

KRANTIGURU SHYAMJI KRISHNA VERMA

KACHCHH UNIVERSITY

BHUJ

**DEPARTMENT
OF
SOCIAL WORK**

**SYLLABUS
MASTER OF SOCIAL WORK
SEMESTER I & II**

**As per National Education Policy - 2020
Effective from June 2026**


CHAIRMAN



Krantiguru Shyamji Krishna Verma

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KSKV Kachchh University- Bhuj
Master of Social Work (MSW)
Proposed Syllabus 2026 (As per NEP - 2020)

Total Semester: Four Semesters
 Total Credit: 88 Credits
 Total Marks: 550 (Each Semester)

SEMESTER-I

Sr.	Course Code	Course/ Subject	Course Category	Credit
1	PG1MJPSW01	Philosophy of Social Work	Major- IKS	4
2	PG1MJWIG02	Working with Individual & Group	Major	4
3	PG1MJHGB03	Human Growth and Behavior	Major	4
4	PG1MJFWP04	Fieldwork Practice	Major (Experiential Learning)	4
5	PG1MDISS01	Introduction to Social Sciences	MDC	4
6	PG1SECSW01	Communication skill in social work	SEC	2
		Total		22

SEMESTER-II

Sr.	Course Code	Course/ Subject	Course Category	Credit
1	PG2MJCOI01	Community Intervention	Major	4
2	PG2MJSWR02	Social Work Research	Major	4
3	PG2MJMWS03	Management of Welfare Services	Major	4
4	PG2MJFWP04	Fieldwork Practice	Major (Experiential Learning)	4
5	PG2MIFSW01	Family Social work	Minor	4
6	PG2SECIT01	Basic computer & IT skill	SEC	2
		Total		22

*Note: Major, Minor and MDC Course have 4 Credit & SEC have 2 Credit Course

Credit	Total Teaching Hours	External	Internal	Passing Marks (36%)	Total Marks
4	60	50	50	18/18	100
2	30	25	25	09/09	50

Note: These are the Region-Specific Courses

1. Communication Skill
2. Disaster Management
3. Management of Welfare Services



PHILOSOPHY OF SOCIAL WORK

GENERAL OBJECTIVES

- To understand important milestones in the history of social work perspective.
- To understand the concepts “Professional Social Work”- body of knowledge, skills, values and attitudes.
- To understand social work values and functions.
- To understand social work scope in modern society.

Unit-1 Concepts of Social Work: 20%

- Concepts, Definitions and Objectives of Social Work
- Concepts of Social Work- Social Service, Social Welfare, Social Reform, Social Development, Social Security, Social Policy, and Social Justice

Unit-2 Historical development of Social Work **20%**

- History of Social Work in the UK
- History of Social Work in the USA
- History of Social Work in India
- Contribution of social and political leaders -Raja Ram Mohan Roy, M.K.Gandhi, Dr. B. R. Ambedkar, Jyotiba Phule, Savitribai Phule, Vinoba Bhave

Unit-3 Values, Ethics of Professional Social Work 20%

- Goals, Values, principles and functions of Professional Social work,
- International code of ethics, national code of ethics declaration of ethics of social worker
- Indianization of Social Work Education and Practice, Collaboration and Networking

Unit-4 social work as a profession in India **20%**

- Social Work as a Profession Definition, Characteristic of profession
- Roles of a Professional Social Worker
- Skills required for Professional Social Workers
- Importance of Field Work in the Social Work Profession

Unit-5 Method, Model and areas of Social Work	20%
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- Brief of Social Work Methods
- Models of Social Work- Relief, Welfare, Development, clinical, Empowerment and radical model
- Social Work in different settings/ areas



Reference Books

- Dash, B. M. (2022). Introduction to Social Work, Sage, New Delhi
- Dash, B.M., Kumar, M., Singh, D P., Shukla, S. (2020). Indian Social Work, Routledge Taylor & Francis, London.
- Dash, B.M., Kumar, M., Shukla, S. (2019). Social Work in India, Concept Publication, New Delhi
- Dash, B.M., Parshuraman, K.G., Ramesh, B. & Kumar, M. (2019). New Frontiers in Social Work Practice, Tumkur University, Tumkur, Karnataka .
- Fernandez, Alex (2017). Social Work and Human Rights. Pacific Books International.
- Bamford, Terry (2015) A contemporary history of social work: learning from the past Policy Press
- Misra P.O., and Beena Misra, (2015). Social Work Profession in India, Lucknow: New Royal Publisher
- Sardar, N. K. (2013). History and philosophy of social work. R.P. Publications.
- Dulmus, C. N., & Sowers, K. M. (2012). The profession of social work: guided by history, led by evidence. John Wiley.
- Jennissen, T., & Lundy, C. (2012). One hundred years of social work: a history of the profession in English Canada, 1900-2000. W. Ross MacDonald School Resource Services Library.
- Srivastava, U. (2012). Social work: ethics and value. Arise Publishers & Distributors.
- Hepworth, Dean H (2010). Direct Social Work Practice-Theory and Skills (8th edition). New York: Brooks/Cole.
- Dinitto, Diana, M.(2008). Social Work Issues and Opportunities in a Challenging Profession (3rd edition). Chicago: Lyceum Books.
- Batra, Nitin (2004) Dynamics of Social Work in India, Jaipur: Raj Publishing House.
- Bhattacharya S. (2003). Social Work: An Integrated Approach, Deep and Deep publisher
- Desai, M. (2002). Ideologies and Social Work: Historical and Contemporary Analysis. Jaipur, Rawat Publications.
- Desai, M. 2000, Curriculum Development on history of ideologies for social change and social work, Mumbai: Social work education and practice cess.
- Congress, E.P.1998, Social work Values and Ethics, Chicago: Nelson-Hall Publishers.
- Banks, S. 1995, Ethics and Values in social work: Practical Social work Series, Landon: Macmillan Press Ltd.
- Gore, M.S. 1994, The social context of ideology: Ambedkar's social and political thought, New delhi sage.
- Dewakar, V.D. (Ed.) 1991, Social reform movements in india : A Historical Perspective, Bombay:Popular Prakashan.
- Felibleman, J.K. 1986, Understanding philosophy: A popular history of ideas, New youk: Souvenir Press.
- Gaguli, B.N. 1973, Gandhiji's social philosophy, Delhi: Vikas Publishing house.
- Singhal, D.P. 1983, A History of the Indian people, London: Methuen.



- University Grants commission 1980,1990, Review of social work education in india: Retrospect and prospect, New Delhi: UGC Curriculum development centers report: New Delhi, University Grants Commission.

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

- | | | |
|-----|--|----------|
| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER I
Major
PG1MJWIG02 WORKING WITH INDIVIDUAL & GROUP

GENERAL OBJECTIVES

- To help students to understand important social science concepts which are essential for understanding human Behavior in the context of social case work
- To expose students to basic components of social case work i.e. Client, agency, resources, tools, techniques and process
- To develop the understanding of group work as a method of social work.
- To learn the skill of using group work for social work intervention
- To understand the importance of democratic approach in group life.

Unit-1 Introduction, Historical Development and Principles of Social Case Work 20%

- Concept and Definition of Social Case Work
- Historical Developments of Social Case Work in India and other countries.
- Place of Social Case Work in Social Work.
- Principles of Social Case Work.

Unit-2 Principles, Methods, and Practice of Social Case Work 20%

- Values and Attitudes for Social Case Work,
- Relation of Social Case Work with other Methods of Social Work Practice.
- Models of Intervention: Clinical Model, Problem Solving Model Ecological System Model, Tools of Social Case Work.
- Importance of practice through an agency. Effects of agency related factors in treatment.
- Resources: Material and Human: At personal, family and community level.
- Skills of interviewing and recording

Unit-3 Psychosocial Functioning and Helping Skills in Social Case Work 20%

- Stress: Psychological functioning and Role to avoid stress.
- Client: understanding of a person with a problem in reference to his/her psychosocial functioning as a person in situation
- Crisis Intervention: Definition, Goals
- Counseling: Definition, Types, Process, Role of counsellor.
- Social Casework as helping process: Nature, Steps and Phases of helping process
- Professional Qualities and Roles of a Caseworker.



Unit-4 Foundations of Social Group Work: Concepts, Group Dynamics, History, and Principles 20%

- Concept of a Social Group. Its structure and functions. Type of Groups, Inter relationship among individual group.
- Concept and Theories of Group Dynamics.
- Concept and Definition of Social Group Work.
- History, Philosophy and Aim of Social Group work. Social Group Work as one of the methods of social work.
- Basic Principles of Group Work practice.
- Self help group.

Unit-5 Process and Practice of Social Group Work 20%

- Process of Group Work.
- Problem Solving process and Developmental Goals in social group work method
- Functions of a Social Group worker as an enabler in direct services to the group.
- Techniques of Group work, Skills of a worker in dealing with the different situation.
- Need of democracy in social group work.
- Evaluation and recording in social group work.
- Direct and Indirect services to groups

Reference books for Case work

- Sehgal, R. (2025). Social casework: The Indian paradigm and practice. Today & Tomorrow's Printers and Publishers.
- Hepworth, D. H., Vang, P. D., Blakey, J. M., Schwalbe, C., Evans, C. B. R., Rooney, R. H., Rooney, G. D., & Strom-Gottfried, K. (2023). Direct social work practice: Theory and skills (11th ed.). Cengage Learning.
- Cournoyer, B. R. (2021). The social work skills workbook (9th ed.). Cengage Learning.
- Johnson, E. J., & Huggins, C. L. (2019). Social casework methodology: A skills handbook for the Caribbean human services worker. Springer.
- Sheafor, B. W., & Horejsi, C. R. (2015). Techniques and guidelines for social work practice (10th ed.). Pearson.
- Jignesh B Tala (2014), Methods of Social Work- 1 (Social Case Work- from method to experience). Utkarsh Academy, Bhuj-Kachchh (Guj.).
- Barry cournoyel, 1996, The Social Work Skills Workbook,(second ed.) Barry cournoyel books cole publishing Co.
- Grace Mathews (1992) An introduction to Social Case work. TISS
- Barba, J.G. 1991, Beyond Case Work, Landon: Macmillan.
- Association of Psychological and education Counselors of Asia (APECA) 1982 Counseling in Asia: Perspectives and Practice, Fourth Biennial conference Workshop, Philippines.
- Pippins. J.A.1980, Developing Case Work Skills, California: Sage Publications.



- Jeel fisher.1978, Effective Case Work Practice – An eclectic approach, New Youk:Macgraw Hill.
- Nursten, Jean. 1974, Process of Case Wrok,G.B.:Pitman Publishing
- Banernee.G.R.1971, “Some Thoughts on Professional self in Social Work”. Indian Journal Of Social Work, Mumbai: Tata Institute of Social Sciences.
- Sainsb, Eric.1970, Social Diagnosis in Case Work, Landon: Routledge and Kegan Paul.
- Banerjee.G.R. 1967, “Concept of Being and Becoming in the Practice of Social Work”. Indian Journal of Social work, Mimbai: Tata Institute of Social Sciences.
- Hollis, Florence.1964, Case work – Psychosocial Therapy, New York: Random House.
- Timms, N. 1964, Social Case work : Principal and Practice, Landon: Routledge and Kegan Paul.
- Parlmen, H.H. 1957, Social Case Work: a Problem solving Process, Chicago: The University of Chicago Press.
- Richmond. M.E. 1922, What is social Case Work? An Introductory Description, New York: Sage Foundation.

Reference Books for Group Work

- Balgopal, P. R., Pathare, S., & Balgopal, M. M. (2024). Theory and practice of social group work in Indian society. Springer Nature Singapore.
- Knight, C., & Greif, G. L. (Eds.). (2024). A handbook of contemporary group work practice: Promoting resilience and empowerment in a complex world (5th ed.). Oxford University Press.
- Brown, M., & Stalker, K. (2021). Social work skills for community practice: Applied macro social work (2nd ed.). Springer Publishing.
- Toseland, R. W., & Rivas, R. F. (2020). An introduction to group work practice (8th ed.). Pearson.
- Ortega, R. M., & Garvin, C. D. (2018). Socially just practice in groups: A social work perspective. SAGE Publications.
- Knight, C., & Greif, G. L. (Eds.). (2017). Group work with populations at risk (4th ed.). Oxford University Press.
- Lindsay, T., & Orton, S. (2015). Groupwork practice in social work. Learning Matters (SAGE).
- Jignesh B. Tala, Paresh Jani (2012), Social Group Work, Utkarsh Academy, Bhuj-Kachchh(Guj.).
- H.Y. Siddiqui (2008), Group Work – Theories and Practice, Rawat Publications, Jaipur.
- Tracker, Harlegigh B. 1990, Social group work: Principals and Practice, New York: Association Press.
- Toselane, R.W. 1984, An Introduction to Group Work Practice, New York: Macmillan Publication Co.
- Wilson, G. 1949, Social Group Work Practice, Boston: Houghton Mifflin, Co.
- Perspectives on social group work practice: A book of readings, New youk : the free Press.



- Group work skills and strategies for effective interventions, New youk: the Haworth press.
- Group work reaching out: people, place and power, New York: the Haworth press.

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

- | | | |
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| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER I
Major
PG1MJHGB03 HUMAN GROWTH AND BEHAVIOUR

GENERAL OBJECTIVES

1. To understand human growth, development and behaviour across different life stages and the role of heredity, environment and social factors.
2. To explain human needs, motivation, emotions and personality development and apply related concepts in social work practice.
3. To develop skills to understand adjustment, coping patterns, stress, behavioural issues and individual strengths for effective social work intervention.
4. To apply knowledge of intelligence, social psychology, group behaviour and attitudes in counselling, community work, rehabilitation and other social work settings.

UNIT – 1 Foundations of Human Growth and Development (20%)

- Nature, concept, Organization and dynamics of and development of human behaviour.
- Concept of growth and development and Interplay between heredity and environment in human development.
- Major theories of human development:
- Life span development: Prenatal development, Infancy, Childhood, Adolescence, Adulthood, Old age
- Developmental tasks at various stages of human life.

UNIT – 2 Human Needs, Motivation and Emotional Development (20%)

- Dynamics of human behaviour.
- Basic human needs in human development
- Concepts and theories of motivation
- Concept of emotions. Role of emotions in: Human behaviour, Personality development
- Identification, assessment of human emotions
- Emotional intelligence and its importance in social work practice.
- Moral development: Kohlberg's theory of moral development and Social and cultural influences on morality

UNIT – 3 Adjustment, Coping and Behavioural Processes (20%)

- Inner resources and strengths-based approach in social work.
- Adaptive behaviour and Defensive behaviour
- Concept of frustration, conflict, anxiety and stress

UNIT – 4 Personality and Intelligence (20%)

- Concept, Theories of personality
- Types of personality and Personality assessment:
- Concept of intelligence: its measurement and classification of intelligence.
- Concepts of IQ, EQ and SQ



UNIT – 5 Social Psychology and Human Behaviour (20%)

- Nature and scope of social psychology.
- Group psychology and Prejudice:
- Concept of Attitude and Attitude formulation

Reference Books:

- Papalia, D. E., & Martorell, G. (2021). *Experience human development*. McGraw Hill Education.
- Santrock, J. W. (2021). *Life-span development*. McGraw Hill.
- Berk, L. E. (2018). *Development through the lifespan*. Pearson Education.
- Baron, R. A., & Branscombe, N. R. (2017). *Social psychology*. Pearson Education.
- Hurlock, E. B. (2017). *Developmental psychology: A life-span approach*. McGraw Hill.
- Zastrow, C., & Kirst-Ashman, K. K. (2016). *Understanding human behavior and the social environment*. Cengage Learning.
- Jani, P., & Pancholi, H. (2012). *Manav vruddhi and vartan*. Utkarsh Academy.
- Turner, F. J. (2011). *Social work treatment: Interlocking theoretical approaches*. Oxford University Press.
- Misra, G. (Ed.). (2011). *Handbook of psychology in India*. Oxford University Press.
- Kapur, M. (2007). *Mental health of Indian children*. Sage Publications.
- Kail, R. V., & Cavanaugh, J. C. (2007). *Human development: A life-span view*. Wadsworth Publishing.
- Schiamberg, L. B. (1985). *Human development*. Macmillan Publishing.
- Baltes, P. B. (Ed.). (1978). *Life-span development and behavior*. Academic Press.
- Rogers, D. (1977). *Child psychology*. Brooks/Cole Publishing Company.

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

- | | | |
|-----|--|----------|
| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER-I
Major
PG1MJFWP04 FIELDWORK PRACTICE

OBJECTIVES:

The objectives are meeting by providing a variety of experiences to learners to:

1.
 - I. Develop the ability to observe and analyse social realities.
 - ii. Understand the characteristics of social systems and their dynamics.
 - ii. Appreciate society's response to people's needs problems and social issues.
 - iv. Develop critical understanding of the application of legislation legal process and social policy.
2.
 - i. Develop the ability to examine the process of programme management and participate in the effort at various levels.
 - ii. Develop the ability to recognize the need for never programs initiate and participate in them.
 - iii. Use human rights tools understanding of gender justice and need for equity in all intervention.
 - iv. Develop an understanding of organizational structures resource management and day to day administration for human service programmes developmental and welfare.
 - v. Develop the capacity to integrate knowledge and practice theory by participating in intervention.
3.
 - I. Clarity and imbibe values which sustain positive attitudes and professional ethics.
 - ii. Develop the capacity for self direction growth and change through self awareness.
4.
 - I. Enhance writing skills to document practice appropriately. Recording to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

To meet these outcomes, several opportunities with specific objectives are designed. About four sets of opportunities are suggested.

1. Orientation: it is important places of practicum in the social work educational programme. Orientation programme provides information regarding- Purpose, functions and ethics in professional practice. Two types of orientation activities are organized, one is orientation to social work practice learning and its place in curriculum. While the other is orientation to the setting agency the learner is placed in for the social work practice learning. This orientation is carried out during the first two weeks.



2. Institutional Field Visits: provides an exposure to and understanding of the services provided in response to peoples need.

Minimum of four visits may be made which are listed below

1. Health Setting
2. Community Service
3. Service for Special Groups
4. Civic Administration

3. Concurrent practice learning: this is **compulsory** part of study (every semester) it is an ongoing learning of practice to develop intervention skills in reality situation. It is mandatory for all the students of M.S.W. to do at least 180 hrs/30 day FIELDWORK during semester I. FIELDWORK includes visit and concurrent FIELDWORK. Students are placed in rural settings to understand and analysis the socio-economic and political realities and institutes/Agencies and programme for rural development. No more than three student will placed in same Village.

4. Structured experience laboratory and Skill development workshops: is a classroom activity, to provide in the games/ activities, from the involvement of self in various practice skills like relationship development, Observation, listening, verbal (including PPT) and nonverbal communication, public speaking self-awareness and professional roles. This helps learners acquire specific skills for situation encountered during practices and acquire skills for intervention. Students are requiring to prepare daily reports of Visits and Concurrent fieldwork and produce duly signed reports before examination committee at the time of Viva examination.

FIELDWORK Evaluation:

FIELDWORK will be 4 credits of 100 marks. Students are required to attend minimum 180 Hrs. of FIELDWORK during the semester. Not more than three students will place in same Village.

There will be 50% Internal Evaluation and 50% External Evaluation for FIELDWORK

External evaluation will be conducted by one external evaluator and one internal evaluator.

External evaluator will be any faculty member of social work department and post-graduate MSW collages of other university.



SEMESTER-1
MDC
PG1MDISS01 - INTRODUCTION TO SOCIAL SCIENCES

GENERAL OBJECTIVES

- To introduce students to the important aspects of different discipline of social science relevant to social work profession.
- To impart understanding of social, economic and political system of India
- To develop the ability to relate learned theoretical concepts to the field level and analyse situations before social work intervention.

Unit-1 Social system 20%

- Relevance of understanding of society for social workers.
- Meaning and Types of Society, theories of evaluation of society,
- Socialization- Concept, Process and Theories, Social process co-operation, conflict, conformity and deviation.
- Social Norms, Values and Culture, Social Control,
- Social Roles

Unit-2 Social Inequality, Stratification and Social Change 20%

- Social inequality, social inequality worldwide in general and specific reference in India. Social Stratification- Class, Caste and Gender Stratification.
- Social Mobility, Modernity and Modernization

Unit-3 Indian Economic System 20%

- Relationship between economic and social work, Concept of Economic Development, underdevelopment-concept, characteristics and cause of underdevelopment. Cooperative movement, Gandhian economic thought.
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Unit-4 Indian Economy, Development and Social Planning 20%

- Feature of the traditional Indian economic system, poverty its concept, types and causes. Unemployment its concept type's and cause's. Problems of urbanization and industrialization, Globalization its concept and its social impact.
- Planning in India importance of social sectors planning. Human development index.

Unit-5 Indian Political System - 20%

- Relevance of understanding of the politics for social workers.
- State, Government, its origin, functions. Parliamentary democracy. Political parties and interest groups. Panchayati Raj and Municipal administration, its structure and functions.



Reference Books

- Tandon, B.B., K. K. tendon. 1997, Indian Economy, New Delhi: Tata McGraw Hill Publishing Company Limited.
- Srinivas, M.N. 1996, Village, Caste, Gender and Method (Essay in Indian social Anthropology) Delhi: Oxford University Press.
- Rao, D.V. 1994, World Summit for Social Development, New Delhi: Discovery Publications.
- Varghese, K.1992, General sociology, Delhi: Macmillan Co.
- Elsenhans, Hartmut. 1991, Development and Under development: Type History economic and Politics of North South relations, New Delhi: sage Publication.
- Broom, Leonard, Charles M. Bonjean, Dorothy, H. Broom. 1990, Sociology, Wadsworth Publication Co. Belmont.
- Seltz, S.L. (ed.) 1990 The Political Development, Bombay: Popular Prakshan.
- Agrawal A,N. Lal Kundan 1989, Economic and Development and Planning, New Delhi: ViKas Publishing House Private Limited.
- Augustine, John S. (ed) 1989, Strategies for Third World Development, New Delhi: Sage Publications.
- Panday Rajendra. 1986, The Caste System in India- Myth and Reality, New Delhi: Criterion Publication.
- Sharma, R.K. 1985, Indian society- institution and change, New Delhi Atlantic Publishers.
- Narang, B.S., Dhawan, R.C. 1983, Introduction to social sciences, Delhi: C.B.S. Publication.
- Haralambos, Micheael.1980, Sociology, Delhi: Oxford University Press.
- Deshpande, Srinivasan Narain. 1973, Society Economy of Polity in India, Mumbai: University of Mumbai.
- K P M Sundram & Rudradutt- Indian Economy S. Cand & Sons

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

- | | | |
|-----|--|----------|
| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER-I

SEC

PG1SECSW01 - COMMUNICATION SKILLS IN SOCIAL WORK

GENERAL OBJECTIVES

- To understand the meaning and importance of communication in social work practice.
- To develop effective listening skills for understanding clients' problems, feelings and needs.
- To improve verbal and non-verbal communication skills for better interaction with individuals, groups and communities.
- To improve report writing, documentation and professional communication skills in social work settings.

UNIT-I

Understanding Communication:

Concept and Process of Communication, Types of communication: Formal-Informal; Technical-Common-Place, line of communication: upward, down ward and horizontal communication. Verbal-Nonverbal communication, Scope Uses and limitations of verbal and non- verbal communication. Barriers to effective communication

UNIT-II

Developing Writing Skills:

Difference between speech and writing, Guided Writing: Paragraph, Story, Essay, Letter, Report, E-mail, and Mass media etc. Grammatical Accuracy, contrast, comparison, result, summary, appropriate use of tenses

Pedagogy:

- Direct Classroom teaching
- Audio Visual presentations/demonstrations Assignments/Quiz
- Continuous assessment
- Interactive methods
- Seminar/Poster presentation

Reference Books

- Adair, John. Effective Communication. London: Pan Macmillan Ltd., 2003. Ajmani, J. C. Good English: Getting it Right. New Delhi: Rupa Publications, 2012.
- Amos, Julie-Ann. Handling Tough Job Interviews. Mumbai: Jaico Publishing, 2004.
- Bonet, Diana. The Business of Listening: Third Edition. New Delhi: Viva Books, 2004.
- Kroehnert, Gary. Basic Presentation Skills. Sidney: McGraw Hill, 2010.



- Rutherford, Andrea J. Basic Communication Skills for Technology: Second Edition. Delhi: Pearson Education, 2007.
- Sudha Datar, Ruma Bawikar, Geeta Rao, Nagmani Rao, Ujwala Masdekar: Skill Training for Social Workers- A Manual

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Marks: 25

Time: 01 Hour

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Five Questions of two Marks) | 10 Marks |
| Q 2 | Three Short Note out of Five (in 150 to 200 words) | 15 Marks |



SEMESTER II
Major
PG2MJCOI01 - COMMUNITY INTERVENTION

GENERAL OBJECTIVES

- To orient students about community organization practice
- To impart knowledge principles and skills of working with community

Unit-1 Concepts and Development of Community Organization 20%

- Concept, definition, types of Community, Characteristics, Structure and Functions of Community, Community Organization its definitions, philosophy and objectives. Development of Community Organization in USA, UK, INDIA and other countries of Europe, Asia etc.

Unit-2 Methods and Practice of Community Organization 20%

- Steps of practice of community organization, Assumption of community organisation. Power: Concept dimensions and relevance
- Types of community organizations activities, Scope of community organizations practices, Concept of Social Development.

Unit: 3 Community Assessment and Participatory Rural Appraisal 20%

- Analysis and assessment of community problems of various target groups like poor, illiterate, weaker sections etc. PRA - Participatory Rural Appraisal its principle, methods, participatory mapping seasonal analysis, ranking of wealth, Group walks Venn diagram

Unit-4 Principles, Methods and Models of Community Organization 20%

- Principles of Community Organization. Techniques and Skills of Community Organization, Methods of Community Organization.
- Models of Community Organization like Community Organisation and Locality Development, Community Organisation and Social Planning, Community Organisation and Social Action and
- Models proposed by Rose Murray, Jack Rothman and Siddiqui

Unit-5 Community Organization Administration and Resource Mobilization 20%

- Recording in Community Organization, Need, Importance Principles and Types of Recording.
- Committee in community organization, its principles, types and functions.
- Community Organization and Resource Mobilization – human, finance and materials.
- Concept of Community Participation.



Reference Books

- Siddiqui, H.Y. 1997, Working with communities: an introduction to community work, New Delhi: Hira Publications.
- Weil, M (ED.) 1996 Community practice : conceptual models, New York: the Haworth press. Inc.
- Twelvetress, A. 1982, Community work, Londn: Macmillan Press Ltd:
- Pelson and sanderson. 1979, Rural community organization, New youk: john wiley and sons.
- Zaltman, G. and Duncan, R. 1977, Strategies for planned change, New York: Association press.
- Mayo H., Jones D. 1974 Community work, Landon: Routledge and kegan Paul.
- Ramchandra Raj, G. 1974, Functions and dysfunctions of social conflict, Bombay: Popular Prakashan
- Gangrade K.D. 1971, Community organization in India, Bombay: Popular Prakashan.
- Brager, G. and specht, H. 1969, Community organization, New Youk: Columbia University press.
- Batten, T.R. 1962, The Non-directive approach in group and community work, Landon: Oxford University Press.
- Ross Murray G. 1955, Community organization: Theory, principles and Practice, New York: Harper and Row.

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

- | | | |
|-----|--|----------|
| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER II
Major
PG2MJSWR02 - SOCIAL WORK RESEARCH

GENERAL OBJECTIVE

- Teach the basic concepts and procedure of quantitative, qualitative and participatory research methods for understanding social work research.
- Inculcate understanding of the significance of using basic concepts and procedures of social work research for the improvement of social work practice.
- Develop student's ability to conceptualize and conduct simple research projects.

Unit-1 Social and Scientific Research 20%

- Definition of Scientific Research, Characteristics of Scientific Research, Social Research,
- Meaning & definition of Social Research, Objectives & Characteristics of Social Research
- Definition of Social Work Research, Basic elements of Social Research, Steps in Research Process
- Types of Research, Ethics in Research

Unit-2 Problem Formulation and Hypothesis 20%

- Problem formulation: Research Problem-Importance, Sources, Considerations, Steps criteria for selection of a topic
- Hypothesis: Types, Characteristics, sources and importance of Hypothesis

Unit- 3 Research and Sampling Design 20%

- Meaning, Functions/Goals of Research Design
- Characteristics of Good Research Design
- Quantitative & Qualitative Research Design, Types of Research Design
- Sampling Design
- Characteristic of a Good Sample Design, Steps in Sample Design, Concept & Types of Sampling

Unit-4 Tool of data Collection and Data Analysis 20%

- Collection of Primary & Secondary Data, Observation Method, Interview Method, Questionnaire, Case Study Method
- Data Processing Operations: Editing, Coding, Classification, Tabulation
- Measurement Scales: Nominal Scale, Ordinal Scale, Interval Scale, Ratio Scale
- Sources of Error in Measurement
- Measures of Central Tendency: Mean, Median, Mode, Range
- Techniques for Data Analysis: Chi-Square Test, T-Test
- Use of Statistical software for data analysis (MS-Excel, SPSS)



Unit- 5 Interpretation and Report Writing 20%

- Meaning of Interpretation, techniques and significance of report writing, steps involved in report writing. Evaluation of Research utilization of research findings in social work practice and intervention.

Reference Books

- Agrawal, R & Rao.(2013). *Research Methods, Concepts, Process and Practice*, Shipra Publishers, New Delhi.
- Qureshi , Faiza (2012). *Introduction To Statistics With SPSS For Social Science*. Taylor & Francis Ltd.
- Kumar, Ranjit. (2011) *Research Methodology: a step-by-step guide for beginners*.
- Rao & Pasumarti.(2010). *Research Methodology: Techniques and Application*. Discovery Publishing House Pvt. Ltd, New Delhi.
- Cauvery, R. (2010). *Research Methodology*. S. Chand.
- Gupta, C.B (2010). *An Introduction to Statistical Methods*. Vikas Publishing House Pvt Ltd, New Delhi.
- Lewin Richard (2008). *Statistics and Management. 7th Edition*, Dorling Kindersley (India Pvt. Ltd.).
- Pathak, R,P. (2007). *Statistical in Educational Research*. Publisher: Kanishka, New Delhi.
- Kothari, C. R.(2004). *Research Methodology: Methods & Techniques*, New Delhi, New Age International.
- Mikkelsen, Britha. (2005) *Methods for Development Work and Research- A New Guide for Practitioners*, New Delhi : Sage publication
- Ahuja Ram. (2005). *Research Methods*. Jaipur; Rawat Publications
- Laldas, D. K. (2000). *Practice of Social Research*, Jaipur: Rawat.
- Krishnaswamy, O. R.(1993). *Methodology for Research in Social Science*, Himalaya Publication, Bombay.
- Ramchandran, P. (1968) *Social Work Research and Statistics*, Bombay: Allied Publishers
- Rubin, Allen & Babbie Earl (1968) *Research Methods for Social Work*, USA Wadsworth, West,Brooks/Cole and Schirmer

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.



Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

- | | | |
|-----|--|----------|
| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER II
Major
PG2MJMWS03 - MANAGEMENT OF WELFARE SERVICES

Introduction

The course aims at helping the learner understand management process and develop administrative skills.

GENERAL OBJECTIVES

- Acquire knowledge of basic processes of managing and administrating developmental and welfare services in the context of social work profession.
- Acquire skills to participate in managerial and administrative process and programme delivery.
- Develop the ability see relationship between policy and programmes. Analyze the progress as applied in specific settings, and in specific programmes,
- Understand the need for, and develop accountability to the public and the profession.

Unit 1 Introduction to NGO Management 20%

- Need for Welfare and Developmental Organizations.
- Registration of Non-Government Organizations under Societies act, Public Trust Act, Cooperative societies act and Company Act.
- Constitution and Policy of Non-Government Organization
- Organizational Design and Structure in its environmental context.
- Type of Services
- Programme Delivery : Eligibility Criteria
- Management of programme and evaluation
- Proposal for small programme

Unit 2 Work Environment and Interpersonal Relations in NGO Management 20%

- Creating a work-oriented climate
- Understanding authority, relationship and interpersonal relationships.
- Working with boards, committees and other staff.
- Working in professional teams.

Unit 3 Human Resource Management and Corporate Social Responsibility in NGOs 20%

- Policies and practices for personnel in organizations:
- Volunteers, professionals, Para-professionals,
- CSR : Concept, Need, Importance, CSR Provisions under Company act 2013, CSR Planning strategy, Global Principals and Guideline, ISO26000 Etc.



Unit 4 Organizational Coordination, Supervision, and Team Management 20%

- Unit of work, Time allotment, Workload, Responsibilities, Coordination
- Staff-client relation
- Teamwork, Supervision, Directing, Monitoring, Evaluation
- Conflict Resolution

Unit 5 Documentation, Financial Management, and Public Relations in NGOs 20%

- Programme Management, Maintenance of Record
- Documentation of Organisation like programme, Public and Legal- FCRA, 80G, Bank Account.
- Basic Accountancy
- Public Relations, Social impact analysis-qualitative and quantitative.

Reference

- Worth, M. J. (2024). Nonprofit management: Principles and practice (7th ed.). CQ Press.
- Ahmed, S. (2021). Effective nonprofit management (2nd ed.). Routledge.
- Fowler, A., & Malunga, C. (Eds.). (2020). NGO management: The Earthscan companion. Routledge.
- Worth, M. J. (2019). Nonprofit management: Principles and practice (5th ed.). CQ Press.
- Renz, D. O., & Herman, R. D. (Eds.). (2016). The Jossey-Bass handbook of nonprofit leadership and management (4th ed.). Jossey-Bass
- Lewis, D. (2014). Non-governmental organizations, management and development (3rd ed.). Routledge.
- Tschirhart, M., & Bielefeld, W. (2012). Managing nonprofit organizations. Jossey-Bass.
- Wolf, T. (2012). Managing a nonprofit organization: Updated twenty-first-century edition. Free Press.
- Jignesh B. Tala, Dipti S. Kapuria, Paresh Jani (2012), ABCD Of The Management of Voluntary Organizations, Utkarsh Academy, Bhuj-Kachchh (Guj.).
- Heyman, D. R. (2011). Nonprofit management 101: A complete and practical guide for leaders and professionals. Jossey-Bass.
- Lewis, D. and Ravichandra, N. 2008, NGOs and Social Welfare, Rawat Publication, Jaipur.
- Popple, Philip R. and Leslie Leighninger (2008), The Policy-Based Profession: An Introduction to Social Welfare Policy Analysis for Social Workers (4th ed.). Boston, MA: Pearson/Allyn and Bacon
- Kerzner, Harold (2003), Project Management: A Systems Approach to Planning, Scheduling, and Controlling (8th Ed. ed.). Wiley
- Schmale, M. 1993., The Role of Local Organizations in third world development, England, Avebury.
- Redding, W. Charles. 1985, "Stumbling Toward Identity: The Emergence of Organizational Communication as a Field of Study" in McPhee and Tompkins, Organizational Communication: Traditional Themes and New Directions



Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

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|-----|--|----------|
| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER-II
Major (Experiential Learning)
PG2MJFWP04 - FIELDWORK PRACTICE

OBJECTIVES:

The objectives are meeting by providing a variety of experiences to learners to:

1.
 - i. Develop the ability to observe and analyse social realities.
 - ii. Understand the characteristics of social systems and their dynamics.
 - ii. Appreciate society's response to people's needs problems and social issues.
 - iv. Develop critical understanding of the application of legislation legal process and social policy.
2.
 - i. Develop the ability to examine the process of programme management and participate in the effort at various levels.
 - ii. Develop the ability to recognize the need for never programs initiate and participate in them.
 - iii. Use human rights tools understanding of gender justice and need for equity in all intervention.
 - iv. Develop an understanding of organizational structures resource management and day to day administration for human service programmes developmental and welfare.
 - v. Develop the capacity to integrate knowledge and practice theory by participating in intervention.
3.
 - I. Clarity and imbibe values which sustain positive attitudes and professional ethics.
 - ii. Develop the capacity for self direction growth and change through self awareness.
4.
 - I. Enhance writing skills to document practice appropriately. Recording to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

To meet these outcomes, several opportunities with specific objectives are designed. About two sets of opportunities are suggested.

1. Tribal Camps: this is **compulsory** part of the study. It provides opportunities to experience tribal life analyse and observe the living conditions, Social, Economic, political life of tribal community, Health and Education Condition, functioning of local self government and voluntary organisation in Tribal areas.

2. Concurrent practice learning: this is **compulsory** part of study it is an ongoing learning of practice to develop intervention skills in reality situation. It is mandatory for all the students of M.S.W. to do at least 180 hrs/30 day FIELDWORK during semester II. FIELDWORK includes visit and concurrent FIELDWORK. Students are placed in Agency Setting to understand and analyse-nature and type of agency, its client group, administrative procedure, service delivery system and



learning of planning organising directing and controlling system of specific programme/Project and agency. No more than three student will placed in same Agency.

Students are requires to prepare daily reports of Tribal Camp and Concurrent fieldwork and produce duly signed reports before examination committee at the time of Viva examination.

FIELDWORK Evaluation:

FIELDWORK will be 4 credits of 100 marks. Students are required to attend minimum 180 Hrs. of FIELDWORK during the semester. No more than three students will placed in same organisation.

There will be 50% Internal Evaluation and 50% External Evaluation for FIELDWORK and tribal Camp.

External evaluation will be conducted by one external evaluator and one internal evaluators.

External evaluator will be any faculty member of social work department and post-graduate MSW collages of other university.



SEMESTER II
Major
PG2MIFSW01 - FAMILY SOCIAL WORK

GENERAL OBJECTIVES

1. Understand family as a social institution, system and group, including family structure, functions and changing patterns.
2. Develop knowledge of family issues, marriage, family welfare services and factors affecting family relationships.
3. Analyse problems faced by vulnerable families and understand social work approaches for family assessment and intervention.
4. Apply family social work methods, counselling skills and welfare strategies for strengthening families and promoting social well-being.

UNIT – 1 Understanding Family as a Social System (20%)

- Family as an institution and social group, Factors affecting family functioning
- Types and changing patterns of families : Nuclear family, Joint family, Single-parent family, Blended and alternative family forms
- Family ecology approach, Role theory and family role expectations.

UNIT – 2 Marriage, Family Welfare and Family Life Education (20%)

- Marriage: Concept and meaning, Historical development of marriage, Types and Functions of marriage
- Tasks in getting married, Marital Conflict and Marital Counseling
- Family planning programmes and policies in India.
- Family welfare and family life education programme

UNIT – 3 Vulnerable Families and Family Welfare Services (20%)

- Elderly and family: Changing status of elderly in family, Problems of elderly persons
- Welfare programmes for elderly persons: Government initiatives, Community-based support services
- Persons with disabilities in Families : Challenges faced by families, Caregiving issues
- Foster care and adoption services for the children with disabilities



UNIT – 4 Family Problems and Social Work Intervention (20%)

- Families affected by substance abuse, Intervention
- Rehabilitation of individuals and families affected by addiction.
- Violence within family: Child abuse and neglect, Domestic violence against women Abuse and neglect of elderly persons
- Social work intervention: Family counselling, Crisis intervention, Supportive services, Referral services

UNIT – 5 Child Welfare, Family Change and Social Issues (20%)

- History and development of child welfare services: India and international perspectives
- Child welfare policies and programmes in India.
- Socio-economically disadvantaged children: Urban poverty, Street children, Vulnerable children
- Child labour: Causes and consequences
- Effect of Migration on Family

Reference Books

1. Effect of Migration on Family Zastrow, C., & Kirst-Ashman, K. K. (2022). *Understanding human behavior and the social environment* (11th ed.). Cengage Learning.
2. Nichols, M. P., & Davis, S. D. (2020). *Family therapy: Concepts and methods* (12th ed.). Pearson.
3. Tala, J. (2018). *Kutumb samaj karya*. Utkarsh Academy.
4. Hepworth, D. H., Rooney, R. H., Rooney, G. D., & Strom-Godfried, K. (2017). *Direct social work practice: Theory and skills* (10th ed.). Cengage Learning.
5. Turner, F. J. (2017). *Social work treatment: Interlocking theoretical approaches* (6th ed.). Oxford University Press.
6. Desai, M. (2014). *Family and social work intervention*. Tata Institute of Social Sciences.
7. Collins, D., Jordan, C., & Coleman, H. (2013). *An introduction to family social work* (4th ed.). Brooks/Cole Cengage Learning.
8. Goldenberg, H., & Goldenberg, I. (2013). *Family therapy: An overview* (8th ed.). Cengage Learning.
9. Johnson, L. C., & Yanca, S. J. (2010). *Social work practice: A generalist approach* (10th ed.). Pearson Education.
10. Uberoi, P. (2006). *Freedom and destiny: Gender, family and popular culture in India*. Oxford University Press.
11. Khasgiwala, A. (1993). *Family dynamics: A social work perspective*. Anmol Publications.



12. Tata Institute of Social Sciences. (1993). *The Indian Journal of Social Work: Special Issue on Family Development* (Vol. 54). Tata Institute of Social Sciences.
13. Tata Institute of Social Sciences. (1995). *The Indian Journal of Social Work: Special Issue on The Family* (Vol. 56). Tata Institute of Social Sciences.
14. Hartman, A., & Laird, J. (1983). *Family-centered social work practice*. The Free Press.
15. Engels, F. (1944). *The origin of the family, private property and the state*. People's Publishing House.

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Number of Questions: Four

Total Marks: 50

Time: 2:00 Hours

- | | | |
|-----|--|----------|
| Q 1 | Write short (compulsory seven) questions (two to five sentences) | 14 marks |
| Q 2 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 3 | One out of two Essay type general question
(500 to 600 words) | 14 marks |
| Q 4 | Write short note any one out of two
(200 to 250 words) | 08 marks |



SEMESTER-II

SEC

PG2SECIT01 - BASIC COMPUTER & IT SKILL

GENERAL OBJECTIVES

- Students will perform basic ICT operations
- Access digital resources and develop 21st Century Competencies
- To develop basic computer literacy among social work students for effective academic, Fieldwork and Professional practice.
- To enable students to use computer applications such as MS Word, Excel and PowerPoint for case records, reports, surveys and social work presentations.
- To develop skills in digital documentation and data management for maintaining client records, research data and social welfare programme information.

Unit 1

- Introduction to Computer - General Characteristics of Personal Computers, Computer System. Types of Computers, Operating Systems concepts, Input and Output Devices of Computer
- Basics of MS Office-I - Microsoft Word: Introduction to word processing, Use of word processor creation, Editing and Formatting of documents, Mail merge, Page layout and Printing of documents, Table and templates

Unit 2

- Basics of MS Office-II Microsoft Excel, Spreadsheets and Presentations – Introduction to spreadsheet, Use of spreadsheets packages, addressing cell in spreadsheet, Use of formula in spreadsheets, Conditional calculations, Data sorting and filtering, Use of graph
- Microsoft Power point Presentation: Formatting slides, Slide transition and editing Special effects, inserting pictures, Charts and Sounds in presentation
- Introduction to Internet: Introduction to WWW, E-Mail, Search Engine, Computer Networks

Reference Books

- In-line / On-line : Fundamentals of the Internet and the World Wide Web, 2/e – by Raymond Greenlaw and Ellen Hepp, Publishers : TMH
- Internet technology and Web design, ISRD group, TMH.
- Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.



- Dr. C. Kumaraswamy: Hand Book of Technology and Social Work
- Andrew Hill & Ian Shaw: Social Work and ICT
- Claire Gregor: Practical Computer Skills for Social Work
- Jo Ann R. Coe & Goutham M. Menon: Computers and Information Technology in Social Work: Education, Training, and Practice

Evaluation: 50% Internal Evaluation and 50% External Evaluation

Internal evaluation will be based on continuous assessment process which includes project work, assignment and mid- term exam.

Paper Style

Total Marks: 25

Time: 01 Hour

- | | | |
|------------|---|----------|
| Q 1 | Answer in one or two sentence (Five Questions of two Marks) | 10 Marks |
| Q 2 | Three Short note out of Five (in 150 to 200 words) | 15 Marks |

