

UNIVERSITY OF KOTA, KOTA

SYLLABUS

SCHEME OF EXAMINATION AND COURSE OF STUDY

FACULTY OF SOCIAL SCIENCES

Master of Social Work

(Four Semesters Course)



Master of Social Work:

The Master of Social Work is a two years full time course. The course has been organized in IV semesters over two years. That means two semesters per year.

Scheme of Examination:

- There shall be an examination at the end of each semester. The examination shall be conducted by means of written papers unless otherwise specified.
- Each paper will be of 100 marks. The breakup of marks will be as 80 marks for theory paper and 20 marks for internal assessment.
- The internal assessment marks shall be based on factors such as- Participation in seminars Case discussions and group work activities, quizzes, individual and group oral presentations, submission of written assignment, term papers, classroom participation and attendance with maximum of 10 marks out of maximum 20 marks allocated for Internal Assessments. **There will be one written class test of 10 marks in each paper except Practicum papers.**
- A candidate is required to obtain 40% marks in each paper for a pass provided that in the case of paper where a practical examination is prescribed; candidates are required to pass in theory as well as in practical separately.
- If any candidate does not appear in any of the internal test on medical or other valid grounds, he/she may appear in default class (internal) test by depositing a fee Rs. 250/-per subject.
- A candidate who obtained at least 40% in each paper and 50% in aggregate in each semester examination, shall be Deed laud passes minimum percentage of marks required for a pass in first division, and second division 60% and 50% respectively in the aggregate of all the four semester examinations.
- Students are required to pass separately in internal and external examination. If one fails in internal and has passed in external, he will appear only in that paper (internal) in which he has failed and the marks of external exam will be carried forward and he/she will not be required to reappear in the exam in which he has passed and Vice-versa.
- **Pattern of Question Paper :**

All the papers will be bi-lingual (English and Hindi). There shall be two sections: Section A: (Max. Marks 20) shall comprise of 20 questions and shall be objective type with multiple choice. Four questions will be from each unit.

Section B: (Max. Marks 60) Five questions with internal choice selecting one from each unit. Each question carries equal marks.

Master of Social Work Examination - 2015

Course Structure

Semester	Paper Code	Nomenclature	Maximum Marks	
			Internal	External
First Semester	101	Introduction to Social Work	20	80
	102	Indian Society and Social Structure	20	80
	103	Personality Development and Human Behaviour	20	80
	104	Research Method in Social Work	20	80
	105	Social Case Work	20	80
	106	Concurrent Practicum	20	80
Second Semester	201	Social Group Work	20	80
	202	Social Action and Human Rights	20	80
	203	Use of Statistical Methods in Social Work	20	80
	204	Community Organization and Community Development	20	80
	205	Social Policy and Administration	20	80
	106	Concurrent Practicum	20	80
Third Semester	301	Social Security and welfare Administration	20	80
	302	Population and Environment	20	80
	303	Social Problem and Social Legislations	20	80
	Elective I-304 A	Social Work and Disaster Management	20	80
	Elective I-304 B	Women's Rights and Gender Issues	20	80
	Elective -II 305 A	Rural & Urban Community Development	20	80
	Elective -II 305 B	Social Work Practice with Children and Youth	20	80
	306	Concurrent Field Work Practicum & Viva-voce	-	100
Fourth Semester	401	Human Resource Management	20	80
	402	Political Economy and Development	20	80
	403	Rural Society and Panchayatiraj Institutions	20	80
	Elective III-404 A	Management of Non-Profit Organisations and Social Enterprises	20	80
	Elective III-404 B	Social Work with Differently Abled	20	80
	Elective IV-405 A	Livelihoods and Development	20	80
	Elective IV-405 B	Social Work with Senior Citizen	20	80
	406	Block Placement Training	-	100

Semester I

101: INTRODUCTION TO SOCIAL WORK

Unit I

Development of social work in India & United states and UK. Basic concepts of social work. Their meaning & Definition : Social services, social welfare, social reform, social security, social movement, social development & social change. Function of Social Work.

Unit II

Social work perspectives, evaluation of ideological perspectives. Evaluation of traditional compartmentalization of social work methods. Rationale for integrated approach to social work practice.

Unit III

Philosophical foundation of social work : democratic & humanitarian philosophy. Values in social work : meaning & links. Ethical aspects of social intervention.

Unit IV

Social work as profession : characteristics need for professionalization. Evaluation of professional statues of social work as profession in India.

Unit V

Welfare state: concept, relational and different perspectives. Evaluation of Indian police as welfare state. Approaches to social work: integrated, holistic, interactions, problem solving, psycho, social, and sarvodya.

References:

1. Gore, M.s. Social work and social work Eduacation,1981
2. Shastri ,Raja ram Social work Tradition in India
3. Wadia, A.R. History & philosophy of social work.
4. Dasgupta,sugata Towards a philosophy of social work
5. Gilbert N, Miller, H. An introduction to social work practice,1980
6. Bisno,h. Philosophy of social work
7. Kassius, cora New directions in social work
8. Herand, B.J. Sociology and social work
9. Davis, M Companion to social work, Blackwell oxford, U.K.,1997
10. Bailey,Kennath,d.1987 Methods of social research, New York: the free press
11. Blaikie,Norman,1993 Approaches in social enquiry, Cambridge : polity press
12. Blalock, H.M.1972 Social statistics,Newyork : Mc graw hill.
13. Coolidge, Fredrick,i.2000 Stastics: a genetel introduction, new dehli: sage publication
14. Denzin,normank andlincon Handbook of qualitative research (II eds.) New Dehli; Sage publication
15. Field, andy,2000 Discove3ring statistics using spss for windows advanced techniques for beginning ,new dehli : Sage Publication.
16. Geltung,j. 1967 Theory and methods of social research, londen:George allen & unwin.
17. Moser, C.A.& Kalton,g.1977 Survey methods in social investigation, londen Heinnemam Educational Books.

18. Padgett, Deborah, k. 1988 Qualitative methods in social work research, new dehli: sage publications.
19. Reid, William j. and smith, andrey d.1981 Research in social work, New York: Columbia university press.
20. Rubia, A. and babbie,K. 1993 Research methods for social work, clifornia: Brooks colre publishing co.
21. Sellits, Glaire et al . 1976 Research methods in social relations,new York: holt rinebart and winston.
22. Yin, Robert,k1994 Case study research : design and methods, New dehli: Sage publications.

Paper 102: Indian society & social structure

Unit I

Sociology & its relevance for social work. Man & society: Relationship, Process and agencies of socialization. Social groups, community, & institution: Meaning, Lyrics & function.

Unit II

Indian society characteristics unity in diversity & caste system & dominant Caste. Social institutions : family, religion, and kinship in India, their nobles, function And change.

Unit III

Culture: concept, Nature & function, cultural function and cross cultural contact, cultural leg. Urban, rural and tribal communities of India: characteristics, problems and change, rural urban gap & continuation.

Unit IV

Social Change: Meaning characteristics & factors. Processes of social change.

Unit V

Polity and society in India: power, authority and legitimacy meaning, types and characteristics.
Bureaucracy – meaning function types & its evaluation in the conflict of Indian society.
Pressure group and civil society: meaning & importance.

References:

1. Dube S.C. Samajh aur sanskriti
2. Johnson, H.M. Sociology – a systematic introduction 1978
3. Kuppaswamy, B. Social change in India
4. Bhardha,P. The political economy

Paper 103: Personality development And Human Behaviour

Unit I

Human Development: Life span perspectives to studying human development.
Methods of studying human development. Determinants of human development: Biological, Environmental, maturation & learning.

Unit II

Stages of development: pre-natal, infancy, childhood, adolescence, adulthood, middle age and old age & their needs tasks and problem. Dimension of development: Physical, language, cognitive, moral and psycho- social

Unit III

Personality: concept & meaning. Factors influencing personality. Personality constitutions: attitude, aptitude, belief, aspiration and value system. Theories of personality Development: Psychodynamic, behaviour and learning theories.

Unit IV

Motivation: Concept needs & motivation interplay. Scope of motivation in social work. Collective behaviour- concept mass communication, public opinion.

Unit V

Cooperation & conflict – meaning causes and management. Types, causes and management of stress and trauma. Neurosis. Concept meaning, types & treatment techniques, Role of psychiatric social work in treating abnormality.

References:

1. Hall, C. S. & Lindzey Theories of personality, 1978
2. Kuppaswamy Bal vyavhar aur vikas
3. Erikson, E.H. Childhood and society
4. Coleman, J.C. Abnormal Psychology and modern life, 1992.
5. Coleman, J.C. Personality dynamics and effective Behaviour.

104: RESEARCH METHOD IN SOCIAL WORK

Unit-1

Scientific inquiry: concept of social: research, nature and scope, concept, meaning, formal and operational, definition, hypothesis, meaning characteristic, types.

Unit-II

Social work research: Meaning purpose, of research process and research and theory Qualitative research scope and importance of social work research.

Unit-III

Basic research question meaning and importance formation problem in research, Survey cases study sampling meaning and types.

Unit-IV

Primary secondary data: qualitative and quantitative method of data collections scaling procedures Thurston liker, boards, semantic diffraction processing of computers and spss.

Unit-V

Measures of central tendency: mean median mode. Measures of dispersion: range quartile, deviation, mean deviation standard deviation, Coefficient of contingency coefficient of predictability.

References:

1. Babbie, E (ed) 2004, The Practice of Social Research, Thomson Wadsworth, Belmont (USA).
2. Champion, D.J. (ed) 1981, Basic Statistics for Social Research, Macmillan Publishing Company, New York.
3. Claire, S, et al (3rd ed), 1976, Research Methods in Social Relations Holt, Rich and Winston, New York.
4. Costello, P.J.M. 2003, Action Research Continuum, London. Clarke, A., 2003, Evaluation Research Sage Publications, New Delhi
5. Denzin, N.K., Lincoln, Y.S. (ed), 1994, Handbook of Qualitative Research, Sage Publications, New Delhi.
6. De Vaus, D.A., 1986, Survey in Social Research, London University, Hyman Gregory, Ivan. 2005 Ethics in Research Continuum, London
7. Nachmias, F.C. Nachmias, D., 1996, Research Methods in Social Sciences, St. Martin Press, London
8. Polansky, N.A. (ed).1960, Social Work Research, University of Chicago Press, Chicago.
9. Silverman, D. 1997, Qualitative Research, Theory, Method and Practice, Sage Publications, London.
10. Singleton, R.A. Straits, B.C. (ed), 1999, Approaches to Social Research
11. Strauss, A, Corbin, J., 1990, Basic Qualitative Research, Sage Publications, New Delhi
12. Whyte, W.F (ed), 1991 Participatory Action Research Sage Publications, London.
13. Young, P.V. (4th ed), Scientific Social Surveys and Research, Prentice Hall, Eaglewood Cliff, N.Jersey.

105: Social Case work

Unit-1

Introduction to case work as a method of social work. Philosophy of Case Work.

Unit-2

Principles of case work. Process in case work: study assessment intervention, termination and evaluation.

Unit - 3

Theories and Approaches of client systems.

Unit - 4

Case work tools: observation listening, interview, home visit, Communication skill, report building and recording.

Unit -5

Counselling. Conflict & dilemmas of professional social work in working with individuals & families.

References:

1. Brandler S. And Roman, C.P. 1999 Group work skills and strategies for effective intervention, New York the Haworth press.
2. Klein A.F.1970 Social work Through group process: school of social welfare Albany : state university of New York.
3. Barry J.G.1991 Beyond case work London:Maemillen.
4. Hollis, Floerance 1964 Case work psychosocial therapy, New York:random house 10
Nursten,jean 1974 Process of case work, g.b. : pitman pushing

106: Concurrent Practicum

Concurrent Practicum will be suitably selected as per the specialization paper of the student. The Paper will have following components:

i) Field Work 80 Marks

ii) Report & Viva – voce: 20 Marks (A Report based on the field work shall be submitted in a Practical Note book within a limit of 25-30 hand written pages)

Total 100 Marks

Concurrent Practicum will be carried out under expert supervision in the open community setting or observational visits to 4-5 organizations. 120 hrs spread over 15 weeks' field work on weekly basis aiming at guiding students to develop capacity and acquire abilities to initiate and carry out tasks in areas of Social Action , Change and Development . Process and method of practice would be given importance, At the end of the practicum the student should be able to understand the community, identify its needs, resources, problems and areas requiring interventions.

Semester II

201: Social Group work.

Unit-1

Introduction and history of group work definition characteristics purpose and evaluation.

Unit -2

Theories and models in group work practice. Group meaning significance types.

Unit-3

Values and principles in group work. Factors of group formation. Fear and anxieties of group work.

Unit-4

Characteristics of pre group and initial phase. Group process- patterns & importance bond leadership isolation, decision making contagion, conflict and communication

Unit-5

Techniques of effective work with groups problem solving. Recording Evaluation and termination of group work.

References:

1. Brandler S. And Roman, C.P. 1999 Group work skills and strategies for effective intervention, New York the Haworth press.
2. Garwin C 1987 Contemporary group work New York prentice hall Inc.
3. Klein A.F.1970 Social work Through group process: school of social welfare Albany : state university of New York.
4. Middleman R.R.1968 The non verbal method in working with group.
5. Northern II 1969 Social work with groups ,new York : Colombia university press.
6. Trecker,Herligh B.1990 Social group work : principles and practice, New York Press.

202: Social Action and Human Rights

Unit 1

Concept of Human Rights and Duties

-Classification of Rights

- Historical evolution of Human Rights, a brief review of different theories of Rights: Natural Right Theory, Legal Positivist Theory, Liberal Theory, Marxist Theory, Gandhian Thought.

- Relevance of the Study of Human Rights in the Present , Context.

- Human Rights Movements: International and National

Unit 2

International Concern for and Recognition of Human Rights, Norms and Standards:

- United Nations Charter

- Universal Declaration of Human Rights, 1948 (UDHR).

- International Covenant on Economic, Social and Cultural Rights, 1966.
- International Covenant on Civil and Political Rights, 1966.

Fundamental Duties and Responsibilities:

- Duty to respect the rights of others (UDHR, 1948).

-

U.N. Declaration on the Right and Responsibility of Individuals, Groups and Organs of Society to Promote and Protect Universally Recognized Human Rights and Fundamental Freedoms, 1999.

-

UNESCO Declaration on the Responsibilities of the Present Generations towards Future Generations, 1997

Unit 3

Protection and Enforcement of Human Rights at the International

Level:

- U.N. General Assembly
- Economic and Social Council
- Human Right Commission
- U.N. High Commissioner for Human Rights
- Committees under the International Covenants and Conventions.

Unit 4

Human Rights Violations : Rights of Women and Children:

- Convention on Elimination of All Forms of Discrimination against Women, 1979.
- Convention on the Rights of the Child, 1989.

Human Rights in Armed Conflict and Rights of Refugees:

- Geneva Conventions on International Humanitarian Law, 1949.
- Geneva Protocols I & II of the Geneva Conventions, 1977.
- Convention on Protection of Refugees, 1951 and 1967 Protocol.

Unit 5

Human Rights Violations in India – Some Specific Problems:

- Discrimination and Violence against Women and Children.
- Custodial Violence
- Rights of Minorities
- Rights of SCs / STs / OBCs.
- Rights of the Displaced.

References:

1. Bajwa, G.S. and D.K. Bajwa, Human Rights in India: Implementation and Violations (New Delhi: D.K. Publishers, 1996)., BO15595
2. Brownlie, Ian, ed., Basic Documents on Human Rights (Oxford: Clarendon Press, 1983)., B020672
3. Diwan, Paras and Peeyushi Diwan, Children and Legal Protection (New Delhi: Deep and Deep, 1994)., B014941

4. Iyer, V.R. Krishna, Human Rights and Inhuman Wrongs (New Delhi: D.K. Publisher s, 1996)., B017600
5. Jaswal, P.S. and N. Jaswal, Human Rights and the Law (New Delhi: APH Publishing House, 1996)., B011441, B015718
6. Kapoor, S.K., Human Rights under International Law and Indian Law (Allahabad: Central Law Agency, 1999)., B019172
7. Kothari, Smitu and Harsh Sethi, Rethinking Human Rights (1991)., B015464
8. Mehta, P.L., and Neena Verma, Human Rights under the Indian Constitution (New Delhi: Deep and Deep Publications, 1995)., B016737
9. Misra, Shailendra, Police Brutality: An Analysis of Police Behaviour (New Delhi: Vi kas, 1986)., B012080
10. Mohanti, M., Peoples Rights (New Delhi: Sage Publications, 1998)., B016614
11. Peters, Tulic and Andrea Wolper, eds., Women's Rights, Human Rights (New York: Routledge, 1995)., B016935
12. Rehman, M.M. and others, Human Rights and Human Development: Concepts and Contexts (New Delhi: Manak Publications, 2000)., B017538
13. Sanajaoba, N., Human Rights in the New Millennium (New Delhi: Manas Publicatio ns, 2000).

203: Use of Statistical Methods in Social Work

Unit-1

Introduction – Definition of Statistics. Levels of, Measurement – Normal Ordinal and Ratio. Tables – Textual, Semi-Tabular Tables, Frequency Distribution – Construction Frequency Distribution Table for Discrete and Continuous Variable. Graphical and Diagrammatic Representations of the Data. Bar Diagram, Histograms, Frequency Polygon, Frequency Curve, A give Pie Diagrams.

Unit-2

Measurement of Central Tendency – Arithmetic Mean, Median. Mode and Geometric Mean. – Definitions, Characteristics and Uses. Measure of Dispersion – Range, Mean Deviation, Quartile Deviation and Standard Deviation – Definitions, Characteristics Uses.

Unit-3

Coefficient of Variations Correlation – Simple correlation Coefficient, Rank Correlation coefficient. Linear Regressions; Constants of Regression Equation.

Unit-4

Index Number, Analysis of Time Series and Curve Fitting, Probability, Mathematical Expectation and Probability distributions (Binomial, Poisson, and Normal).

Unit-5

Sampling Techniques, Sampling Errors- Type I and II, Applications of Z, t, F & χ^2 (Chi-square test) Tests, Testing of Hypothesis. Introduction to Data analysis through Statistical Packages: MS Exel, SPSS, PSPP.

References:

- 1.S.P.Gupta: Statistical Methods, Sultan Chand & Sons, New Delhi.
- 2.Kailash Nath Nagar: Sankhyiki Ke Mool Tatva (Hindi) Meenakshi Prakashan, Meerut.
- 3.A.L. Nagar & R.K.Das: Basic Statistics, Oxford University Press, New Delhi.
- 4.Nachmias, F.C. Nachmias, D., 1996, Research Methods in Social Sciences, St. Martin Press, London
- 5.Claire, S, et al (3rd ed), 1976, Research Methods in Social Relations Holt, Richard Winston, New York.
- 6.Ram Ahuja, Research Methodology. Rawat.

204: Community Organization and Community Development

Unit- I

Community: Concept, Meaning, Types-Rural, Urban, Tribal, Slum, Migrant & Marginalized. Community Power Structure & Dimensions of Power Relevant to Community.

Unit-II

Community Organization as a method: Concept, Principles, Techniques, Skills, Process and Strategies.

Unit-III

Empowerment: Concept, Barriers to the Process & Cycle of Empowerment, Gender Sensitivity in Community organization Practice.

Unit-IV

Role of Social Worker : Conscientization, Unionization, Qualities of a Community Leader. Indigenous approach to community organization : Gandhian – Sarvodaya & Reconstruction, Bhoodan & Gramdan.

Unit-V

Sustainable Development & Use of Indigenous Knowledge, Rural and Urban Community Development Programmes in India and their Critical Evaluation. Participatory Techniques in Development : PLA, PRA, RRA, PPA.

References:

1. Batten, T.R. 1962 The non-Directive Approach in Group and Community Work, London : Oxford University Press.
2. Ohmer, Mary L. and Karen DeMasi Consensus Organizing – A Community Development Workbook. Sage 2008
3. David Cox and Manohar Pawar International Social Work, Vistar Pub. 2006 Rs. 595
4. Sumi Krishna (ed.) Women's Livelihood Rights – Recasting Citizenship for Development, Sage 2007, Rs. 695.
5. E. T. Stringer Action Research (3rd ec.) Sage 2007.

6. Brager, G. and Specht. H. 1969 Community Organisation, New York : Columbia University Press.
7. Dantwala, Sethi and Visaria Social Change through Voluntary Action, Sage , 1998.
8. B. Mikkelsen Methods for Development Work and Research. Sage, 1995.
9. Dayal, R. 1960 Community Development Programme in India, Allahabad : Kitab Mahal Publishers.
10. Gandhi, M.K. 1958 Sarvodaya (The Welfare of all), Ahmedabad :Navjivan Publishing House.
11. Gangrade, K.D. 1971 Community Organisation in India, Bombay : Popular Prakashan
12. Lal, A.K. 1977 Politics of Poverty: A study of bonded labour, New Delhi :Chetana Publications.
13. Mayo, H. Jones, D. 1974 Community Work, London : Routledge and Kegan Paul.
14. McMiller, W. 1945 Community organization for Social Welfare, Chicago :University of Chicago Press.
15. Murphy, C.G. 1954 Community Organisation Practice, Boston : Houghton Mifflin Co.
16. Ross Murray, G. 1955 Community Organisation : Theory, Principles and Practice, NewYork : Harper and Row.
17. Siddiqui, H.Y. 1997 Working with Communities: an introduction to community work, New Delhi : Hira Publications.
18. Volken, H.et al. 1982 Learning from the Rural Poor: Shared experiences of the mobile orientation and training team, New Delhi : L Indian Social Institute.
19. Weil, M. (Ed.) 1965 Community Practice: Conceptual Models, New York; The Haworth Press. Inc.
20. Dr.C.K.Josri Unionism in a Developing Economy Sri Ram Centre

205: Social Policy and Administration

Unit.1

Social policy in India: Need for a Social Policy Resolution. Social Legislation in India and its inadequacies, Social Planning in India : Social Development.

Unit.2

Concepts: Meaning, Nature, Scope and principles of Social Administration. Methods of Social Administration. Social Case Work, Group work and community organisation.

Unit.3

Organisation : Social Administration at the Central Level. The department of Social Welfare. The scatter nature of Social affairs at Central level and a case for the creation of an integrated ministry of social affairs. Central Social Welfare Board: Its composition, function and status.

Unit.4

Social Administration at the State Level. The State department/Directorate of Social Welfare-the controversy. State Social Welfare Board, SC/ST development and Finance co-

operative corporation Ltd., Social Administration at the Local level i.e. District and Panchayat levels.

Unit.5

Role of voluntary organisation in India and their relationship with State. Personnel system for Social Administration. Need for the creation of a special cadre of Social Administration Personnel at the central, State and Local levels and determination of their conditions of service. Problems of Social Administration in India:

- (a) Co-ordination
- (b) Human Relations
- (c) Grants-in-aid
- (d) Common Civil Code
- (e) Gender Justice

References:

1. David C. Marsh : An Introduction to Social Administration.
2. Friendlander : Introduction to Social Welfare
3. G.B. Sharma : Social Administration in India
4. D.K. Mishra : Samajik Prashaan (Hindi)
5. A.R.C. Report on personnel administration
6. Indian Encyclopedia of Social Work (Publication Division New Delhi 1968)
7. American Social Work year book.
8. India, Committee on plan projects, Planning commission report of the study team on Social Welfare and Welfare of Backward Classes (1968)
9. C.R. White : Public Welfare Adminsitration
10. T.H. Marshall : Social Policy
11. Surendra Kataria; Samajik Prashashan

206: Concurrent Practicum

Concurrent Practicum will be suitably selected as per the specialization paper of the student. The Paper will have following components:

i) Field Work 80 Marks

ii) Report & Viva – voce: 20 Marks (A Report based on the field work shall be Submitted in a Practical Note book within a limit of 25-30 hand written pages)

Total 100 Marks

Concurrent Practicum will be carried out under expert supervision in the open community setting or observational visits to 4-5 organizations. 120 hrs spread over 15 weeks' field work on weekly basis aiming at guiding students to develop capacity and acquire abilities to initiate and carry out tasks in areas of Social Action , Change and Development . Process and method of practice would be given importance, At the end of the practicum the student should be able to understand the community, identify its needs, resources, problems and areas requiring interventions.