



Akkamahadevi Women's University, Vijayapura

DEPT OF SOCIAL WORK

1ST TO 4TH

SEMESTER SYLLABUS

Chairman & Professor: S. A. Kazi

Department of Social Work

Akkamahadevi Women's University, Vijayapura

Social Science Block, Jnanashakti Campus, Torvi-586105

Akkamahadevi Women's University , Vijayapura
Dept of Social Work 1st to 4th Semester Title of Paper 2014-15

MSW 1st Semester Title:

SW-1.1 HISTORY AND PHILOSOPHY OF SOCIAL WORK
SW-1.2 HUMAN BEHAVIOR AND DYNAMICS
SW-1.3 SOCIETY AND CULTURE
SW -1.4 WORKING WITH INDIVIDUALS AND FAMILY
SWO 1.5 (OPTIONAL PAPER)
PRACTICUM : FIELD WORK

MSW 2nd Semester Title:

SW- 2.1 WORKING WITH GROUPS
SW- 2.2 WORKING WITH COMMUNITIES
SW- 2.3 SOCIAL WORK ADMINISTRATION AND SOCIAL ACTION
SW- 2.4 SOCIAL WORK RESEARCH AND STATISTICS
SWO-2.5 (OPTIONAL PAPER)
PRACTICUM : FIELD WORK

MSW 3rd Semester Title:

SW- 3.1 HUMAN RIGHTS, SOCIAL JUSTICE AND SOCIAL WORK
SW- 3.2 COUNSELING: THEORY AND PRACTICE
SW- 3.3 MANAGEMENT OF NON-PROFIT ORGANIZATIONS
SW- 3.4 SOCIAL POLICY, PLANNING AND SOCIAL DEVELOPMENT
SWO-3.5 OPTIONAL PAPER
PRACTICUM : CONCURRENT FIELD WORK
PRACTICUM : SOCIAL WORK CAMP

MSW 4th Semester Title:

SW- 4.1.HUMAN RESOURCE MANAGEMENT AND LABOUR WELFARE
SW- 4.2.RURAL AND URBAN COMMUNITY DEVELOPMENT
SW- 4.3.MEDICAL AND PSYCHIATRIC SOCIAL WORK
SW- 4.4.CORRECTIONAL ADMINISTRATION AND SOCIAL DEFENSE
SW- 4.5. PERSONALITY DEVELOPMENT (OPTIONAL PAPER)
PRACTICUM CONCURRENT: FIELD WORK
PRACTICUM : a)BLOCK PLACEMENT TRAINING
PRACTICUM : b)PROJECT WORK

MSW – Semester I
Paper- 1.1 HISTORY AND PHILOSOPHY OF SOCIAL WORK

Objective:

1. Provide knowledge of related concepts and Historical development of social work.
2. Understand importance of professional values and ethics.
3. Acquire knowledge of the profession of social work and its emergence as a profession.
4. Understand the fields of social work.

Unit-I

Introduction:

Social work: Meaning, Definition, Nature, Objectives, Related concepts of Social Work: Social Reform, Social Services, Social Welfare, Social Development, Sustainable Development and Human Rights. **(12Hours)**

Unit-II

History of Social work:

Social Reformers, Reform Movements of 19th and 20th centuries and social work. Historical Developments of Social Work in United Kingdom, United States of America and India.

(12 Hours)

Unit-III

Values and Principles:

Basic Assumptions of Social Work; Principles of Social Work; Philosophy, Values and Ethics Of Social work.

Gandhian Philosophy of Social Work; Marxist Perspective of Social Work.

(12 Hours)

Unit-IV

Social work Profession:

Meaning, Definitions & Characteristics. Professionalization: Social Work as a Profession, Professional Traits in Social Work, Nature, Goal & Functions of professional

Social Work. Emerging challenges of social work profession. Social work and its future in India.

(12 Hours)

Unit-V

Fields and Skills in Social Work Practice in India:

Social work with Women and Children, Social Work with Differentially abled, Social work with Vulnerable Groups, Social work with Elderly. Skills needed for social workers (Communication skills, Self awareness skill, Analytical skill, self management skills, Presentation skills, Sensitivity and observation skills, Partnership skills, Resilience skill)**(12 Hours)**

Text Books:

1. Mishra P. D., *Social Work- Philosophy and Methods*, Inter-India Publications*
2. Mishra P. D., *Social Work- Profession in India*, New Royal Book Company
3. Singh Surendra & Soodan, K. S. (eds.), *Horizons of Social Work*, Jyotsna Publications,
Lucknow.
4. Singh D. K. & Bhartiya, A. K., *Social Work- Concepts & Methods*, New Royal Book Company,
Lucknow.
5. Brion Sheldon and Geraldine Macdonald-A Textbook of social work*
6. Chris Becket-Essential Theory For social Work Practice*
7. Sanjay Bhattacharya-Social Work:An Integrated approach*
8. Neil Thompson-Understanding social Work-Preparing for practice*
9. Sanjoy Roy-Introduction to Social Work and Practice in India.*

Reference Books:

1. Gore M. S., *Social Work and Social Work Education*, Bombay: Asia Publishing House, 1965
2. *Encyclopedia of Social Work in India*, Ministry of welfare, Govt. of India, New Delhi, 1987.
3. Ganguli B. N., *Gandhi's Social Philosophy*, Vikas Publishing House, Delhi, 1973.
4. Friedlander W. A., *Introduction to Social Welfare*, Popular Prakashan, New Delhi.
5. Banks S., *Ethics and Values in Social Work*, Practical Social Work Series, Macmillan Press
Limited, London.
6. *Sociology and Social Work*-Jo Cunningham and Steve Cunningham*

* **Latest editions of all the suggested books are recommended.**

Semester I
Paper- 1.2 HUMAN BEHAVIOR AND DYNAMICS

Objectives:

1. Understanding the concept of growth and development
2. To acquire understanding about Human Behavior.
3. Develop sensitivity towards human needs and problems.
4. Develop understanding of Personality and its Theories

Unit-I

Understanding of Human Behavior:

Concept of Growth and Development: Meaning, Definition, Stages of Development with special reference to Indian concepts of Life Span (Beginning of life - Human reproductive system; Fertilization and Fetal development - Pre-natal and Post-natal care and their importance in development).

(12 Hours)

Unit-II

Developmental Stages and Milestones:

Infancy, babyhood, childhood, puberty, adolescence - Growth hazards, lifestyle effects. Adulthood - Growth, personal and social adjustment, health, sexuality, vocational and marital adjustment. Aging - Characteristics, hobbies, adjustment, physical and mental health, death, dying and bereavement. **(12 Hours)**

Unit-III

Determinants of Human Behavior:

Heredity and Environment: Concepts, mechanism-Interplay of Heredity and Environment in shaping human behavior. Biological basis of behavior (Brain and Behavior, Genes and Behavior, Endocrines and behavior) Social basis of behavior (Socialization, Stereotypes, Attitude, Interpersonal attraction, Aggression, Frustration, Altruism) Basic human needs-Biological, Psychological, social and Intellectual.

Maslow's hierarchy of needs.

(12 Hours)

Unit-IV

Basic Concepts:

Sensation, Attention, Perception, Consciousness, Memory, Learning, Emotions, Language and thinking, Intelligence (IQ-Intelligent quotient) and EQ (Emotional quotient). **(12 Hours)**

Unit-V

Personality:

Personality: Definition, nature, types and assessment of personality (Observation, Interview and Rating Scales) Basic defense mechanisms. Freud's conception of Personality (Id, Ego, Superego) Jung's conception of Personality, Ericson's Psychosocial Theory. **(12 Hours)**

Reference:

1. Hurlock, Elizabeth B- Child Growth and Development, New Delhi, Tata McGraw-Hill Publishing Company Ltd.
2. Hurlock, Elizabeth B. Developmental Psychology, New Delhi, Tata McGraw-Hill Publishing Company Ltd.
3. Rapoport, Rhona and Growing through Life, Lifecycle Book, Rapoport, Robert 1980 New York: Harper & Row Publishers.
5. Kakar, S. (1979) Indian Childhood, Cultural Ideals and Social Reality, Delhi: Oxford University Press.
6. Kakar, S. (1982) Identity and Adulthood, Delhi: Oxford University Press.
7. Kakar, S. (1970) Conflict and Choice - Indian Youth in a Changing Society, Bombay: Somaiya Publications.
8. Kakar, S. (1978) Images of the Life Cycle and Adulthood in India.
9. Kaplan, P. S. (1988) The Human Odyssey: Life-Span Development, St. Paul, West Publishing Company.

Semester I

Paper-1.3 SOCIETY AND CULTURE:

Course Code: MSW-

Objective:

1. Critical understanding of Indian Society and Culture.
2. Develop knowledge about Social system in India.
3. Increase sensitivity towards existing social Issues.
4. Develop Knowledge on Social Stratification, Effects of Globalization on Indian Society.

Course Contents

Unit-I

Individual, Society and Culture:

Society: Concept, Meaning & Characteristics; Individual & Society; Society as a system of relationship. Social Values and Norms; Culture: Concept & Relevance, Socialization and Culture. Culture & Civilization. Need for and block to the understanding of Indian Society and Culture. Strengths of Indian Culture.

(12 Hours)

Unit-II

Social Institutions and Social Control:

Social System: Concept & Theories; Social Institutions: Marriage, Family, Religion, State and Law. Meaning and functions of Social Control: Social Control exercised through the Social Institutions.

Group: Primary, Secondary and Reference Groups; Basic Sociological Concepts: Community and Association.

(12 Hours)

Unit-III

Analysis of Indian society:

Frameworks for study and analysis of Society: Social Inequalities; Social Stratification patterns; Structural Analysis. Globalisation and its effect on Indian Society and Marginalized groups, Economical and Political system in India, Cultural and Religious system in India, Education and Health system in India.

(12 Hours)

Unit-IV

Analysis of Social Issues:

Poverty: Poverty line debate in India, Unemployment and Under employment, Corruption: State and Civil Society, Crime and Children Conflict with Law, Women's issues, Communalism and Fundamentalism.

(12 Hours)

Unit-V

Social Change:

Meaning and Definition of Social Change, Social and Cultural change, Causes and Sources of Social Change, Theories and factors of social change. Social Movements and Social Change in India. Relevance of sociology for Social work.

(12 Hours)

Text Books:

1. Davis K., *Human Society*, Surjeet Publications, Delhi
2. Furfey, *History of Social Thought*, American Catholic Sociological Review
3. Gillin & Gillin, *Cultural Sociology*, The Macmillan Company.
4. Agrawal G.K., *Social Disorganization*, Sahitya Bhawan Publications, Agra.
5. Agrawal G.K., *Social Control and Change*: Sahitya Bhawan Publications, Agra.
6. Brar, Bhupinder et.al-Globalization and the politics of identity in India. New Delhi, Pearson
Longman
7. Bayrne, Devid, 2005-Social Exclusion, Jaipur: Rawat publication.
8. C.N. Shankar Rao-Sociology

Reference Books:

1. Admas Bert N., *A Sociological Interpretation*, Rand Me Nally, Chicago, 1975.
2. Chinoy Ely, *Society- An Introduction to Sociology*, Random House. College, New York, 1967.
3. Day P.R., *Sociology in Social Work Practice*, MacMillan Co, London.

*** Latest editions of all the suggested books are recommended.**

Semester I

Paper-1.4 WORKING WITH INDIVIDUALS AND FAMILIES

Objective:

1. Understand Social Case Work as a method of social work.
2. Develop an ability to establish and sustain a working relationship with individual and family.
3. Understand the process of working with individuals and families.
4. Understand the skills, tools and role of social worker in Working with Individuals and families.

Course Contents:

Unit-I

Introduction to Social Case Work:

Social Case Work: Meaning, Definition, Objectives, Components (Person, Problem, Process, Place) & Principles (Acceptance, Individualization, Confidentiality, Client's self determination, Worker's Self awareness, Non judgmental Attitude); Scope of Social Case Work, Basic Assumptions of Social case work.

(12 Hours)

Unit-II

Historical Development:

Historical Development of Social Case Work, Social & Professional Relationship. Socio-cultural factors influencing case work practice.

(12Hours)

Unit-III

Process of Social Case work practice:

Social Case Work Process: Intake, Study, Assessment, Intervention, Termination & Evaluation. Tools in Social Case Work: Interviewing, Home Visit, Resource Mobilization,

Advocacy, Environment Modification. Recording and its types.

(12 Hours)

Unit-IV

Therapeutic Approach to Working with Individuals and Families:

Types of problems faced by Individuals and families (Families with mentally ill individuals, families of substance abuser, families with chronically disabled or physically ill, families in crisis, families with marital problems, abuse and violence in family); Family assessment in casework practice. Approaches and Therapies: Psycho-social approach, Functional approach, Problem-solving approach, Client Centered Therapy, Crisis Intervention, Family Therapy, Behavioral modification Techniques,

(12 Hours)

Unit-V

Application of social Case work Method:

Working with Family, Health, Educational, Institutions and Industrial setting. Role of Social Case Worker in Various Settings (Educator, Advocate, Broker, Catalyst etc) in Social Case Work.

(12 Hours)

Text Books:

1. Aptekar H., *Dynamics of Case Work Counseling*, Hyperion Press, 1981
2. Bartlett H.H., *The Common Base of Social Work*, British Association of Social Workers
3. Conway R.S. & Fisher Jo, *Effective Case Work Practice*, Springer, US
4. Singh Surendra & Misra P.D., *Social Work: History, Philosophy & Methods*, New Royal Books
Co. Lucknow.

Reference Books:

1. Dr. Sanjay Roy, *Introduction to Social work and practice in India**
2. Hamilton Godon, *Principles of Social Case Recording*, Columbia University Press, New York.
3. Hollis & Florence, *Case Work, A Psychological Therapy*, Random House, New York, 1964
4. Mathew G., *Case Work in Encyclopedia of Social Work in India*, Ministry of Social Welfare, Delhi, 1987.

*** Latest editions of all the suggested books are recommended.**

Semester II

Paper- 2.1 WORKING WITH GROUPS

Paper: Working with Groups:

Objectives:

1. To acquire basic knowledge on social group work method.
2. To understand and develop skills needed for Social Group Worker.
3. To develop an understanding about theories and models of Social Group Work method.
4. To identify various situations and settings where Social Group Work Method could be used.

Course Contents

Unit-I

Introduction:

Concept, Definition, Nature, Objectives, Basic Assumptions and Scope of Social Group Work. Historical Development of Social group work. Relevance of Groups for Individuals and Community for Change and Development.

(12 Hours)

Unit-II

Principles, Skills and Types of Group Work Groups:

Principles, Basic Skills and Values in Social Group Work, Types of Groups (Treatment Groups, and Task Groups). Group Dynamics, Benefits of Groups, Influence of Groups on Personality Development

(12 Hours)

Unit-III

Theories and Models underlying group Work Practice:

Theories underlying Group work Practice in brief (System Theory, Psychodynamic Theory, Learning Theory, Field Theory and social Exchange Theory). Models of Social Group Work Practice: Remedial, Mediating or Reciprocal Model, Developmental & Social Goal Model.

(12 Hours)

Unit-IV

Process of Group Work:

Intake(selection of members, size of the group, frequency of meetings, duration of the meeting, purpose of the group).

Study and analysis(Listening,observation,Empathy)Intervention(Purposeful,warm understanding, Professional relationship between group worker and group members, verbal and non verbal communication and creation of environment, Use

of Programme media),Evaluation(Process of evaluation, Result of evaluation)Termination(disengaging from relationship and stabilization of change effort).Recording in Group Work.

(12 Hours)

Unit-V

Application of Social Group Work:

Social Group Work in Family service Agencies, Hospitals, Correctional Agencies, Schools and Urban and Rural Community Development Settings. Role of Social Group Worker in Different Group Work Settings.

(12 Hours)

Reference Books:

- 1.Siddiqui H Y-Group Work Theries and Practice,Rawat Publications.Jaipur
- 2.P.D.Misra-social Work-Phylosophy and Methods,Inter-India Publications,New Delhi.
- 3.Alissi A.S., *Perspectives on Social Group Work Practice- A Book of Reading*, New York, The Free Press, 1980.
- 4.Balgopal P.R. & Vassil, T.V. *Groups in Social work – A Ecological Perspective*, Macmillan Publishing Co. Inc., New York, 1983.
- 5.Konopka G, *Social Group Work: A Helping Process*, Prentice Hall Inc, Englewood Cliff, N.J.,1963.
- 6.Trecker H.B-Social Group Work-Principles and Practice, Newyork: association Press.
- 7.IGNOU School of Continuing Education-Social work intervention with Individual and groups.
- 8.Pincus A & Anne Minahas, *Social Work Practice: Models and Methods*, Itasca, Illinois: F.E. Peacock Publishers Inc.
- 9.Turner G., *Social Work Treatment*, Free Press, 1996.
- 10.Soodan K.S., *Social Work: Theory and Practice*, Nav Jyoti Simran Publications, Lu

II -Semester

Paper-2.2 WORKING WITH COMMUNITIES

Objectives:

1. Understand The Critical Elements of Community Organisation Practice.
2. To Understand Power Dynamics of Indian Communities.
3. Enhance Critical Understanding of the Models for Community Organisation Practice.
4. Develop perspective and skills for participatory processes in the community and civil society

Course Content

UNIT I

Community and Community Organisation:

Community: Concept, characteristics, types and functions. Understanding of community organization practice: Definitions, values and principles of Community Organisation, ethics of community organization practice. Locality Development Model - Social Planning Model - Social Action Model. Historical development of community organization practice.

(12 Hours)

UNIT II

Power dynamics in Indian Communities:

Concept of Power, Basis of Power in Indian Communities, Types of Community Leaders, Community Power Structure (Class-Caste-Gender nexus); Empowerment, Community Organization as a Process of Empowerment; Forces against Peoples Empowerment.

(12 Hours)

UNIT III

Participatory Community Work:

Participation and the Participatory Approach, Attitudes and Skills in Participatory Community Work. Participatory Approaches (PRA,LFA,SWOC and Micro Planning): Tools and Methods (Social Mapping, Resource Mapping, Mobility Mapping, , Wellbeing Analysis, Seasonal Livelihood calendar, Daily Activity clock, Problem Tree Chart, Problem Analysis Chart),

(12 Hours)

UNIT IV

Problem solving Process:

Identifying the Problem, Perception of the Problem-Facts and Data, Structural and Functional Analysis, Beneficiaries Profile, action Plan, Determination of the Strategy, Linking People with Programme, Implementation and evaluation and Building Counter System. Skills of Community Organization Practitioner (Problem analysis,

resource mobilization, conflict resolution, organizing meetings, writing and documentation, networking, Training, monitoring and evaluation).

(12 Hours)

UNIT V

Strategies and Roles of Community Organizer:

Strategy and Roles: Unionization as a Strategy - Advocacy in community organization. Current debates in community Organization practice: Emerging issues - Impact of macro policies. Emerging Trends in Community Work Practice.

(12 Hours)

References:

1. Arora R. K. (Ed.) 1979, People's Participation in Development Process: Essays in Honour of B. Mehta, Jaipur: the HCM State Institute of Public Administration.
2. Dandavate, M. 1977, Marx and Gandhi, Bombay: Popular Prakashan Pvt. Ltd.
3. P.D Misra, Social Work-Phylosophy and Methods Inter-India Publications, New Delhi.*
4. Zubair Meenai., Participatory Community Work: Concept Publishing Company, New Delhi.*
5. Gangrade, K. D. 1971, Community Organisation in India, Bombay, Popular Prakashan.
6. Siddiqui, H. Y. 1997, Working with Communities: An Introduction to Community Work, New Delhi: Hira Publications.
7. Marulasiddaiah, H. M. 1987, Community: Area and Regional Development in India, Bangalore, Bangalore University.
8. Robert Adams, Lena dominelli and Malcolm Payne, Edt, 2002, Critical Practice in social Work: Palgrave Publisher Ltd., New York *
9. Yadav. C .P. 2007, Encyclopedia of Social Work and Community Organization, Anmol Publication Pvt. Ltd., New Delhi, Vol.,1,2,3 and 4 *
12. Polson and Sanderson. 1979, Rural Community Organisation, New York: John Wiley and Sons.
13. Ross Murray G. 1967, Community Organisation: Theory, Principles and Practice, New York: Harper and Row.
14. Shivappa R. 2009, Streams in the River- A Journey Into Inclusive Concerns, Dhatri Pustaka, Bangalore
15. Sussman, M. B. 1959, Community Structure and Analysis, New York: Thomas Y. Crowel

II-Semester

Paper: 2.3 SOCIAL WORK ADMINISTRATION AND SOCIAL ACTION

Objective:

1. To understand social work Administration and social action as a methods of social work.
2. To understand procedures involved in establishing and maintaining social welfare organizations
3. To acquire skills to participate in the management of social welfare organisations
4. To develop different skills and techniques in practicing social action in dealing with communities / its issues and problems.

Course Contents

Unit-I

Introduction:

Social Work Administration: Concept, Meaning, Definition, Principles and Scope. Social Welfare Administration, Public Administration, Social Welfare Administration in India (CSWB, SSWAB). Social Work Administration as a Method of Social Work.

(12 Hours)

Unit-II

Formation Of Social Work Based Organization and Programme administration:

Concept, Objectives and functions of NGO's. Registration: Societies Registration Act, Indian Trust Act and Cooperative Society Act, Foreign Contribution Regulation Act(FCRA). Programme/Project Planning, Implementation, Monitoring and Evaluation of Project; Reporting and Documentation. Project Proposal: Concepts and Contents

(12 Hours)

Unit-III

Social Welfare Agency an as an Organization:

Organization: Meaning and Importance, Organizational Structure of a Social Welfare Agency(Structure in chief executive and structure in departments)

Personnel Policies and Administration: Recruitment Selection, Training, Promotion, Resignation, Retirement;

Financial Administration: Budgeting/accounting, Fund Raising, Maintenance of financial Records, Accountability and Transparency (Accounting and Auditing).12 A and 80G/80GGA/PAN of Indian Tax Act.

Management of social welfare agency: Man Power Planning, Reporting, Public Relation, Coordination and Monitoring and Evaluation in Social Welfare Organizations;

(12 Hours)

Unit-IV:**Social Action:**

Social Action: Concept, Objectives, Methods, Principles and Process. Social Action & Social Work; Mobilization & Organization of People: Problems & Approaches. Role of Social Workers in Social Action and Community Empowerment.

(12 Hours)

Unit-V:**Advocacy in Social Action:**

Concept of Advocacy as a tool; Strategy for Advocacy; Campaigning; Lobbying; Use of media and Public Opinion Building in Advocacy; Network building; Linking up Protests, Movements with Developmental Work, Strategies for Social Action from various social movements in India.

(12 Hours)

Reference Books:

1. Patti R., *Social Welfare Administration*, Practice – Hall, Engle Wood Cliffs.
2. Sanjay Bhattacharya, *Social Work Administration and Development*, Rawat Publications, Jaipur
3. Chaudhari D. Paul, *Social Welfare Administration*, Atma Ram & Sons, Delhi, 2006
4. Goel S.L. & Jain R.K. *Social Welfare Administration: Theory and Practice*, Vol. I & II,
5. Goel S. L. *Social Welfare Administration*, Deep and Deepa Publication, New Delhi, Vol. I & II,
6. Siddique, H.Y. (1984) *Social Work and Social Action*, New Delhi: Harnam Publications
7. Veronica Coulshed and Joan Orme, 1998, *Social work Practice*, Palgrave Publication, New York
8. Alinsky Saul (1971) *Rules for Radicals : A Practice Primer for Realistic Radicals*, Vintage Books
9. Beher A and Samuel J (2006) *Social Watch in India: Citizens Report on Governance and Development*, Pune : NCAS
10. Dunham Arthur (1962) *Community Welfare Organization: Principles and Practice*, New York : Thomas Crowell
11. Friedlander, W.A. (1978) *Concepts and Methods in Social Work*, Eaglewood Cliffs, New Delhi : Bence Hall International Inc.
12. Gangrade, K.D (1971) *Community Organization in India*, Mumbai : popular Prakashan

II-Semester

Paper: 2.4 SOCIAL WORK RESEARCH AND STATISTICS

Objective:

- 1.To acquire basic knowledge on social work research and statistics.
- 2.To understand the different process and methodology of the scientific social work research
- 3.To develop different skills and technique in formulating research proposal, collection, analysis, interpretation and reporting of data pertaining to individuals, groups, communities and institutions of their social issues and problems.

Course Contents

Unit-I

Social Work Research:

Concept, Definition, Scope, Purpose and Ethics; Steps in Social Work Research; Methods of Social Work Research: Pure and Applied, Qualitative and Quantitative. Differences between social research and social work research.

(12 Hours)

Unit-II

Research design and Sampling:

Research Design: Concept, Types & Significance. Hypothesis: Meaning, Definition & Significance; Sampling: Concept, Types & Significance. Population and Universe, Measurement: Meaning, Levels of Measurement: Nominal Ordinal, Interval and Ratio; Validity and Reliability: Meaning and Types. Emergence of action research in social work: concepts, process and significance,

(12 Hours)

Unit-III

Sources and methods of data collection:

Source of Data Collection: Primary and Secondary Tools of Data Collection: Interview Guide, Interview Schedule, Observation Guide & Questionnaire. Methods of Data Collection: Interview, Questionnaire, Observation & Case Study; Projective Techniques. Pre-test and pilot study

(12 Hours)

Unit-IV

Social statistics:

Meaning, Use and its Limitations in Social Work Research. Measures of Central Tendency: Arithmetic Mean, Median and Mode Dispersion: Quartile Deviation, Standard Deviation and Co-efficient of Variation. Tests of Significance: "t" Test and Chi-Square Test, Correlation: Karl Pearson's Coefficient of Correlation and Spearman's Rank Correlation.

(12 Hours)

Unit-V

Preparation of Research Proposal:

Format Processing of Data. Code book, Tabulation; Diagrammatic Representation of Data: Types; Interpretation and Analysis, Report Writing and Referencing; Applications and Limitations of Research in Social Work.

Use of Computer and SPSS applications in data Processing and analysis
(12 Hours)

Reference Books:

1. Blalock H.M., *Social Statistics*, McGraw Hill, New York
2. Cranstein A. and Philips, W.R., *Understandings Social Research: An Introduction*, Allwyn and Bacon, Boston.
3. Ilongo Ponnuswami, Professional, Social Work, Authorspress Publishers of scholarly Books, 2011*
4. Alston. Margaret and Bowles Wendy, *Research for Social workers*, Routledge Taylor and Francis group, London and Newyork, 2003
5. Laladas D.K, *Social Work Research*

*** Latest editions of all the suggested books are recommend**

III-Semester

Paper: 3.1 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.

Origin of Human Rights:

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:

Human Rights and Social Justice Concerns in Indian society -inequality, injustice and oppression; social, economic, political structures of Indian Society.

UNIT - III.

Indian Constitution and Human Rights:

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:

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.

National and International Initiatives:

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

References:

1. Elisabeth Reichart, Social Work and Human Right .Rawat Publications Delhi.
2. Madusudan Pandit, Human Right Swastik Publications Delhi
3. Nayyar Shamshi, Human Rights New World order, Anmol Publication Pvt. Ltd. New Delhi
4. Gyanender Singh- Hand Book of Rights to Infarmatic Omega Publications- New Delhi
5. Puran Chandra: Fundamentals of Human Rights Education and Trainings
6. Dr. Adaikkalam Subbian: Human Rights , The Associate Publishers, Ambal, cantt.
7. S.C.Kataria: Role of NGOs in Protecting Human Rights, Astha Publishers, New Delhi.
8. Raj Bala Mathur: NGOs and Human Rights Movements, Aadi Publications, Jaipur India 2012
9. P.B.Rathod: Focus on Human Rights, ABD Publishers, Jaipur India
10. Minahen, A. (Ed-in-chief) (1987). Encyclopaedia of Social Work, Vol.1,2 & 3, New York,
National Association of Social Workers.
11. Pandey, S.R. (1991). Community Action for Social Justice, New Delhi: Sage Publications.
12. Yalaja, S.A. (1982). Ethical issues in Social Work, Spring Field, Charles C.Thomas.
13. Young Husband, C. (1967). Social Work and Social Values, Vol.III, London: George Allen
and Unwin.

III-Semester

Paper: 3.2 COUNSELLING: THEORY AND PRACTICE

Learner Objectives :

1. Develop holistic understanding of counseling as a tool for help
2. Acquire knowledge of various approaches in counseling.
3. Develop insight in need and areas of counseling in different set ups.
4. Gain competence in counseling skills.
5. Gain competence in critically assess one's own knowledge, attitudes and skills in working
with individual, families and groups.

1. Counselling:

Definition, Objectives and Goals of counseling, Micro skills in Counseling, Qualities of counselor (empathy, warmth, genuineness, positive regard, sense of humor and self awareness) Counseling process. Counselling and Psychotherapy.

2. Theoretical Orientation in Counseling:

Humanistic Counseling, Psychodynamic counseling, Behavioral counseling and Cognitive counseling.

3. Approaches in Counseling:

Person Centered counseling, Psychoanalytical counseling, Rational Emotive Behavior Therapy, Gestalt counseling, Existential counseling.

4. Types of Counseling:

Individual counseling, Group counseling, Couple counseling and Family counseling.

5. Counselling in Different set- up

- i) Marriage counseling, Premarital counseling, Counseling in domestic violence,
- ii) Sex counseling, HIV counseling, Counseling of victims of rape and sexually abused
- iii) Child Counseling.
- iv) Adoption counseling
- v) Counselling in crisis situation and disaster
- vi) Counselling for De-addiction

References:

1. Fullmer, D. W. and Counselling: Content and Process, New Delhi: Bernard, H. W. 1972
Thomson Press India.
2. Fuster, J. M. 2000 Personal Counselling, Eighth Updated Edition, Mumbai, Better Yourself Books.
3. Kennedy, E. 1977 On Becoming a Counsellor - A Basic Guide for Non- professional Counsellors, Delhi: Gill and Macmillan.
4. Lakshmi pathi Raju, M Family Counselling: Perspectives and Practices, (Ed.) 1999 Tirupati,
Sri Padmavati Mahila Visvavidyalayam.
5. Lewis, E. Patterson and The Counseling Process, Stamford, Brooks / Elizabeth, R. Welfel 2000 Cole Thomson Learning,
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Publications India Pvt., Ltd.
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Helping, New York, Bantam Books.

III-Semester

Paper: 3.3 MANAGEMENT OF NON PROFIT ORGANISATIONS

UNIT - I

Non - profit organization:

Definition, Meaning, Objectives, and Principles - Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations - Non-Governmental Organizations: Formation of Societies and Trusts.

UNI- II

Project Management:

Overview of Project: Project Framework, Project Phases, Outline of Project Plan. Formulation of project and Guidelines for Proposal Writing - Project Implementation.

UNIT - III

Budgeting:

Meaning, Steps, important items in Budget - Resource Mobilization - Central and State Government Assistance and Other Assistance - Fund Raising: Meaning, Techniques - Income Generation Programmes (IGP) - Financial Management - Financial Collaboration between Funding organization and Non-Profit Organizations.

UNIT- IV

Project Evaluation and Monitoring:

Aims, Objectives, Purposes - Creating Management Information system - Project appraisal: Meaning and techniques - Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA -Network analysis.

UNIT - V

Project Personnel Empowerment:

Training: Meaning, need, importance, purpose and Significance - Training needs: Areas of health - Rural development, child health andWelfare, Women welfare, Youth welfare and aged welfare - Awareness on behavioral, Environmental and social issues - Institution building of Non-Profit Organizations in Administering the Social Welfare Programmes.

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III-Semester

Paper : 3.4 SOCIAL POLICY, PLANNING AND SOCIAL DEVELOPMENT

Objectives:

1. Gain knowledge of policy analysis and the policy formulation process.
2. Acquire skills in critical analysis of social policies and development plans.
3. Develop an understanding of social policy in the perspective of national goals as stated in the Constitution, particularly with reference to Fundamental Rights and the Directive Principles of State Policy.
4. Critically understand the concept, content and process of social development.
5. Develop the capacity to identify linkages among social needs, problems, development issues and policies.

Course Content

UNIT- I

Social Policy and Constitution:

Concept of social policy, sectoral policies and social services Relationship between social policy and social development-Values underlying social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights) and the Human Rights - Different models of social policy and their applicability to the Indian situation.

UNIT - II

Sectoral Social Policies in India:

Evolution of social policy in India in a historical perspective-Different sectoral policies and their implementation: Policies concerning Education, Health, Housing, Social Welfare, Children, Youth, Women and family welfare.

UNIT- III

Social Planning:

Concept of Social Planning ,Scope of Social Planning, The popular restricted view as planning for social services and the wider view as inclusive of all sectoral planning to achieve the goals of social development. Process of Social Planning in India.

UNIT- IV

Social Development:

The Concept, Defining Social Development, Elements of Development, Current debates of development, Process of Modernization and Social Development - Approaches to development - Development indicators, Human Development Index, Millennium Development Goals.

UNIT- V

Social Development in India:

The historical and social context of development in India - Demographic transitions - Rural development: agrarian and land reforms; Green Revolution - Industrialization and urban development - Labor relations-Gender issues - Environmental issues (land, water, forest), Education, Health.

References:

1. Bandyopadhyay, D. 1997 "People's Participation in Planning: Kerala Experiment", Economic and Political Weekly, Sept. 24, 2450-54.
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21. Rao, V. 1994. "Social Policy: The Means and Ends Question" Indian Journal of Public Administration, Vol. 50, No.1, Jan.-March, 1994

MSW - IV SEMESTER
PAPER 4.1 HUMAN RESOURCE MANAGEMENT AND LABOUR WELFARE

UNIT I

Human Resource Management

Meaning and concept of Human Resource Management;
Objectives and Principles of Human Resource Management
Importance of Human Resource Management;
Functions of Human Resource Management;
Skills of effective HR Manager;
Human Resource Management in India;

UNIT II

Human Resource Planning

Meaning and concept of Human Resource Planning;
Need and process of Human Resource Planning;
Recruitment, Placement and Induction;
Training; Promotions, Demotions and Transfers; Performance Appraisal;

UNIT III

Labour Welfare in India

Meaning and concept of Labour Welfare;
Machinery of Labour Welfare in India;
Intramural and Extramural types of Labour Welfare;
Statutory and non statutory Labour Welfare measures;
Functions of Labour Welfare Officer in industries

UNIT IV

Important features and provisions of Labour Legislations

The Factories Act, 1948;
The Employees State Insurance Act, 1948;
The Employees Provident funds and miscellaneous provisions Act, 1952;
The Payment of Gratuity Act, 1972;
The Maternity Benefit Act, 1961;

UNIT V

Industrial Relations

Meaning and concept of Industrial Relations;
Objectives of Industrial Relations;
Definition and meaning of Trade Unions;
Objectives and principles of Trade Unions;
Trade Union Movement in India;
Meaning and concept of Industrial Disputes;
Procedure for settlement of Industrial Disputes

References:

1. Ashwappa, K. Human Resource and Personnel Management, New Delhi: Tata Mcgraw Hill Publications.
2. Dale, S. Beach (1975). Personnel – The Management of People at Work.
3. Drucker Peter, F. (1989). Management Tasks, Responsibilities and Practices.
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New York: Mcgraw Hill Publication
10. Venkata Ratnam, C.S. and Shrivastav.
Personnel Administration and Human Resources, New Delhi: Tata Mcgraw Hill Publication

IV-Semester

Paper: 4.2 RURAL & URBAN COMMUNITY DEVELOPMENT

- To understand the Rural Community and its features
- To understand Panchayat Raj system.
- To know about rural and urban development Programmes.
- To understand urban community and its problems.
- To understand urban development administration..

UNIT I

Rural Community:

Definition, Meaning, Characteristics of Rural Community. Rural Community Development: Definition, Meaning, Objectives & Scope. Rural Community Development after Independence: Constitutional Provisions – Overview on Five year Plan Policies in Rural Development.

(12Hours)

UNIT II

Panchayath Raj:

Panchayathi Raj after Independence: Constitutional Provisions, Balwanth Roy Metha Committee Report, Ashok Mehta Committee Report, Main features of Panchayath

Raj legislation (73rdAmendment), Structure of Panchayath Raj system (Two Tier and Three

Tier systems), Functions of Panchayath: Civic amenities, Social Welfare activities and Development work, Resources of panchayathi – State Control over Panchayath Raj Institution – Problems of Panchayathi Raj System. .

(12Hours)

UNIT III

Rural development Programmes:

Role of CAPART and NABARD in Rural Development. A very brief idea on Rural Development Programmes-MGNREGA(Mahatma Gandhi National Rural EmploymentGuarantee Act),PMGSY(Pradhan Mantri Gram Sadak Yojana),IAY(Indira Awas Yojana),SGSY(Swarnajayanti Gram Swarojagar Yojana),NSAP(National Social Assistance Programme.) .

(12Hours)

UNIT IV

Urban Community:

Meaning, characteristics, Concept of Urban, Urbanisation and Urbanism. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis.

Urban Problems - Housing, drug addiction, juvenile delinquency, prostitution/commercial sex, pollution; **Slum** - definition, causes, characteristics, functions, classification, approaches, theories and culture of slums. **Migration** - Concepts, causes, types and theories. **(12Hours)**

UNIT V

Urban Development Administration:

National, state and local levels; Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration, Corporations, Municipalities, Town Panchayats, metropolitan development authority's(CMDA), slum Development Board, housing board, HUDCO, UNCHS, JNNURM, Nehru Rozgar Yojana (NRY) .**(12Hours)**

References:

Agarwal and Singh 1984 The Economics of under development, Delhi: Oxford University.

Aruna sharma and 1995 Planning for rural development Rajagopal Administration, New Delhi: Rawat

Bhadouria And 1986 Rural Development Dua Strategies Perspectives, Delhi: Anmol.

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B.R. Kulkarani,P.D and 1997 Social Issues in Development, Nanavati mehar.D. New Delhi:

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Thakur,B.N 1988 Sociology of Rural Development, New Delhi: Ashish.

Vijay C.M 1989 Rural Development Administration in India, Jaipur :prateeksha.

References:

Bhatttacharya B 2006 Urban Development in India New Delhi: Concept.

Clinard, Marshall B 1970 Slums and Community Development. New York : The Free Press.

Diddee, Jayamala 1993 Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat

Phadke .V.S, etal. 2007 Urbanisation,Development and Environment,New Delhi:Rawat

IV-Semester

Paper: 4.3 MEDICAL AND PSYCHIATRIC SOCIAL WORK

Objectives:

- 01 To understand the concept of health and ill health.
- 02 To understand the concept of mental health and problems of mental illness.
- 03 To develop a holistic and integrated approach to social work practice in the fields of physical and mental health.

UNIT-I

Concept of Health and Disease:

Definition, Dimensions of Health, Concepts of Wellbeing, Determinants of Health. Concepts of disease, Modes of Intervention for Preventing diseases.

UNIT-II

A brief study of Diseases:

Major Communicable (Tuberculosis, HIV/AIDS, Sexually Transmitted Diseases, etc) Non-Communicable Diseases (Cancer, Diabetes, Hypertension, Asthma, and Cardiovascular disease etc): Causes, symptoms and Treatment. Psycho-social Problems associated with these Diseases.

UNIT-III

Medical Social Work:

Meaning, Definition, History and Scope of Medical Social Work; Role of Medical Social Worker: Understanding Patient as a Person. Medical Social work Practice in Different Settings.

UNIT-IV

A brief study of common Mental Disorders:

Symptoms, Causes and Treatment: Child Disorders (Autism & Infantile Schizophrenia, Attention Deficit and Hyperactivity Disorder, Mental Retardation and Conduct Disorders). Personality Disorders, Organic Mental Disorders, Dissociative and Conversion Disorders. Sexual Disorders.

UNIT-V

Psychiatric Social Work:

History and scope of psychiatric social work; changing perspective of Psychiatric Social Work; Psychiatric Assessment: History Taking and Mental Status Examination; Psychological Treatments. Role of Psychiatric Social Worker in Psychiatric settings,

REFERENCES:

1. Abelin, T. Brzenski and V.D. Carstairs. Measurement in Health Promotion and Protection.
Copenhagen: WHO.
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for Health Care Research and Education.
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Sciences, Mumbai.
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Clinical Description and Diagnostic Guidelines; Oxford University. Press
10. K Park.2002.Preventive and Social Medicine;Banarasidas Bhanot Publishers
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12. Niraj Ahuja 2006.A Short Textbook Of Psychiatry;Jaypee Brothers medical Publishers Ltd,New Delhi.
13. K. Shekar ,R . Parthasarathy and D.Muralidhar (EDT)2007,Handbook of Psychiatric Social Work NIMHANS,Bangalore

IV-Semester

Paper: 4.4 CORRECTIONAL ADMINISTRATION AND SOCIAL DEFENCE

Objectives

- To study and understand the basic elements of correctional methods and approaches.
- To get familiarity with the Indian police system.
- To gain knowledge on the provisions of judicial system.
- To understand various aspects related to Social Defense.
- To study and identify the practices of institutional non-institutional services.
- To acquire skills of correctional social work and understand the role of professional social workers in correctional institutions.

UNIT I.

Correctional Administration:

Definition, philosophy, objectives, methods and approaches of contemporary correctional social work. Origin, development and functions of police and prison in India.

(12 hours)

UNIT II.

Criminal Justice System:

Courts and correctional administration. Hierarchy of courts functions and powers. Lok Adalats, Lokayukta, Legal Aid, Functions of law commission.

(12 hours)

UNIT III.

Probation, Parole and Aftercare Services:

Origin, nature, process and practice of probation and parole in India. Cocept, definition, meaning and objectives of Aftercare services

(12 hours)

UNIT IV.

Social Defense:

Meaning, development, and functions of social defense. National Institute of Social Defiance (NISD) - objectives and functions. The significance of NISD. Crime prevention strategies. .

(12 hours)

UNIT V.

Correctional Social Work:

Social work Practice in Correctional Setting: Scope for social work practice in institutional (observation home, juvenile home, fit-persons institutions) and non institutional settings (juvenile service Bureau, adoptions and foster-care).

Application of Social Work interventions with under - trials, prisoners, rehabilitation of prisoners, work with families of prisoners, work with victims of crime. .

Social Work measures with the Police, the Judiciary and prison staff - Job stress, burnout and other issues. **(12 hours)**

References

1. Alan Vand, K. Criminal Justice System - Readings.
2. Bedi Kiran: (1998). Its Always Possible, Sterling.
3. Faax Vernon. Introduction to Corrections.
4. Glasser, D. Criminology.
5. Hawkes, L. Corrections - Science and Art.
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9. Tappan Paul, W. Contemporary Corrections.