working in the psychiatric settings.

UNIT I. Psychiatry – Definition, personality – definition, Freudian theory of personality development. Classification of mental disorders (DSM IV), symptomatology of psychiatric disorders. Case history taking in a psychiatric setting.

UNIT II. Anxiety Disorders – types, symptoms, causative factors and role of social worker; somatoform disorders- types, symptoms, causative factors and role of social worker. Schizophrenia and other psychotic Disorders, mood disorders and Bi Polar disorders– types, symptoms, causative factors and role of social worker.

UNIT III. Mental retardation – Definition, causative factors, types symptoms and role of social worker. Personality disorders- types, symptoms . Addictions: drugs and alcohol, definition, symptoms, causative factors and role of social worker.

UNIT IV. Disorders usually first diagnosed in infancy, childhood or adolescence. Attention deficit and disruptive behaviour disorders, feeding and eating disorders of infancy or early childhood, Elimination disorders. Case history taking in a child psychiatry setting.

UNIT V. Psychiatry and law – Indian Lunacy Act, Mental Health Act 1986. Need for the knowledge of psychiatry for social workers.

References:

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305 (c). FAMILY WELFARE – STRATEGIES AND INTERVENTIONS

Objectives

- Gain knowledge about nature, scope and importance of family welfare, family policy and family well-being.
- Acquire knowledge of laws related to women's issues.
- Understand various aspects related to family life education.
- Acquire knowledge about strategies for intervention.
- Understand the various state, national and international initiatives for family welfare.

UNIT I. Family Welfare – Definition, nature, scope and importance. Family policy, family wellbeing.

UNIT II. Legislation relating to family, marriage, inheritance, dowry, divorce and violence against women.

UNIT III. Family Life Education - Definition, nature, content, principles. Types of family life education – parent education, sex education, education for family resource management, marriage and intimate relationship, major issues and challenges to family life education.

UNIT IV. Strategies for Intervention: Family service agencies – role and functions. Pre marital and marital counselling, counselling couples before and after divorce. Family crisis intervention, family therapy, family advocacy. Use of social work methods. Case presentations.

UNIT V. Initiatives for family welfare– state, national and international.

References:

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2. Arcus Margaret, E., Schvaneveldl Jay D. Joel Moss (1993). Handbook of Family Life Education, Delhi: Sage Publications, Vol.I and II.
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6. Kirkwood Catherine (1993). Leaving Abusive Partners, Delhi: Sage Publications.

FOURTH SEMESTER

401. DEVELOPMENT ADMINISTRATION

Objectives

- Gain knowledge about organizations life cycle, governing ideas and sustainability.
- Acquire knowledge and skills in the different aspects of management of nongovernmental organizations.
- Acquire knowledge about Project management and proposal writing.

UNIT I. Human Service Organisation's – their characteristics like size, nature and design – origin and growth of organisations as response to social needs – External environment.

UNIT II. Establishment: Promotion and formation of societies – different types of legislations – the A.P. Societies Registration Act 2001 – legislations relating to trusts etc. – Organisational governing ideas – Vision, mission and goals; Developing and implementing a promotional plan for the organisation.

UNIT III. Management of human service organizations: Governance and administration – Executive Board, General Body – other functionaries – roles and inter relationship; Team building; Strategic planning for NGO's: Meaning, basic principles and processes; internal implications.

UNIT IV. Financial Management: Sources of Finance; organisation budget: Types and significance; Themes and methods of resource mobilization; Corporate social responsibility – trends and issues.

UNIT V. Project Management: Elements of project planning and development, guidelines for formulation of project proposals, project monitoring and evaluation: their meaning, significance and implications to project management.

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403 POPULATION AND ENVIRONMENT

Objectives:

- To acquire the fundamental and theoretical knowledge about population
- To acquire a sound knowledge to understand the determinants of population growth.
- To enhance the knowledge and utilization of natural resources and management in waste material.
- To understand legal provisions related to environmental protection and role of NGO's. Evaluation of the role of social work in the conservation of environment..
- To get exposed to and participate in research in the fields of population and environment.

UNIT I. Population– components of population. Population growth in the World and India. Sources of demographic data, population theories.

UNIT II. Determinants of population growth: Fertility, mortality, migration- factors influencing fertility, mortality and migration. Differentials of fertility, mortality and migration. Family planning: Methods of family planning. Population policy, population education – Role of social worker in family planning and allied services.

UNIT III. Natural Resources and Diversity: Utilisation and management of forest, land, water, air, energy sources. Pollution – sources, treatment, prevention. Waste material – disposal, recycling, renewal, problems, and issues.

UNIT IV. Acts related to environmental protection – Forest conservation, water pollution, standards and tolerance level. Role of government and NGO's. People's initiatives, international initiatives. Role of social worker in conservation of environment.

UNIT V. Understanding and utilization of Research: The students will examine at least four empirical studies in the areas of population and environment and they are expected to examine these studies in terms of objectives, research design, tools used for data collection, presentation of results, analysis and use of statistical methods etc. In this unit the students may be asked to write in their examinations a review of any of the research aspects covering the above areas or a research proposal in that field i.e., population and environment.

References

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2. Fisher, W.F., (1997). Toward sustainable development (struggling over India's Narmada River), New Delhi: Rawat Publications.
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404 (a). STRUCTURE OF URBAN COMMUNITY

Objectives

- To acquire knowledge on urban community and its features.
- To understand the process of urbanization.
- To enhance knowledge about Urban social organizations
- To know about urban local self-government and its types.
- To know the role of urban development authorities in Andhra Pradesh.

UNIT-I. Urban Community: Concepts of urban, urbanisation and urbanism. Major features of urban Community. Differences between rural and urban communities.

UNIT-II. Urbanisation: Trends in India's urbanisation. Causes and consequences of urbanisation. Classification and growth of towns and cities in India. Urbanisation in Andhra Pradesh. .

UNIT-III. Urban Social Organisation: Urbanisation and Social Institutions. The family, caste and class, economic and religious aspects of urban communities.

UNIT-IV. Urban local self-government: Significance of municipal administration. Types of urban local self governments – Municipalities, Municipal Corporations, Cantonment Boards, etc. – their composition, powers and functions. The salient features of 74th amendment to the Constitution of India.

UNIT-V. Urban Development Authorities: The origin and growth of urban development authority in Andhra Pradesh. The objective, structure, powers and functions of urban development authorities, co-ordination with the other agencies in urban areas.

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404 (b). MEDICAL SOCIAL WORK

Objectives

- To acquire a clear understanding of medical Social Work.
- To develop knowledge regarding hospital as a complex social system of organization.
- To acquire skills regarding the role of social workers in relation to patient and family.
- To develop communication skills in hospital settings.
- To acquire a sound theoretical understanding on Health Education.

UNIT I. Medical Social Work – Definition and Meaning: Historical development of medical social work in USA and India.

UNIT II. Hospital: A complex social system of organisation – its goals, social structure and functions. Organisation and Management of social work department in Hospitals. Hospital management role of Social work.

UNIT III. Role of social worker in relation to patient and family. Role of medical social worker in the field of STD, HIV*/AIDS, TB, Leprosy and Cancer, types, treatment

UNIT IV. Communication in Hospital – Medical social worker as a communicator and interpreter, Role of medical social worker in treatment plan. Specific social work interventions in a medical setting.

UNIT V. Health education – definition, objectives, principles, content, stages of adoption of new practices. Health education as a tool for social worker; People's participation in health and the role of medical social worker.

References

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2. Dwivedi, R.S. Human Relations and Organisational Behaviour.
3. Ferguson, T. & Machpail, A.N. Hospital and Community.
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9. Prasad, L.M. Organisation Theory and Behaviour.
10. Stroup, H.H. Social Work – An Introduction to the Field.

404 (c). CHILD WELFARE

Objectives

- To have knowledge about fundamental concepts pertaining to child.
- To understand the factors influencing the development of personality among children.
- To study and understand the needs and problems of various categories of children
- To gain knowledge about the provisions related to various categories of children.
- To develop ability to practice strategies to work with vulnerable children.
- To practice social work knowledge, skills, techniques and interventions in different child focused settings.

UNIT I. Child – concept, definition stages, physical, educational, social needs specific to different stages of childhood. Personality development – Influence of heredity and environment – Family, peer group, neighbourhood, and school.

UNIT II. Child Population in India – profile, trends, health, nutrition, literacy, morbidity and mortality rates. Socio-cultural, psycho-social, economic and political perspectives for understanding the problems of children in India and other developing countries.

UNIT III. Problems of Children: Child abuse and neglect – causes and effects, juvenile delinquency – definition, meaning, causes. Theories – the problems of street children, girl child, child labour.

UNIT IV. Child Welfare: Concept, definition, nature, principles. Foster care, adoption, crèche, child guidance clinics. Institutional/Non-Institutional services for those needing special services – orphans, street children, child labour, handicapped and delinquents. Social Work practice with children. ICDS, SOS, CSWB, CRY, UNICEF, CHILDLINE.

UNIT V. Constitutional provisions relating to child welfare; Laws – Juvenile justice Act, Child Labour Prohibition and Regulation Act 1986, Bonded Labour Act, National Policy on Children. UN Declaration of rights of children.

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3. Govt. of India (1987). Encyclopaedia of Social Work (relevant chapters), New Delhi: Author.
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405 (a). URBAN COMMUNITY – PROBLEMS AND SERVICES

Objectives

- To understand the different problems of the urban community.
- To know the concept of migration and its impact on urban community
- To gain knowledge on agencies working for urban community development and services available for the welfare of women, children, slum dwellers, etc.
- To know the scope of professional social work practice in urban community development and acquire knowledge and skills pertaining to it.

UNIT- I. Problems of Urban community: Growth of slums in urban areas. Definition and Characteristics of slums. Causes and consequences of growth of slums.

UNIT- II. Migration: concept, types, causes and impact of migration. Urban poverty, housing, civic amenities in urban areas. Pollution – types and causes.

UNIT- III. Agencies working for urban community development: Agencies in urban community development, UCD Project- concept, objectives and programme, UCD projects of Delhi and Hyderabad.

UNIT- IV. Services of urban community: Various programmes for the urban community development -SJSRY, DWCUA, APUSP, etc. Programmes for women and children, slum dwellers.

UNIT- V. Professional Social Work Practice. The scope of social work practice in urban community development. The role of non-governmental agencies in urban community development. Scope and importance of peoples participation in urban community development. Factors hindering or promoting people’s participation.

References

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7. Pradeep Kumar Johari (2005): Social Work for Community Development, Anmol Publications, New Delhi
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405 (b). PSYCHIATRIC SOCIAL WORK

Objectives

- Understand the history of psychiatric Social Work
- To develop knowledge about the role of psychiatric social worker in various settings in relation to the patients and their families.
- To appreciate the need for multi disciplinary approach.
- To understand the nature of rehabilitation in a psychiatric setting.
- To have knowledge of various types, techniques of and steps in psychotherapy.
- To understand the concept of community mental health and importance of community mental health as an alternative to institutionalisation.
- To develop knowledge about intervention strategies unique to social work in the field of psychiatry.
- To know about mental health programmes and mental health Acts pertaining to India.

UNIT I. Psychiatric Social Work: Definition and its meaning. Growth of psychiatric social work in USA, UK and India. Role of psychiatric social work in child guidance clinic, psychiatric clinics and hospitals for the mentally ill: Role of social worker in relation to patient and family in a psychiatric setting.

UNIT II. The multi dimensional nature of human problems. Concept of team work Multi-disciplinary approach; Rehabilitation – Definition need for and nature of Rehabilitation in psychiatric settings.

UNIT III. Psychotherapy – Types of Psychotherapy – Techniques of psychotherapy – steps in the process of psychotherapy.

UNIT IV. Community mental health – definition – levels of prevention; community mental health as an alternative to institutionalisation.

UNIT V. Approaches unique to social work – case work, supportive treatment, use of resources, building social support, social skill learning, milieu therapy; mental health programmes and related Acts in India. Evidence based Social Work Intervention in mental Health

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405 (c). WOMEN AND DEVELOPMENT

Objectives

- Understand demography in relation to sex ratio.
- Develop knowledge about sexual division of labour and its various theoretical perspectives.
- Know the difference between sex and gender.
- Acquire knowledge about the issues and problems related to women.
- Understand women in difficult situations.
- To acquire knowledge about various aspects of violence on women.
- Understand provisions- both constitutional and legal for empowering women. Also to understand national and international initiatives with reference to women empowerment.

UNIT I. Demographic composition of women: Sex ratio, Regional variation in sex ratio. Implications of the declining sex ratio. Changing perspectives of the roles and obligations of the women through history.

UNIT II. Sexual Division of Labour. Functional, Marxist, feminist perspectives, concepts of gender and sex.

UNIT III. Issues related to women: Health, Education, Employment, Self-employment – Types and specific problems. Political participation, environment, women in difficult situations.

UNIT IV. Violence against women: foeticide, infanticide, child marriage, rape, wife battering, sati, dowry death, sexual harassment.

UNIT V. Empowerment of Women: Constitutional guarantees, legal provisions, Property Rights, Mahila Courts, Women Police Stations, Nirbhaya Act. Women's Commissions – National, State, Self help groups – DWACRA, DWACUA, International Initiatives, National State Government Developmental programmes for women, National Policy for the empowerment of Women.

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