

**Scheme and Syllabus for Career related First Degree
Programme under CBCS System – 2 (b)
in Affiliated Colleges**

2019 Admission Onwards

(BACHELOR OF SOCIAL WORK)

		Do	
		Do One Month	
4. Field Practicum 4----Field Work (Community) – Semester IV			
5. Field Practicum 5-----Agency based concurrent field work – Semester V			
6. Field Practicum 6-----Block field work – Semester VI			
* Total number of core courses – 19 + 6 = 25			
Complementary course	4	20	12
Elective course	2	12	8
Project	1	4	4
Total	37	150	120

Field work hours

<u>Semester</u>	<u>Nature of FW</u>	<u>Distribution of hours</u>					Total
		Actual working hours	Individual conference	Group conference	Orientation classes	Pilot study	
I	Exposure visits – 5 Social Work Agencies	7 hours for one visit (7x5=35)	-	8 hours	2 hours	-	45 hours
II	Rural camp- 1 week	8 hours a day (8x7=56)	-	20 hours	10 hours	35 hours	121 hours
III	Field Work – Community 25 days	7 hours a day (6x25=150)	28 hours	6 hours	2 hours	-	186 hours
IV	Field Work – Community 25 days	7 hours a day (6x25=150)	28 hours	6 hours	2 hours	-	186 hours

6 hours a
day
(6x25=150)

28 hours

6 hours

2 hours

-

**186
hours**

V Agency
based
concurrent
field work
25 days

VI Block field 8 hours a 28 hours 6 hours 2 hours - 276
work day hours
30 days (8x30=240)

**Total hours 781 112 52 20 35 1000
hours**

Further details furnished below.

Language

Sl. No.	Courses	Semester	Credits	Hours/Week
1	English	I	2	3
2	English	II	2	3
Total			4	6

Open Course

Sl. No.	Courses	Semester	Credits	Hours/Week
1	Open course- Professional Social Work	V	2	3
Total			2	3

Foundation Course

Sl. No.	Courses	Semester	Credits	Hours/Week
1	Introduction to Social Work	I	2	3
2	Working with Individuals	II	3	5
Total			5	8

Core Course

Sl. No	Courses	Semester	Credits	Hours/Week
1	Skill Development for Social Work Practice	I	4	6
2	Human Growth and Development	I	3	5
3	Field Practicum	I	1	1 day/ Fortnight (45 hours)
4	Working with Groups	II	3	5
5	Environmental Studies	II	4	5
6	Field Practicum-2	II	1	One Week (121 hours)
7	Social Legislation	III	4	5
8	Working with Community and Social Action	III	4	5
9	Geriatric Social Work	III	4	5
10	Social Work Administration	III	3	5
11	Field Practicum- 3	III	4	One day / Week -25 days (186 hours)
12	Health Care and Health Administration	IV	4	5
13	Urban Planning and Development	IV	4	6
14	Social Work Research	IV	4	6
15	Statistics for Social Work	IV	3	5
16	Field Practicum - 4	IV	4	One day/Week – 25 days (186 hours)
17	Rural Community Development	V	4	6
18	Disaster Management	V	4	6
19	Theory and Practice of Counselling	V	4	6
20	Field Practicum - 5	V	4	One day / Week - 25 days (186 hours)
21	Planning Social Projects	VI	4	6
22	Social Work with Differently Abled	VI	3	5
23	Social Work Practice with Family and Children	VI	3	5
24	Field Practicum - 6	VI	4	30 days/One month

			(276 hours)
		85	97 (Other than field work)
	Total		

Complementary Course

Sl. No.	Courses	Semester	Credits	Hours/Week
1	Sociology for Social Work	I	3	5
2	Psychology for Social Work	II	3	5
3	Economics for Social Work	III	3	5
4	Management for Social Work	IV	3	5
Total			12	20

Elective Course

Sl. No.	Courses	Semester	Credits	Hours/Week
1	A. Gender & Development Or B. Tribal Welfare and Administration	V	4	6
2	A. Social Work Practice in Correctional Setting Or B. National Service Scheme	VI	4	6
Total			8	12

Project (Core)

Core Project	Semester	Credits	Hours/Week
	VI	4	4

University of Kerala

Scheme and Syllabus for Bachelor of Social Work (BSW) Semester I

Sl. No.	Course Code	Course Title	Type of Course	Credits	Instruction of hr/Week
1	EN1111	English	Language	2	3
2	SW1121	Introduction to Social Work	Foundation	2	3
3	SW1131	Sociology for Social Work	Complementary	3	5
4	SW1141	Skill Development for Social Work Practice	Core	4	6
5	SW1142	Human Growth and Development	Core	3	5
6	SW1143	Field Practicum - 1	Core	1	One Day/ Fortnight (45 hours)
Total				15	22

Semester II

Sl. No.	Course Code	Course Title	Type of Course	Credits	Instruction of hr/Week
7	EN1211	English	Language	2	3
8	SW1221	Working with Individuals	Foundation	3	5
9	SW1231	Psychology for Social Work	Complementary	3	5
10	SW1241	Working with Groups	Core	3	5
11	SW1242	Environmental Studies	Core	4	5
12	SW1243	Field Practicum - 2	Core	1	One Week (121 hours)
Total				16	23

Semester III

Sl. No.	Course Code	Course Title	Type of Course	Credits	Instruction of hr/Week
13	SW1331	Economics for Social Work	Complementary	3	5
14	SW1341	Social Legislation	Core	4	5
15	SW1342	Working with Community and Social Action	Core	4	5
16	SW1343	Geriatric Social Work	Core	4	5
17	SW1344	Social Work Administration	Core	3	5
18	SW1345	Field Practicum - 3	Core	4	One Day/ Week (186 hours)
Total				22	25

Semester IV

Sl. No.	Course Code	Course Title	Type of Course	Credits	Instruction of hr/Week
19	SW1431	Management for Social Work	Complementary	3	5
20	SW1441	Health Care and Health Administration	Core	3	5
21	SW1442	Urban Planning and Development	Core	4	6
22	SW1443	Social Work Research	Core	3	6
23	SW1444	Statistics for Social Work	Core	3	5
24	SW1445	Field Practicum - 4	Core	4	One day/ Week (186 hours)
Total				20	27

Semester V

Sl. No.	Course Code	Course Title	Type of Course	Credits	Instruction of hr/Week
25	SW1551	Open Course- Professional Social Work	Open	2	3
26	SW1541	Rural Community Development	Core	4	6
27	SW1542	Disaster Management	Core	3	6
28	SW1561	A. Gender and Development or B. Tribal Welfare Administration	Elective	4	6
29	SW1543	Theory and Practice of Counselling	Core	4	6
30	SW1544	Field Practicum - 5	Core	4	25 days
Total				19	(186 hours) 27

Semester VI

Sl. No.	Course Code	Course Title	Type of Course	Credits	Instruction of hr/Week
31	SW1641	Planning Social Projects	Core	4	6
32	SW1642	Social Work with Differently Abled	Core	3	5
33	SW1643	Social Work Practice with Family and Children	Core	3	5

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A. Social Work Practice in Correctional Setting Or B. National Service Scheme	Elective	4	5
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34	SW1661				
35	SW1644	Field Practicum - 6	Core	4	30 days/ One month (276 hours)
Total				18	21

Project (Group)

36	SW1645	Project (group)	Core	4	4
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Detailed syllabus semester-wise

Semester - 1

Semester: 1

Foundation Course: 1

Credit: 2 Hrs/Week: 3

2. INTRODUCTION TO SOCIAL WORK

Objectives

- To understand the history of Social Work Profession in India and abroad
- To understand the basic values and principles of Social Work Profession
- To understand the basic concepts relevant to Social Work Practice.

Module I-Social Work

- Meaning, Definitions and Characteristics
- Basic Assumptions, Objectives
- Functions: Preventive, Curative, Restorative / Rehabilitative and Developmental Functions

- Methods: Primary and Secondary
- Fields: Health, Correctional, Community Development, Industries, Vulnerable Communities (Children, Women, Youth, Elderly)

Module II- Social Work and Related Concepts

- Meaning and Definition: Social Service, Social Welfare, Social Justice, , Social Security, Social Policy, Social Defense
- Social movement, Social Reform, Social Development, voluntarism
- Social Legislation, Human Rights

Module III Historical Evolution of Social Work

- Development of Professional Social Work –UK: Scientific charity, Elizabethan poor law, settlement house movement, Charity Organization Society, William Beveridge report, YMCA
- USA, India: ancient, medieval, modern,
- Social Work Education

Module IV Philosophy and Values of Social Work

- Religious Ideologies: Hinduism, Christianity, Islam and Buddhism

- Other Ideologies: Rationalism, Humanism, Liberalism and Secularism
- Basic Values of Social Work : Humanitarian, Democratic Values
- Principles of Social Work.

Module V Social work as a Profession

- Profession-: Meaning, Characteristic: Body of Knowledge, system of imparting knowledge,
- Professional Associations, Sanctions , Skills, Code of Ethics-NASW

References

1. Zastrow Introduction to social work and social welfare, The Dorsey Press. 1996
2. Misra P.D. Social Work: Philosophy and Methods, Inter-India Publications. 1994,
3. Desai Murli ideologies and social work Historical and Contemporary Analyses, Hyderabad: Rawat Publication, 2010.
4. Chowdhary, Paul D. Introduction to Social Work; history, concept, methods and fields, Atma Ram & Sons. 1984
5. Friedlander, Walter A. Concepts and Methods of Social Work, Prentice Hall of India Private Limited. 1964
6. Wadia A.R. History and philosophy of social work in India, Allied Pacific Private Limited. 1961

7. Zastrow H Charles, The Practice of Social Work, Brooks/Cole publishing company, USA, 1999, 6th edn.
8. Dubois, Brenda and Karla Krogsrud Miley. Social Work An Empowering Profession. Boston: Allyn and Bacon, 2002.

Semester: 1

Complementary: 1

Credits 3 Hrs 5

3. SOCIOLOGY FOR SOCIAL WORK

Objectives

- To provide a sociological perspective for effective Social Work practice
- To familiarise with various Sociological concepts, social institutions and its use in Social Work Profession

Module I- Sociology

- Sociology: Meaning and Definition
- Nature and Scope of Sociology

Module II- Sociological Concepts

- Society: Meaning, Definition and Features
- Community: Definition, Characteristics and Types of Community
- Association : Definition and Characteristics
- Institution: Definition and Characteristics
- Culture: Definition, Characteristics -Cultural Traits, Types and Cultural Lag

Module III- Social Institutions

- Family: Definition, Characteristics, Functions and Types -Nuclear, Joint and Extended - Family Disorganization
- Marriage: Definition, Functions and Types -Monogamy, Polygamy Polyandry and Polygyny, Exogamy, Endogamy and Same Sex Marriage
- Religion and Caste: Definition and Meaning
- Education: Meaning, Definition and Types- Formal, Informal, Non- formal Education.

Module IV-Socialisation

- Meaning and Definition
- Process of Socialization: Imitation, Suggestion, Identification and Language

- Agencies of Socialization: Family, School, Peer Group, Religion and State

Module V- Application of Social Theories in Social Work

- Importance of Sociology in Practice of Social Work,
- Application of Social Theories in Social Work - Examples -Looking glass Theory of Self- C H Cooley
- Ecological Systems Theory- Urie Bronfenbrenner,

References

1. Ghurye . G. S., Caste, Class and Occupation, Popular Book Depot, Bombay 1961 (Revised Edn. Caste and Race in India).
2. Gouldner Alvyn W. Gouldner Helen P., Modern Sociology; An introduction to the Study of Human Interaction, Hacourt Brace and world. New York, 1963
3. Kapadia K. M. – Marriage and Family in India, Oxford University Press, London, 1957.
4. Jain PC – Social Movements among Tribals, New Delhi. 1991
5. Pandey , A.K – Tribal Society in India, New Delhi. 1997
6. Sharma S – Social Movements of Social Change. New Delhi. 1985
7. Srinivas, M.N – Village, Caste, Gender and Method (Essay in Indian Social Anthropology), New Delhi. 1996
8. Jeffrey c Alexander & Kenneth Thompson, Sociology, Paradigm Publications
9. Francis Abraham, Sociological thought
10. Ram Ahuja , Society in India
11. M N Srinivas, Indian Social structure
12. SC Dube, Indian society

13. Ram Ahuja , Indian social systems
14. Francis Abraham : Contemporary Sociology (Oxford publication)

Semester: 1

Core Course: 1

Credits 3 Hrs 5

4. SKILL DEVELOPMENT FOR SOCIAL WORK PRACTICE

Objectives

- To equip the students with social work skills

- To enable the students to acquire the skills of applying the life skills in the field of social work
- To generate, knowledge, attitude and practice in various skills for social workers.

Module I - Life Skills

- Definition, Importance of Life Skills, Application of life skills in Social Work practice
- Intra- Personal (skills related to self): Self awareness: SWOT analysis, Managing emotions – understanding emotions, managing emotions, Coping with stress: stressors, techniques to cope with stress
- Interpersonal skills (skills related to others): Empathy- Meaning, related aspects (relationship, knowing self and others, social sensitivity); Effective communication, characteristics, techniques to make communication effective- effective communication skills:
- Attending, observation (body language), Listening; Interpersonal Relationship: Assertive skills - Handling negative peer pressure, building positive relationships

Module II- Decision Making Skills

- Critical Thinking – Rational and Unbiased view, Creative thinking- Being flexible & exploring options. Decision Making & Problem Solving – Model for Decision making - Negotiation skills - Handling stigma & discrimination. Developing a life skills education programme- guidelines

Module III- Direct Social Work Practice Skills

- Client engagement: Maintaining client information, Documenting, agreements with clients,
- Therapeutic interview/ client interview: meaning, physical arrangements, probing, synthesizing, things to be avoided in therapeutic interview
- Engaging with groups: programmes (Group activities) and its importance in Group Work, Ice breaking games objectives, administering programmes (group activities) for children, youth and the aged

Module IV- Macro Practice Skills

- Public speaking, guidelines, body language
- Making effective presentations: tips to develop contents, designing the presentations (Power point, charts, and posters), tips to make oral presentation effective- poise, modulations
 - Documenting: Information Education and Communication (IEC) material development, Training module development, Video production, brochure designing
 - Reporting: types, formats, Elements of effective reports

Module V- Entrepreneurial Skills

- Entrepreneurship: Meaning, definition and characteristics
- Skills for entrepreneurship: Innovation; innovative thinking, generating innovative ideas, selling your ideas (Presenting creative ideas with a difference); change orientation- Understanding changing business environment, analyzing social needs and proposing solutions; Developing vision for entrepreneurship (linking business with social needs); Risk management; Persistency

Activity 1: add making using captions

Activity 2: add making (film)

References:

1. http://nptel.ac.in/courses/122106032/Pdf/7_4.pdf
2. Clements Phil. 1998. Be positive. Kogam Page India Pvt. Ltd. New Delhi.
3. Gupta Seema. 2001. Etiquette and Manners. Pustak Mahal. Delhi.
4. Lindenfield Gael. 1997. Assert Your-self. Harper Collins Publishers India Pvt. Ltd. New Delhi.
5. Maheswari G.D.2000. Complete Guide to Career Planning. S. Chand & Company Ltd. New Delhi.
6. McGrath E.H. 1997. Training for Life and Leadership in Industry. Prentice Hall of India Pvt. Ltd. New Delhi.
7. Nelson, Richards & Jones. 1990. Human Relationship Skills. Better yourself Books. Mumbai.
8. Pestonjee D.M. 1999. Stress and Coping. 2nd Edition. Sage Publications Ltd. New Delhi.
9. Sing, Dalip. 2006. Emotional Intelligence at work. 3rd Edition. Response Books. New Delhi.

10. Stogdon, chris & Robin, Kiteley. 2010. Study Skills for Social Workers. Sage Publications Ltd. New Delhi.
11. Sudha, Datar. 2010. Skill Training for Social Workers. Sage Publications Ltd. New Delhi.
12. Vas S.R. Luis. 2001. Discover the power of your Inner Self. Better Yourself Books. Mumbai.

Semester: 1

Core Course: 2

Credits 4 Hrs 6

5. HUMAN GROWTH AND DEVELOPMENT

Objectives:

- To provide the students an understanding of the physical, psychological & Social changes of various developmental stages
- To enable them to identify problems and hazards of developmental stages

Module I- Development Psychology

- Development Psychology: Definition, Meaning and Scope.
- Human Growth and Development : Definition- Characteristics of Development - Role of Heredity & Environment, Maturation and Learning

- Rober J Havighurst's Theory of Developmental Tasks

Module II- Dimensions of Development

- Bio-psychosocial Dimensions of Development
- Pregnancy and Prenatal : Characteristics, Developmental Tasks, Bio- psychosocial Changes and Hazards

Module III- Childhood Development

- Infancy, Babyhood : Characteristics, developmental tasks, bio-psychosocial changes, hazards
- Childhood (Early and Late) - Characteristics, developmental tasks, bio-psychosocial changes, hazards

Module IV- Adulthood Development

- Puberty and Adolescence - Characteristics, developmental tasks, bio- psychosocial changes, hazards
- Adulthood - Characteristics, developmental tasks, bio- psychosocial changes, hazards

Module V - Middle Age and Old Age

- Middle Age - Characteristics, developmental tasks, bio- psychosocial changes, hazards
- Old age - Characteristics, developmental tasks, bio- psychosocial changes, hazards

Reference:

1. Rajammal P Devadas : A Text Book on Child development
2. Elizabeth B Hurlock : Developmental Psychology-a life span approach, Tata McGraw-Hill Publishing Co. Ltd. New Delhi, 1996
3. Berk Laura E : Development Through the Lifespan, Allyn and Bacon, London, 1998.
4. Siegelmann & Shaffer: Life Span Human Development

5. Rider, Elizabeth : Life Span Human Development
6. McConnel : Understanding Human Behaviour
 7. Kastenbaum: Humans Developing: Life Span Perspective
8. Zastrow, Kirst, Ashman: Understanding Human Behaviour & the Social Environment
9. Newman & Newman: Development through Life
 10. Ashford, Lecroy & Jose: Human behaviour in Social Environment
11. Zastrow H Charles, The Practice of Social Work, Brooks/Cole publishing company, USA, 1999, 6th edn.

Semester: 2
Foundation Course: 2
Credits 3 Hrs 5

8. WORKING WITH INDIVIDUALS

Objectives:

- To provide an understanding of the basic concepts of Social Case Work
- To acquaint students with the process of Social Case Work
- To develop in students the necessary attitude and skills to practice Social Case Work

Module I- Social Case Work

- Social Case Work – Concept, Meaning, Definition, Objectives,
- Principles, Basic Assumptions, Contribution of Mary Richmond

Module II - Process of Social Case Work

- **Definition & Meaning:** Rapport , Client/Service User, Case Worker, Therapeutic Interviewing, Case Study and Shadowing
- **Components** -Person, Problem, Place and Process
- **Tools** – Listening, Observation, Interview, Home Visit, Relationship
- **Case Work Process** – Intake, Study, Diagnosis, Treatment, Evaluation & Termination and Follow up
- **Case Work Relationship** – Nature, Establishment, Maintenance, Termination, Transference & Counter transference

Module III- Case Work Practice Models

- Problem Solving Model, System Model, Ecological Model,
- Strengths based Model and Resilience Model

Module IV- Case Work Recording

- **Recording:** Importance / Types - Verbatim, Narrative, Condensed, Analytical & Summary Records,

Module V- Skills for working with individuals

- Preparing and familiarizing with intake form
- physical arrangements
- Creating ambience
- Verbal and non-verbal communication skills
- Working with individuals in hospitals, schools, Case study Shadowing and family

References

1. Grace Mathew, An introduction to social case work, Tata Institute of Social Sciences, 1992
2. Misra P.D – Social work – Philosophy and Methods – Inter India Publications
3. Richmond, M. (1917). Social Diagnosis.
4. Gordon Hamilton - Theory and practice and Practice of Social Casework. Columbia University Press, London, 1964
5. Friedlander W.A.- Concepts and Methods of Social Case Work, Prentice Hall, 1964.
6. Hamilton Gordon - Principles of Social Case Recording, Columbia University Press, London, 1965
7. Retna Parki – Case Work practices in India , TISS

Semester: 2

Complementary: 2

Credit: 3 Hrs/Week: 5

9. PSYCHOLOGY FOR SOCIAL WORK

Objectives:

- To enable to understand the human behavior, emotions, feelings and attitudes

- To give an understanding of the basic concepts of psychology and its application in social work
- To provide basic awareness about psychiatric disorders

Module 1- Introducing Psychology:

- Psychology: Definition, Meaning, Nature and Scope
- Origin and development of Psychology

Module II- Basic Psychological Concepts

- Perception: Meaning and Definition
- Learning: Meaning and Definition –Classical Conditioning and Operant Conditioning
- Memory : Meaning, Definition and Types
- Cognition: Meaning and Definition
- Motivation: Meaning and Definition-Maslow’s Hierarchy of Needs
- Emotion: Types- Primary and Secondary Emotions and Components of Emotions
- Cognitive : Physiological and Behavioral Components
- Attitudes : Meaning and Definition
- Intelligence : Meaning and Definition –Concept of IQ –Multiple Intelligence

Module III- Personality

- Concept of Personality : Meaning and Factors Affecting Personality
- Theories of Personality:
- Biological: Psychodynamic- Freud
- Psycho Social Theory : Erik Erikson

- Behavioral : Skinner, Pavlov and Bandura
- Humanistic: Roger and Adler
- Trait theory : Allport, Myers Type of Personality

Module IV- Social Psychology

- Social Psychology: Definition, Meaning
- Concepts: Social Attitude, Social Perception, Morale, Prejudice, Social Cognition
- Group Behaviour: Public Opinion, Rumours, Propaganda; Crowd, Mob and Audience
- Leadership: Definition, Styles and Theories-Contingency, Path- Goal Theory and Trait Theory

Module V- Application of Psychology in Social Work

- Relevance of Psychology in Social Work
- Application of Psychology in Social Work (Social Case Work: Assessment, Diagnosis, Treatment; Social Group Work: Group Dynamics, Conflict Resolution).

Reference:

1. Morgan Clifford: Introduction to Psychology, McGraw - Hill BookCo., New York, 1986
2. Munn Norman L: Introduction to Psychology, Houghton MifflinCo.Bos,New York, 1969
3. Krech David &Cruchfield Richard S :Elements of Psychology, A Briefer Course, Alfred Knopf,New York,1970.
4. Elizabeth B.Hurlock: Developmental psychology, Tata McGraw-Hill.Ltd, New Delhi. 1996
5. Elkind David: Children and adolescents:, Oxford University Press, New York, 197
6. Hoffiman Lois, Paris Scott: Developmental psychology, McGraw-Hill Inc,New York. 1994.
7. S. K Mangal- Abnormal Psychology

Semester: 2

Core Course: 4

Credits: 4 Hrs/Week: 5

10. WORKING WITH GROUPS

Objectives:

- To provide an understanding of the basic concepts of social group work
- To familiarize themselves with group formation, group work process and evaluation
- To enable them to acquire the ability of analyzing the problems of groups

Module 1 – Introduction to Groups

- Group: Definition, , Characteristics and Types of Groups – In group, Out group; Primary, Secondary and Reference Group,
- Purpose of Groups, Advantages and Disadvantages of Groups

Module 2 - Group Development and Group Processes

- Stages of Group Development : Forming Storming, Norming and Performing
- Group Processes : Meaning, Communication and Interaction Patterns – Acceptance, Isolation and Rejection
- Group Dynamics : Sub Groups, Cliques – Diads, Triads
- Group Cohesion
- Group Structure : Role, Status, Leadership
- Group Control : Norms, Conflict and Control
- Assessing Group Interaction : Sociogram and Sociometry

Module 3 –Introduction to Social Group Work

- Social Group Work: Definition, Objectives/Purpose , Values of Group Work and Principles of Group Work
- Historical Development of Group Work
- Types of Groups in Social Group Work: Treatment, Task Oriented, Developmental, Recreational, Educational, Training and Therapeutic
- Ethical Considerations in Group Work

Module 4 –Social Group Work Process

- Phases of Group Work Process : Planning (size, duration), Beginning Phase, Middle Phase, Termination Phase
- Processes of Social Group Work : Intake, , Assessment, Goal Setting, Planning Intervention, Evaluation, Termination and Follow up
- Models of Group Work: Social Goal Model, Remedial Model, Reciprocal Model.

Module 5 – Skill Training for Working with Groups

- Recruiting members
- Arranging Meetings – Physical Setting, Creating Ambience, Preparing Checklist
- Assessment Skills
- Progressive Planning of Sessions and Setting, Objectives for each Session, Preparing Agenda
- Facilitating Group Interaction – Negotiation, Mediation, Confrontation
- Closure Skills: Evaluation and Termination

- Group Work Recording – Types of Recording- Narrative, Verbatim, Summary, Using audio Video Devices for Recording and Transcribing

References

1. Konpka, G. (1983). *Social Group Work: A Helping Process*. Englewood Cliffe, N J: Prentice Hall.
2. Siddiqui, H Y. (2008). *Group Work: Theories and Practice*. Jaipur:Rawat Publications.
3. Zastrow, C. (2006). *Social Work with Group: A Comprehensive Work Book*. Belmont, CA: Thomson/Brooks/Cole.

Semester: II

Core Course: 5

Credit – 4 5 HRS

11. ENVIRONMENTAL STUDIES

Objectives:

- To enable the students to acquire knowledge about environment
- To enable them to contribute towards maintaining and improving the quality of the environment

Module I- Environment

- **Environmental studies:** - Meaning, Definition, Scope & Importance
- **Natural resources:** - Renewable & Non renewable resources / Forest, Water, Mineral, Food, Energy & Land Resources: - Use, Exploitation, Changes, Benefits and Conflicts
- **Role of an individual in conservation of natural resources** / equitable use of resources for sustainable life styles. (16 Hrs)

Module II- Ecosystem

- **Ecosystem:** - Concept, Structure, Functions, Producers, Consumers & Decomposers / **Energy flow / Ecological succession / Food chains, Food webs & Ecological pyramids**
- **Forest ecosystem / Green land ecosystem, Desert ecosystem / Aquatic ecosystem.** (16 Hrs)

Module III- Bio Diversity

- **Bio diversity and its Conservation:** - Introduction, Definition, Threats, In-situ and Ex-sit conservation of bio diversity Eco System Diversity /
- **Value of biodiversity / Social, Ethical, Aesthetic & Option values** at global, national and local levels. (16 Hrs)

Module I- Social Issues and Environment

- **Social issues and Environment:-** From Unsustainable to Sustainable development / **Urban problems related to energy**
- **Environmental pollution:-** Definition, Causes & Effects / **Air, Water, Soil, Marine & Noise pollution, Thermal and Nuclear hazards:-** Prevention and control measures
- **Solid waste management:-** Meaning & Importance / **Water conservation / Rain water harvesting / Watershed management / Resettlement and rehabilitation of people:-** Problems, Concerns, Case studies. (25 Hrs)

Module V - Environmental Ethics

- **Environmental ethics:-** Issues & possible solutions
- **Climate change / Global warming / Acid rain / Ozone layer depletion / Nuclear accidents and holocaust:-** Meaning & Case studies / **Waste land reclamation / Consumerism & waste products /**
- **Environment protection Act (Prevention & control of pollution) & Forest conservation Act -** Salient features (17 Hrs)

Books recommended

1. Introduction to Environmental Economics – Nick Hanley et al – Oxford
2. Ecology and Economics – Ramprasad Sengupta – Oxford
3. Environmental Economics – an Indian perspective – Rabindra N Bhattaria – Oxford
4. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt Ltd, Ahmadabad
5. Brunner RC, 1989, Hazardous Waste Incineration. McGraw Hill Inc.
6. Jadhav H & Bhosale, VM 1995. Environmental Protection and Laws. Himalaya Publishing House, New Delhi.
7. Mhaskar AK, Matter Hazardous, Techno-Science Publication (TB)
8. Miller TG, Jr. Environmental Science Wadsworth Publishing Co. (TB)
9. Survey of the Environment, The Hindu (M)

Complementary Course: 3

Credits: 3 Hrs/Week: 5

13. ECONOMICS FOR SOCIAL WORK PRACTICE

Objectives

1. To introduce basic economic concepts and principles applicable in Social Work Practice
2. To enable them to identify and analyze economic problems with a Social Work perspective

Module 1 -Introduction to Economics

- Definition
- Fundamental Economic Concepts
- The central economic problem – scarcity and choice
- Factors of Production – Land Labour Capital and Organisation
- Economic Systems
- Economic Institutions
- Subject Matter of Economics – Micro and Macro Economics
- Importance of study of economics for social work

Module 2- Theory of Demand and Supply

- The concept of utility
- Demand: demand function, law of demand, elasticity of demand
- Production and production functions
- Supply and the determinants of supply, Law of supply, elasticity of supply

Module 3- Basic Economic Systems

- Meaning ,definition, merits and demerits – Capitalism, Socialism, mixed economy
- Liberalization, privatization and globalization

Module 4- National Income

- National Income – meaning and concepts
- Use of national income accounting
- Important National income aggregates – GDP, GNP, NDP, NNP
- Measurement of National Income, Per capita Income

Module 5 -Developmental Economics

- Economic Growth and economic development
- Sustainable Development
- Underdevelopment, Obstacles of economic development
- Indicators of Human Development
 - PQLI & HDI – Components and calculation
- AmartyaSen’s Capability approach
- Basic Features of Indian and Kerala Economy, Kerala Model of Development

Reference

1. Ackerman Frank (ed.) – Human Wellbeing and Economic Gains, Washington DC. 1997
2. Aggarwal, Ashish – GATT and Developing Countries. New Delhi. 1994
3. Batra G.S; Narinder Kaur – GATT and Implications of Dunkel Proposal, New Delhi. 1994
4. Carse Robert, Vijay Joshy (ed.) – The Future of Economic Reforms, New Delhi. 1995
5. Chakraborty, Binal – The UN and the Third World Shifting Paradigm, New Delhi. 1996
6. Rugman Alan – The End of Globalisation, London
7. Sen – Development as Freedom. 2000.
8. Ruddar Datt & K.P.M. Sundharam- Indian Economy. 2011.

Semester: III

Core Course: 6

Credit: 4 Hrs/Week: 5

14. SOCIAL LEGISLATION

Objectives

- To provide an overview of social legislation and familiarise students with pertinent legislations.
- To educate the students about the existing judicial system & functioning.
- To provide an insight into legal literacy
- To create awareness about legal services authority and laws relating to women and children

Module I- Social Legislation

- Social legislation: **meaning** , scope, definition,
- Related concepts: Social justice, Social protection, Social change, Social defence
- **Indian Constitution:** Salient features of Indian constitution – preamble, fundamental rights, Fundamental Duties, directive principles of state policy, right to constitutional remedies.

Module II- Types of Law:

- Civil and criminal laws
- Personal laws: Special marriage act, Indian divorce act, Indian succession act, family court act

Module III- Legal Literacy:

- Awareness about legal proceedings
- Arrest Warrant , FIR, Summons, bail , anticipatory bail ,charge sheet ,legal Rights of arrested persons, police custody , Judicial Custody , legal aid clinic
- PIL(public interest litigation),
- IPR(intellectual property right),
- RTI(Right to Information Act)
- Vigilance and anti corruption law-ombudsman and lokayuktha, lok adalath

Module IV- Legal Services Authorities

- **Legal Services Authorities** NALSA, KELSA,DLSA –Structure and functions
- **Various commissions** :NHRC,NWC,NCPCR
- **Laws relating to women:** protection of women from domestic violence act ,2005,The sexual harassment of women at work place 2013, dowry prohibition act 2005, Medical termination of pregnancy TP act
- **Laws relating to children:** POCSO Act, juvenile justice act 1986 child labour prohibition and regulation act 1986
- **Laws relating to environment:** forest right act ,
- consumer protection

Module V- Judicial Systems

- **ORGANS of administration:** Legislative, executive Judiciary
- Process of framing legislation in legislative assemblies and parliaments

- Types of Courts :**Civil courts** :Municipal court I, Sub-court,district court , High court and Supreme court
- **Criminal courts** :Magistrate court , Sub-court, Sessions court , High court and Supreme court

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1. Gangrade, K.D. Social Legislations in India. Delhi: Concept Publishing Company, 1978.
2. Baxi, U., The State and Human Rights Movements in India, Sage, New Delhi, 1998
3. Manohar S, The Indian Judiciary and Human Rights, Butterworths, New Delhi, 2000
4. Parasuraman S.K.R, G & Fernandez B, Institutional Context: Socio Cultural., Books for Change, Bangalore 2003
5. Singh S. D, Socioeconomic disparities and violation of Human Rights in India: Problems and Perspectives, Deep and Deep, New Delhi, 2001
6. Government of India: The Constitution of India.
7. Bare Acts.
8. Kulkarni P.D: Social Policy and Social Development in India, Association of School of Social Work in India, Madras, 1979
9. Indian Government : The Constitution of India, Government of India Press, New Delhi, 1960

Semester: 3
Core Course: 7
Credit: 4 Hrs/Week: 5

15. WORKING WITH COMMUNITY AND SOCIAL ACTION

Objectives

- To enable students to understand the elements of community organization practice
- To appreciate the multiplicity of skills required for a community organizer
- To familiarize with skills in Social Action.

Module 1 – Community Organisation

- Community: Concepts and Types –Urban, Rural, Tribal, Maritime
- Community Organization :Meaning, Definition, Objectives, Purposes, Assumptions & Principles
- Distinction between Community Organization & Community Development

Module 2 –Community Organisation as a Method

- Phases of Community Organization: study, Analysis, Assessment, Discussion, Organization, Action Evaluation, Modification, and Continuation..

Module 3 – Models of Community Organization

- Social Planning,
- Locality Development Model and
- Social Action Model

Module 4 – Skills & Roles

- Participatory Methods of Need Assessment-PRA: Meaning, Definition, Key Tenets & Techniques ,PLA: Meaning, Definition & Tools
- Skills: Foundation Skills for Social Work –Rapport Building, Identification of Needs, Resource Mobilization, Programme Planning, Program Management.
- Roles of Community Organizer- Guide, Enabler, Expert , Therapist, Animator, Counselor, Educator, Facilitator, Innovator, Model, Motivator, Collaborator.

Module 5 - Social Action

- Definition, Objectives, Principles & Skills
- Strategies suggested: Collaboration, Competition, Confrontation,
- Social Action Movements in India`

Reference:

- 1 Ross Murray, G., (1985). Community Organization: Theory and Principles. New York: Harper and Row Pub.
- 2 Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.
- 3 Cox M. F. & Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers
- 4 Jack Rothman and others (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition

Semester: 3
Core Course: 8
Credit: 3 Hrs/Week: 5

16. GERIATRIC SOCIAL WORK

Objectives:

- To understand the concepts related to Social Gerontology
- To familiarise with perspectives in gerontology and geriatric social work.
- To enable the students to intervene the problems of elderly
- To make the students to aware about the programmes for the welfare of elderly

Module 1- Social Gerontology

- Social Gerontology: Meaning, Definition, Characteristics
- Basic Concepts : Elderly, Old Age, Ageing, Ageism, and Senior Citizens
- Nature : Physical, Social and Emotional aspects of Ageing
- Demographic Characteristics of Ageing in India and Kerala

Module II- Problems of Ageing

- Soci-Economic Problems: Family Living , Retirement and Dependency
- Psychological Problems : Isolation, Alienation, Depression, Social Insecurity, Maladjustment, fear of death, lack of love and affection
- Cultural Problems : Changing Cultural Practices, Values and Morals
- Health Problems: Physical Impairment, age related morbidity patterns
- Elderly Abuse : Exploitation, Inequality

Module III- Geriatric Social Work

- Geriatrics : Meaning and Definition, Need and Significance
- Social Dimensions of Geriatric Care
- Role of Social Worker in the geriatric care for elderly.
- Agencies of Geriatric care: Govt, NGOs, Voluntary Organizations
- Components of family assessment-Providing solutions to - care - giver burden common problems addressed in psychotherapy, with the elderly.

Module IV- Perspectives on Ageing

- Biological Theories of Ageing: Immunization Theory, mutation theory, Age Clock Theory
- Social Theories of Ageing: Disengagement and Activity Theories, and Dependency Theory
- Psychological Theories of Ageing: Theory of Loneliness and Isolation and theory of Alienation

Module V- Programmes and Policies for Elderly

- Programmes for Elderly : Annapoorna, Anthyothaya
- Old Age Policies: NPOP, National Old Age Pension Scheme
- Social and vocational rehabilitation Policy, programme and services available for elderly
- Community based programmes.

References

1. Chowdhari Paul: Ageing and the Aged, New Delhi, 1992.
2. Dandekar Kumudini: Elderly in India, New Delhi, 1986.
3. Desai KG : Ageing in India, Bombay 1982.
4. Kahandpur KL, Senior Citizens in India, Bombay, 1992
5. Nair TK: Community Care of the Elderly: a study of Family and community Based Services in Madars, Ramana KV, Visakhapatanam
6. Manikkarasa Devakumar & Ninan Kurian: Dementia in Developing World, Alzheimer's & Related Disorders Society of India, Kunnamkulam, 1998
7. Bellak Leopold: Geriatric Psychiatry .A handbook for psychiatrics and Primary
8. Karasu Toksoz B : Care Physicians.
9. Chowdhary Paul D: Aging and Aged: A source Book
10. Cox Enid O: Empowerment Oriented Social work
11. Parsons Ruth J : Practice with the Elderly

Semester: 3
Core Course: 9
Credit: 3 Hrs/Week: 5

17. SOCIAL WORK ADMINISTRATION

Objectives:

- To acquire knowledge and skills to administer the HSO
- To become informed about the different kinds of social welfare programme available at the governmental and NGO levels for clients to take advantage of;
- To become familiar with the legislation covering different aspects of HSO functioning;
- To become familiar with the process of initiating social service programmes;
- Being able to formulate the different policy documents concerning the functioning of the HSO and preparing reports to the different stakeholders.

Module 1 - Administration

- Administration –Meaning, Definition, Types and Scope.
- Social Welfare Administration
- Social Work Administration, Human Service Organization
- Principles of Human Service Administration
- Functions of Social Work Administration.
- Social Welfare Administration; as a Method of Social Work

Module II- Administrative Process

- Planning-Definition, Importance, Steps in Planning, Types and Limitations of Planning
- Organising- Definition, Importance, Principles, and Steps.
- Staffing-Definition, Importance, Steps
- Directing-Definition, Importance and Elements of Direction – Supervision, Motivation, Leadership, Communication
- Co-ordinating- Definition, Importance, Principles, Steps and Techniques
- Reporting: Definition, Importance, Principles, Types and Steps
- Budgeting. Definition, Importance, Sources of Budget, Principles and Types.

Module III- Registration of Organisations

- Registration of Organizations: Advantages of Registering, Acts for Registering Organizations-Society, Trust, Company's Act, Cooperatives Act. Registration under Societies Registration Act
- Drawing up of MoA-Constitution and Bye-laws of HSO. - Board, Functions, Types of Members, Qualifications, Committee, Types of Committees, Sub-committees, – Holding meetings of the Statutory Bodies, keeping minutes, filing returns, sending timely reports.

Module IV- Finance and Office Management

- Resource Mobilization, Budgeting – FCRA and its Implications-Tax Obligations.
- Office Management: Principles and Practices, Maintenance of Files, Records, Data banks- MIS.
- Basics of Materials Management like Purchase Procedure, Inventory Control

Module V- Welfare Programmes Marginalized Communities

- Welfare Programmes for Women, Children, Youth, Aged, Destitute and Differently Aabled (institutional and non-institutional),
- Social Welfare Programmes for SCs & STs..
- Social Welfare Administration in India – Structure, Functions and Programmes. CSWB, Social Welfare Advisory Board

References

1. Kotler, Philip Roberto (1989) *Social Marketing strategies for changing public behaviour*, New York,: Free Press,
2. Woodside Marianne (1990) *Introduction to Human Services*, Brooks Cole pub.Com,
3. Prasad Rameshwar (1982) *Social Administration*, Shree Publishing House,
4. Sachdeva D.R (1995) *Social Welfare Administration in India*, New Delhi: KitabMahal,
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9. Lewis Judith ., *management of human Services, Programs*, Books Cole Publishing Co., 19991
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11. Mclunis-Dittrich, Kathlee (1994). *Integrating Social Welfare Policy and Social Work Practice*. New York: Brooks/Cole.

Semester: IV

Complementary Course: 4

Credits: 3 Hrs/Week: 5

19. MANAGEMENT FOR SOCIAL WORK

Objectives:

- To acquire knowledge on management theory and to foster skills for administering Human Resources in an organisation
- To make use of management principles for accomplishing social service programmes effectively and efficiently.
- Enable students to understand budgeting, organise, measure and management policy documents on the functioning of an Organisations and for preparing reports to Stakeholders.

Module I- Introduction to Management

- Management: Definitions, Characteristics;
- Management as an Art and Science; Basic Functions and Principles of Management – (Henri Fayol's 14 Principles of Management).

- Scientific Management: Definition, Characteristics (Tylor)

Module II- Types and Levels of Management

- Different Types of Management- Human Resource Management, Operational Management, Marketing Management, Procure Management, Financial Management and Strategic Management
- Public Relations and Customer Management
- Levels of Management/ Managers: Front Line / Supervisory Management; Middle Level Management and Top Level management

Module III- Organisational Behaviour

- The Factors that Influence the Organizations: People, Structure, Technology, Environment and Policy.
- Organization Behavior: Definition, Nature and Relevance
- Models of OB: Autocratic, Supportive Model, Collegial and SOBC (Stimulus- Organism- Behaviour- Consequence)
- Employee Motivation: Definition, Importance in work place; Types of Motivators: Monetary and Non-monetary

Module IV- Fundamentals of HR Management

- Personnel Management and Human Resource Management; Functions of Human Resource Manager: Recruitment, Selection (selection Process), Wage and Salary Management, Training, Performance Appraisal
- Training: Definition, Purpose and Training Management; Organizing Training Programmes- things to be considered (checklists). Types of Training
- Wage and Salary Administration: Definition and Components
- Performance Appraisal – Modern and Traditional Methods of PA- MBO
- Exit Interview: Concept and Significance

Module V- Fundamentals of Financial Management

- Finance Management – Concept And Process; Budgeting: Types and Components of Budget; Accounting: Meaning and Principles;
- Financial Auditing: Definition, Characteristics and Types of Financial Auditing

Reference:

1. Gitlow, H. (2009). *A guide to lean six sigma management skills*. Boca Raton: CRC Press
2. Principles and Practice of Management – 2001: L. M Prasad
3. Essentials of Management – 2000 – Koontz Herold
4. Financial management – 2003 Pande M
5. Project preparation, Appraisal, Budgeting and Implementation: Chandra Prasanna
6. Personnel Management: Tripathi PC
7. Management of human services and programmes: Lewis Judith

Core Course: 10

Credits: 4 Hrs /Week: 5

20. HEALTH CARE AND HEALTH ADMINISTRATION

Objectives:

- To understand the concept of health as biological and psychological wellbeing
- To understand health care planning
- To know the information regarding common diseases and psychiatric disorders
- To understand the organization of Health care system in India and its challenges
- To understand the various health-related legislations

Module I- Health & Ill Health

- Concept of Health and Ill Health, Determinants of Health
- Major Indicators of Health Status: Morbidity and Mortality - Spectrum of Holistic Health - Concept of Hygiene,
- Pollution and Sanitation
- SDGs and Health
- Patient as a Person

Module II- Community Health and Health Care Planning

- Community Health: Concept and Various Components - Concepts: Public Health & Occupational Health
- Health Planning: Concept - Planning Cycle, Management Techniques and Methods
- Health Education

Module III- Major Diseases:

- Communicable: TB, HIV; Non-Communicable/Lifestyle Diseases: Coronary Artery Disease and Stroke, Diabetes
- Role of National Health Mission
- AYUSH
- Application of Social Work Methods in Medical Setting

Module IV- Major Psychiatric Disorders

- Mental Health: Depressive Disorder, Bi-polar Disorder, Schizophrenia: Anti-Social Personality Disorder
- DMHP: Objectives And Role in Community Psychiatry
- Application of Social Work Methods in Mental Health

Module V- Organization of Health Care Services

- National Health Policy
- Organization of Health Services at the Central, State and Local levels
- Directorate of Health Services and Family Welfare Department
- Some Acts Concerning Health:
 1. Factories Act,
 2. Shops and Commercial Establishments Act,
 3. Workmen's Compensation Act, ESI Act
 4. Mental Health Act 1987
 5. MTP 1972

References

1. K. Park. (2015). *Essentials of Community Health Nursing*. New Delhi: Bhanot Publishers.
2. J E. Park. (2017). *Park's Textbook of Preventive and Social Medicine (23rdEdn)*. New Delhi: Bhanot Publishers.
3. Jerard, S. A. & Gabriel, M. (2011). *Health and Social Work Practices: New Frontiers and Challenges. India: Authors Press.*

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2. Achieving Good Health :
http://www.who.int/water_sanitation_health/hygiene/settings/hvchap2.pdf
3. Global health indicators :
http://www.who.int/gho/publications/world_health_statistics/EN_WHS2015_Part2.pdf
4. Health,HygieneandDiseases<http://old.nios.ac.in/secscicour/CHAPTER31.pdf>

Semester: IV

Core Course: 11

Credits: 4 Hrs /Week: 5

21. URBAN PLANNING AND DEVELOPMENT

Objectives

- To provide an understanding about urban problems and administration
- To give an insight into urban planning and development
- To create an awareness about the major programmes of urban community development

Module 1 - Basic Concepts of Urban Planning and Development

- o Meaning and Definition: Urban, Urban Planning, Urban Community Development, Rural-urban continuum, urbanism, urbanization
- o Characteristics of urban community
- o Theories of urbanization: Zone theory, migration theory-push and pull theory

Module 2- Urban Problems

- o Problems in Urban areas: Poverty, Unemployment, Substance abuse, housing problems, pollution, commercial sex work, migration and related problems; crimes and deviances – trafficking, gang violence
- o Slums, meaning definition and characteristics, slum development
- o Role of NGOs in addressing urban problems

Module 3 - Urban Administration

- o Types of urban areas
- o Salient Features of 74th amendment of the Constitution (Nagarapalika Act)
- o Urban Local self governments: Administrative system, roles and function – Municipal Corporation, Municipal Towns, Town Panchayaths
- o Urban Development Authorities – GCDA, TRIDA,

Module 4 - Urban Community Planning and Development

- o Urban Development Planning
- o Legislations: urban land ceiling act, Town and Country planning Act
- o Provisions in Nagarapalika Act for urban development planning
- o Perspective plans and annual plans of urban local bodies (review any one local body's perspective plan and annual plan – Municipal town or municipal corporation)
- o Peoples' participation and accountability of local bodies – Citizens Charter
- o Role of social worker in urban community planning and development

Module 5- Programmes for Urban Community Development

- o Centre and State government programmes
- o Poverty alleviation and livelihood – NULM

- o Health – NHM
- o Housing – VAMBAY, RAY
- o Employment and Skill Development – NRY, DDUGKY
- o Sanitation: ‘Swachh Bharat’
- o Transportation: JNNURM
- o Beautification and environment protection -
- o Role of Social Worker in Government Projects

References

1. Bhardwaj, R K , The Municipal administration in India: A Sociological analysis of rural & urban India
2. Kaiser Edward J., et.al., 1995, Urban Landuse Planning 4th (ed) Urbana, University of Illinois Press
3. Bola Ayeni, 1979, Concepts and Techniques in Urban Analysis, Croom Helm, London.
4. John Glasson – An Introduction to regional Planning 2nd Edition, Hatchinson – London (The Britt Environment Series)
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6. Aresh Kumar Maitra, ‘Urban Environment in Crisis’, New Age International (P) Limited, Publishers, New Delhi.
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11. Mohan, Sudha, Urban Development New Localism, Rawat Publications, New Delhi, 2005

Semester: IV

Core Course: 12

Credits: 4 Hrs /Week: 5

22. SOCIAL WORK RESEARCH

Objectives:

- To develop a scientific approach for systematic procedure in social work research
- To familiarise with research methodology and its applications
- Develop ability to recognize and utilize research as a problem-solving process in Social Work practice.
- Develop ability to utilize the research process in terms of conduction as simple and need based study.

Module 1 Social research and Social work Research

- Scientific method: meaning and characteristics ,induction, deduction
- .Social research –Definition, objectives
- Social work Research –definition, need and scope

- Difference between social research and social work research
- Quantitative and Qualitative research - meaning, definition and comparison

Module 2 Research Process

- Research problem: identification, selection, formulation of research problem
- Review of literature
- Research design
- Objectives- setting objectives:
- research questions/ Hypothesis: Null and research hypothesis
- Methods and Tools of Data collection
- Data processing
- Analysis and interpretation
- findings and suggestions
- Reporting
- Research proposal preparation

Module 3 Research Design

- Research design: meaning
- Type: exploratory, Descriptive, analytical, Diagnostic, experimental,
- Population/Universe Sampling –Definition, meaning:
- Types: probability sampling- Advantages and disadvantages
- Simple random sampling, stratified, cluster, multistage sampling
- Non-probability sampling: Advantages and disadvantages
- Purposive/ judgmental sampling, quota sampling, snowball sampling, accidental sampling

Module 4 Methods and Tools of Data

- Datum: Meaning, Identify sources of data: primary and secondary
- Methods of collecting data- Observation, Interview, Survey, Case Study, FGD
- Tools of Data collection: observation schedule, interview schedule, interview guide, questionnaire, FGD Guide.
- Preparation of tools- Use of Scales and standardised tools
- Pre testing of tools
- Data analysis and interpretation: Processing of data- editing, coding, tabulation,
- Graphical and diagrammatic presentation of data
- Uses of SPSS for Research

Module 5 Research Report

- Writing Research Report: Importance, Components/Format, Abstract – preparation
- Bibliography, APA format, citation of reference
- Dissemination of research findings; usage of visuals and videos in Research
- Ethics in Research- Plagiarism

Reference

1. Black, Thomas R. - Doing Quantitative Research in Social Sciences, Sage Publications, London 1999
2. Creswell - Research Design, Sage Publication, Thousand Oaks. 1994
3. Stringer, Ernest T. – Action Research: A Handbook for Practitioners, Sage New Delhi, 1996
4. Whyte, William Foote – Participatory Action Research, Sage Publication, London. 1991.
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15. Padgett, D.L. 1998. Qualitative Methods in Social Work Research. Sage Publications. California.

Semester: IV

Core Course: 13

Credits: 3 Hrs /Week: 5

23. STATISTICS FOR SOCIAL WORK

Objectives:

1. To induct the students in the fields of Statistics
2. To familiarize the basic components of Statistical measures
3. Make the students to realize the relationship between Social Work Research and Statistics
4. To impart knowledge about statistical applications in Research Methodology

Module I. Statistics

- Statistics: Meaning, Definition, Characteristics, Merits and Demerits.
- Use of Statistics in Social Work Research

Module II- Variables and Levels of Measurement

- Variables: Meaning and types of Variables: Dependent Variable –Independent variable-Quantitative variables and Attributes
- Levels of Measurement: Nominal, Ordinal, Interval and Ratio

Module III- Data Processing and Tabulation

- Editing: Meaning and Types of Editing
- Coding: Meaning and Types of Coding
- Master sheet Preparation –Prepare a Master sheet based on a Survey Schedule
- Features of Classification: Individual series, Discrete Series, Continuous Series
- Tabulation: Essential Parts of Tables ,Types of Tables: One- way Table ,Two- way Table

Module IV- Descriptive Statistics

- Descriptive statistics: Concept and Meaning
- Presentation of Data in terms of Diagrams and Graphs:Pie Diagram, Bar diagrams, istograms, Cartograms, Ogives
- Measures of Central Tendency-Meaning and definition of Arithmetic Mean ,Median and Mode-
Arithmetic Calculation: Arithmetic Mean, Median and Mode-Use and Characteristics of Mean Median and Mode- Merits and Demerits of Mean Median and Mode
- Measures of Dispersion-Meaning and Definition of Range, Mean Deviation, Quartile Deviation and Standard Deviation - Arithmetic Calculation: Range, Mean Deviation, Quartile Deviation, Standard Deviation-Merits and Demerits of dispersion

Module V- Inferential Statistics

- Inferential Statistics: Parametric and Non Parametric Tests-T test ,One way - ANOVA, Correlation ,Chi- square Test
- Regression: Meaning and Uses.

- Use of various computer assisted software for statistical Analysis in Social Work Research

Reference

1. Agarwal. Y.P. 1998. Statistical Methods Concepts Applications and computation. New Delhi. Sterling Publishes Pvt. Ltd.
2. Gaur, Ajai S and Sanjaya S Saur. 2009. Statistical Methods for Practice and Research. A guide to Data Analysis using SPSS. Sage Publications. New Delhi.
3. Gupta, S. P. 2009. Statistical Methods. New Delhi. Sultan Chand and Sons.
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Semester V

Core Course: 14

Credit – 4 6 HRS

26. RURAL COMMUNITY DEVELOPMENT

Objectives

- To understand the concepts and strategies of rural community development
- To enable the students to frame a historical perspective of community development
- To understand various rural development programmes.
- To prepare the social workers to work in Developmental settings like local self governments, co-operatives, ICDS scheme and in NRHM.

Module I- Introduction to Rural Communities

- Rural community – meaning and characteristics
- Historic development of rural community: Origin of villages –pre independence:
- Including Village Council and Village Life
 - Rural Settlement: Characteristics of Rural Society and Rural Life
 - Patterns of Rural Settlements: farmsteads, hamlets, line and round villages

Module II- Rural Life and Rural Reconstruction

- Rural reconstruction: concept, meaning, and philosophy
- Model pilot projects : Marthandam Project, Sevagram Centre,
- Sri nikethan ,Firka Development Scheme, Sarvodaya Centres,
- Nilokheri Project, Etawah Project and Gurgaon Experiment

Module III- Rural Development

- Rural Community Development - meaning, objectives, philosophy , principles , Approaches and strategies .
- Community Development Programme of 1952 and National Extension Services – Objectives, Activities, Characteristics.
- Centre and state level -Organizational and Administrative Structure

Module IV- Panchayati Raj and Rural Development

- Panchyati Raj :concepts ,history and 73rd Constitutional Amendment
- Kerala Panchayati Raj Act 1994- salient features.
- LSGs, Three Tier Panchayats at Village, Block, and District level, Powers and Duties of Panchayats-
- Peoples planning in Kerala -Role of Grama Sabha.

Module V- Programmes for Rural Development

- Central government programmes: Mahatma Gandhi National Rural Employment Grantee Scheme (MGNREGS),
- National Rural Livelihood Mission for Rural Development.
- PMAY, Providing Urban Amenities in Rural Areas (PURA)
- State Development programmes: Kudumbashree, Suchithwa Mission.

Reference

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Semester: V
Core Course: 15
Credits: 4 Hrs /Week : 6

27. DISASTER MANAGEMENT

Objectives

- To understand role of human activity and eco-system disequilibrium in contributing to disasters
- To understand the process and skills to participate in disaster management
- To understand possible social work interventions

Module I- Disaster Management

- Disaster : Meaning and Definition; Causes & Effects
- Types of Disasters: Natural-cyclone, tsunami, floods, landslides, forest fire,
- Man Made Disasters- accidents, accidents (nuclear, chemical, biological, technical, industrial), conflicts (war, terrorism and riots).
- Disaster Management –Meaning and Definition and Nature
- Hazards, Vulnerability, Risk: Concept, definition and characteristics

Module II- Disaster Management Cycle

- Stages of disaster; Development & Disaster; Preventive Measures.
- Disaster management cycle: preparedness, response, rescue, recover, reconstruction, rehabilitation, mitigation and prevention.
- **The impact** - physical, , psychological, social ,political and economic

Module III- Interventions for Disaster Management

- Pre-Disaster Phase :Prevention Measures
- Disaster Phase: Curative Measures
- Post Disaster Phase: Reconstruction Measures
- Long Term Strategy: Rehabilitation Measures

- Interventions: Therapeutic Approaches to victims of disasters: play therapy, Counseling - Psychosocial Intervention (Rehabilitation) – Physical, Psychological, Spiritual, Economic, Occupational and Educational

Module IV- Mitigation Strategies

- Mitigation: Meaning, Characteristics
- Planning: Action Plan
- Implementation
- Monitoring and Evaluation (M&E) : Evaluating disaster situation
- Policy and Programmes for Disaster Management

Module V. Role of Government and Civil Society in Disaster Management

- Government agencies for disaster management: NDMA, SDMA, DDMA- NDRF - Disaster Management Act 2005- Disaster Management Policy.
- Role of voluntary organizations –Disaster reductions, CBDP Community Based Disaster Management, Networking
- Social Work response to Disaster - Risk Assessment, Vulnerability Assessment, Community Preparedness and Disaster Management Plans

References

- 1) Gulia, K S (2004), *Geneses of Disasters: Ramifications and Ameliorations*
- 2) Dasgupta, Rajdeep (2007) *Disaster management and rehabilitation*
- 3) Joint Asst. Centre (1980) *Natural Disaster*, New Delhi.
- 4) Fritze, C.E (1968)“*Disaster*”, International Encyclopedia of Social Sciences, Vol. IV.

Semester V
Elective Course – 1A
Credit – 4 6 HRS

28. GENDER AND DEVELOPMENT

Objective

- To understand the conceptualization of gender
- To understand the changing status of women in contemporary society
- To know the various gender issues in the modern society
- To appreciate the perspectives on gender relations

- To create awareness about the magnitude of gender disparities in the present context.

Module 1 – Concept of Gender

- Gender -Definition and Conceptualization
- Sex and gender,
- Gender stereotypes, gender bias, feminism,
- Social construction of gender – gender socialization, gender role

Module 2 – Changing Status of Women

- Status and role of women, family, religion, education, economy, health and environment
- Role of Women' s Movements in changing status of women
- Changing role, status of women in India and Kerala

Module 3 – Major Women' Issues

- Gender issues – widowhood, unwed mothers, single women,
- Domestic violence, dowry death,
- Sexual exploitation, female infanticide.
- Women and Trafficking
- Media Violence

Module 4 – Theories of Gender Relations

- Liberal and Radical Feminism
- Socialist and Marxist Feminism
- Eco- Feminism
- Post Modern Feminism

Module 5 – Gender and Development

- Women and Development - Kerala model of development
- Impact of globalization on women.
- Programmes for the development of women –Central and State Governments.
- Legislations to protect the interests of women.

Reference

1. Anne Cranny Francis, Vendy, Gender Studies
2. Ann Oakley, sex and Society

3. Chandrakala, Changing Status of Women
4. Coats, Jennefer – An Introduction to Women’ Studies
5. David Boucheir, the feminist challenge
6. Desai Neera- Women’ Movement in India
7. Dube, Leela et all- Visibility and Power- Essays on Women in society and development
8. Elliot, Faith Robenton- Gender, Family and society
9. Einstein, Hester – Contemporary Feminist Thought
10. G Vijayaswari Rao, - Women and Society
11. Haralambos, Sociology- Themes and Perspectives
12. Harding , Sandra – Feminism and Methodology
13. M N Srinivas, - Changing Status of Women in India
14. MaitreyiKrishnaraj, - Women Studies in India
15. Neera Desai and M Krishnaraj, - Women and Society in India

Semester V
Elective Course – 1B
Credit - 4: 6 HRS

28. B TRIBAL WELFARE ADMINISTRATION

Objectives:

- To familiarize the students with the social and cultural life of the Tribal society in India.
- To equip the students for a comprehensive understanding of the transformations in Tribal society in India
- To understand the issue of development of tribes and welfare programmes available for Tribal welfare

Module I- Nature of Tribal Society

- Tribe : Definition, Characteristics
- Demographic Transition of Tribes: Population, Composition and Distribution in India and Kerala
- Tribal Communities of Kerala

Module II- Socio -Cultural Organization

- Tribal Society : Family, Village
- Tribal Culture: Characteristics, Traditional Practices, Customs, Values, Mores
- Socio- Political Organizations: Orukoottom

- Religion: Totem, Idle
- Social Status of Tribal Women, Elderly and Children
- Education:

Module III- Challenges of Tribals

- Marginalization of Tribes : Exploitation, Discrimination, Isolation, and , Lack of Education
- Detribalization, Land Alienation, Poverty and Mal nutrition, Lose of Tribal Identity
- Role of Social Work Intervention in reducing issues among tribal community

Module IV- Tribal Movements

- Tribal Movements: Nature and Characteristics
- Santhal Movement , Naga Movement and Bhil Rebellion
- Gandhian Perspectives for Tribal Development

Module V - Programmes for Tribal Development

- Tribal Policy – Colonial and Post colonial
- Tribal Welfare Programmes – Central and State Agencies
- Constitutional Safeguards for Tribal Welfare
- Role of Non-governmental Agencies -

Pedagogy: Take up an exposure visit to a tribal settlement in Kerala and submit a report, based on the social, cultural and economic milieu. The report should reflect the ethics of Tribal Social Work

References

1. Chandra, Ramesh, Minority- Social and Political Conflict
2. Thomas, John K, Human Rights of Tribals
3. Gupta, Aman, Human Rights of Indigenous people
4. Prasad, Archana. Against Ecological Romanticism, Three Essays Collective, New Delhi, 2003
5. Iyer, L.K.Anathakrishna. The Tribes and Castes of Cochin, Cosmo Pub. N.Delhi 1981(1909)
6. Iyer, Krishna L.A. Tribes and Castes of Travancore, Cosmo Pub.
7. Tripathi S N. Tribals in India: The Changing Scenario, Discovery Pub. 1998

8. Bhandari, B B (Ed) Tribes and Government Policies, Cosmo Pub, 1997.
9. Chacko M Pariyaram. Tribal Communities and Social Change, Sage Pub. N.Delhi, 2005.
10. Joshi, Vidyut. Tribal Situation In India: Issues in Development, Rawat, 1998.
11. Elvin, Verrier. The Tribal World, Oxford University Press,1964.
12. Rath, Govinda Chandra. Tribal development in India, Sage, 2006.
13. Lodha Neetha, State of Tribal Women, Mangal Deep Pub, Jaipur, 2003.
14. Uttam Kumar Singh &Nayak AK: Tribal Education, Commonwealth Publishers, New Delhi, 1997
15. Sinha BB: Society in Tribal India, B.R Publishing Corporation, Delhi, 1982.
16. Verma RC: Indian Tribes Through the Ages, Publication Division, Ministry of Information and Broadcasting, New Delhi, 1990.
17. Mathur PRG: Tribal Situation in Kerala, Kerala Historical society, Trivandrum,1977.
18. Deogaonkar SG: Problems of Development of Tribal areas, Leeladevi Publications, Delhi, 1980.
19. Kumar BB: The Tribal Societies of India- a macro perception, Omsons Publications, New Delhi, 1998.

Semester: V

Core Course: 16

Credit: 4 Hrs /Week: 6

29. THEORY AND PRACTICE OF COUNSELLING

Objectives

- To acquire a holistic understanding of counselling as a process and tool for intervention
- To understand the process as well as skills to handle clients
- To understand the principles to be abided by, while counselling individuals

- To understand various approaches to the practice of counselling and therapy, and develop proficiency in at least one approach

Module 1- Introduction to Counselling

- Counseling: meaning, definition, and scope
- Differentiating Guidance and Counseling
- Contexts: Remedial, Preventive, Developmental, Crisis
- Goals: Immediate and Long term

Module II- Counselling Process and Principles

- Counseling process
- Counseling Principles: Genuineness, Acceptance, Confidentiality and Empathy, individualization

Module III- Counselling Skills and Techniques:

- Skills: listening and responding, handling emotions and problem solving, closure, Empathizing, Listening, Accepting, Clarifying, Analyzing, Interpreting, Dealing with emotions, Verbalizing, Challenging, Motivating (reinforcing), Decision making, Questioning, Communicating
- Techniques – initiating contact (rapport), establishing structure, interaction, attending behaviour, observation of non-verbal behavior
- Counsellor-Counselee relationship
- Aspects influencing Counselor-Counselee relationship: transference and counter transference -

Module IV- Group Counselling

- Group Counseling: Definition, Meaning, Importance
- Structuring of Groups
- Process of Group Counseling
- Advantages and Limitations of Group Counseling

Module V - Therapeutic and Applications of Counselling

- Approaches of Counseling: Directive, Non-directive and Eclectic

- Application of Therapy in Counseling: Client-Centered therapy, Psychoanalytical Psychotherapy, Behavioral Therapy, Transactional Analysis

References:

1. Nelson-Jones,R. (2004). *Basic Counselling Skills: A Helper's Manual* (4th Ed.). London: Sage
2. Egan, G. (2010). *The Skilled Helper: A Problem-Management and Opportunity-Development Approach to Helping* (9thEdn.). California: Cengage.
3. Nelson-Jones,R. (2004). *Practical Counselling and Helping Skills* (4thEdn.). London: Sage.
4. Zastrow, C.H. (2012). *Practice of Social Work* (10thEdn). CA: Cengage.
5. Antony, J.D. (2003). *Skills of Counselling: Micro-skill Model*. Tamilnadu: Anugraha Publications.
6. Tobbert,E.L: *Introduction to counselling*
7. Colin Feltham, *Controversies in psycho therapy and counselling*, Sage publications, New Delhi, 1999.
8. Keith Tudor, *Group Counselling*, Sage Publications, New Delhi, 1999.
9. Don. C.Locke, Jane, E.Mayers, Edwin I.Iless, *the Hand book of Counselling*, Sage publication, International Educational and professional Publishers, New Delhi-2001.
10. Tara Chand Sharma, *Modern Methods of Guidance and Guidance and Counselling* Sarup& Son's, New Delhi 2002.

Online Reading:

1. Theories of Psychotherapy & Counseling - Concepts and Cases (5thEdn.) 5t
<http://file.zums.ac.ir/ebook/169-Theories%20of%20Psychotherapy%20&%20Counseling%20-%20Concepts%20and%20Cases,%205th%20Edition-Richard%20S.%20Sharf-084.pdf>

Semester: VI

Core Course: 17

Credits: 4 Hrs /Week:

31. PLANNING SOCIAL PROJECT

Objectives

- To provide basic knowledge in project management
- To help the students to acquire skill in preparation, management, monitoring and evaluation of projects
- To equip the students to write independent project proposals

Module I- Introduction to Project Planning

- Project-Definition, Features, Types of Projects.
- Advantages of Project Planning,
- People's Participation in Project Planning and Management,
- Stages/ Levels of Participation

Module II- Steps in participatory project planning

- Project Cycle -
- Identifying Needs, Determining Priorities,
- Using PRA/PLA Methods for Need Identification and Prioritization
- Feasibility Assessment
- Formulating Goals and Objectives in a Project

- Preparing Action Plan/Activity Schedule Including Action, Responsibility, Time and Cost

Module III- Monitoring and Evaluation of project

- Monitoring-Definition, Steps in Monitoring, Levels of Monitoring,
- Evaluation- Definition, Types of Evaluation, Criteria for Evaluation, Steps in Evaluation Process, Difference Between Monitoring and Evaluation
- Overview of Project Planning Tools: Logical Framework Approach (LFA), Critical Path Method (CPM), Project Evaluation and Review Technique (PERT)

Module IV- Financial management of a project

- Fund Raising Methods: Community Resource Mobilization, Fund Raising Techniques, Possibilities of Grant-In-Aid from State/Central Governments and LSGs, Funding Agencies – National And International
- Laws and Rules Regarding Fund Raising – 80 G, 12 A, FCRA 35AC OF IT ACT
- Budgeting – Line Item Budgeting, Functional Budgeting, Programme Budgeting
- Social Cost Benefit Analysis

Module V- Project Proposal Writing Workshop

- Project Title, Introduction, Objectives, Project Beneficiaries, Activities of the Project,
- Strategy of Implementation, Budget/Cost Plan, Itemized Budget, Monitoring Conclusion

References:

1. Mukherjee, Neela, 1993, Participatory Rural Appraisal, Methodology and Applications, Concept Publishing Company, New Delhi (M2)
2. Roy, Sam M (2002), Project Planning and Management: Focusing on Proposal Writing. Health Association for All, Secunderabad
3. Roy, Sam M (2003), Making Development Organizations Perform. Health Association for All, Secunderabad

Semester: VI
Core Course: 18
Credits: 3 Hrs /Week: 5

32. SOCIAL WORK WITH DIFFERENTLY ABLED

Objectives

- The student should be able to understand the classification of disabilities & the issues encountered by the differently abled
- To create an awareness about the welfare activities and rehabilitation of the differently abled
- To give a broad picture of the State and National institutions working for the well being of the differently abled population

Module I- Disability

- Meaning, Types-visual impairment, hearing impairment, loco motor disability, visually challenged, multiple disability
- Right to persons with disabilities Act-2016, united national convention on rights of person with disabilities UNCRDP

Module II- Approaches and Classification of Disabilities

- Approaches to disability: medical, legal, and socio -political
- Classification of disability :International Classification of Functioning Disability and Health :(ICF):aims, applications, universe, scope, overview of ICF components, social use of ICF information

Module III- Challenges Faced By Differently Abled

- Problem faced by person living with disabilities –
- Psychological issues: emotional issues, withdrawal,
- Social issues: isolation, stigma, discrimination,
- Familial issues: relationship issues, economic burden, issues related to care giving (care giver burden)
- ADL – Activities of daily life – eating, bathing, dressing, toileting, walking and continence.

Module IV. Policies and Programmes for Differently Abled

- Disabled friendly infrastructure, assistive technology, reservation programmes, education, scholarship, pension schemes
- Institutional and non -institutional care giving, vocational training and rehabilitation,
- Group homes, parental care, supportive housing, independent living
- Certification for disability ,scribe facility

Module V- Organizations for the Differently Abled

- Objectives and Functions of Organization for the Differently Abled
- National institute for NIEPMD, AYJNIHH, SVNIRTAR ,NIVH,RCI, NIHI, Ministry of social justice and empowerment NISH,NIMH,
- State institute :VRC, CENTR FOR DISABILITY STUDIES,SIMH(C H Muhammed Koya Institute Of Mentally Challenged) and CHESHIRE HOMES

References:

- Chaturvedi TN (1981) Administration of the disabled : Policy and Organizational Issues , New Delhi IIPA
- Goldenson , Robert M (1978) Disability And Rehabilitation Handbook , Mc Grawhill Inc
- Albrecht G.L , Katherine D Seelman & Michael Bury (2001) , Handbook of Disability Studies , Newdelhi , Sage Publications
- Bacquer A and Sharma A (2007) Disability : Challenges Vs Responses , Delhi , Can Publications

Semester: VI
Core Course: 19
Credits: 3 Hrs /Week: 5

33. SOCIAL WORK PRACTICE WITH FAMILY AND CHILDREN

Objectives

- To familiarise with various aspects related to family life

- To equip students with the skills to deal with problems in families

Module I- Social Work Practice with Families

- Family: Meaning and Definition
- Changing Trends in Families In India: Single Parent Families, Divorced Parent With Children, Separation, Both Parent Working Families, Care Taker Families
- Family Social Work: Meaning, Definition, Historical Development Of Family Social Work, Assumptions In Family Social Work, Principles Of Family Social Work

Module II- Perspectives in Working with Families

- Lifespan Approach to Family- Characteristics, Goals, Needs, Tasks and Problems of each Stage in the Family Life Cycle; Variations Affecting the Life Cycle
- System Perspective, Structural Perspective and Feminist Perspective
- Parenting: Definition, Types and Skills for Effective Parenting
- Family Assessment : Meaning and Definition, Qualitative Techniques : Genogram and Eco Map

Module III- Family Life Education

- Family Life Education: Meaning, Definition And Characteristics
- Family Life Education- Preventive, Education And Collaborative Strategy The Contents Of Family Life Education: Internal Dynamics Of Families, Human Sexuality, Family Planning, Family Resource Management, Parental Education

Module IV- Policies and Programmes for Children

- Introduction to Child Rights: Meaning, Definition and UNCRC
- the Juvenile Justice (Care and Protection of Children) Act, 2000,(2006,2015): Definition of Care and Protection, Classification of Children (in Need of Care and Protection and in Conflict with Law), Juvenile Justice Board: Procedure with Children in Conflict with Law, Child Welfare Committee: Procedure with Children in Need of Care and Protection
- Programmes for Children: ICPS And ICDS

Module V- Social Work with Children

- Engagement and Assessment: Meaning.

- Assessment Tools: Interviewing; Supportive Techniques: Home Visits, Collateral Contacts and Referrals.
- School Based Practice : Definition of School Social Work
- Problems of Children: Conduct Disorder, ADHD, Learning Disability- Meaning and Types
- Intervention: Bio-Psychosocial Approach, Child Centred Intervention, Integrated Child and Family Model, Group Work with Children; Play and Relaxation Therapy: Meaning and Techniques

Reference:

1. Olson, D., DeFrain, J. & Skogrand, L. (2011). *Marriages & families : intimacy, diversity, and strengths*. New York: McGraw-Hill.
2. Webb, N. (2003). *Social work practice with children*. New York, N.Y: Guilford Press.
3. Margaret W Matlin – Psychology of women
4. F Philip Rice – The adolescent development, relationship and culture
5. Krishna Chakraborty – Family in India
6. Masters & Johnson – Human Sexual response
7. Aruna Khasgiwala – Family Dynamics
8. John Gray – Men are from Mars and Women are from Venus.

Semester: VI
Elective Course: 2 A
Credits: 4 Hrs /Week: 5

34 A. SOCIAL WORK PRACTICE IN CORRECTIONAL SETTING

Objectives

- To give the student a conceptual framework of crime, criminology and punishment
- To provide a broad understanding of correctional administration
- To present an image of the Social Work perspectives in correctional settings

Module I - Crime & Criminology

- Crime: Meaning, definition and Crime patterns - Habitual, Professional, Organized, White collar, Public order crimes, Cyber crimes
- Classification of offenders under Indian Penal Code: Types
- Criminology: Meaning, Definition, Nature and Scope

Module II – Punishment

- Penology: Meaning and definition
- Theories of Punishment: Deterrent theory, retributive theory, preventive theory and reformatory theory
- Forms of Punishment: Corporal and capital punishment

Module III – Victims & Criminal Justice System

- Victimology: Meaning, definition
- Problems of offenders - physical, psychological, economical, socio-cultural- stigma, dependant and family
- Components of criminal justice system: Police, Courts and Correctional Homes

Module IV - Types of Correctional Institutions & Treatment

- Institutional treatment: Prisons, Observation homes, Special Homes, Children Homes, After care organizations, Protective Homes for Women, Short Stay Homes, Beggar Homes
- Non-Institutional treatment: Probation, Parole, After-care
- Hybrid treatment: Community Service, Work Release

Module V - Social Work Practice in Correctional Setting

- Correction, Reformation, Rehabilitation, Retribution – Meaning & definition
- Social Work interventions with under-trials and prisoners
- Forensic interviewing, Forensic Social Work- meaning and definition
- Role of Correctional Administration in promoting Rehabilitation
- Work with families of prisoners / Work with victims of crime.

References

- Sullivan, Larry E, 2009, Theories of Punishment, Sage Publications
- Albert R. Roberts, David W. Springe, 2007, Social Work in Juvenile and Criminal Justice Settings, Charles C Thomas Publisher
- Jason Matejkowski, Toni Johnson, and Margaret E. Severson, 2014 Online publication, Prison Social Work, Encyclopaedia of Social Work, National Association of Social Workers press and Oxford University Press
- Shekar, Sanober (1982), “Another Look at the Social Work Approach to Corrections,” “ Indian Journal of Criminology”, 10, 1, January, pp.56-58

- Sikk, K.D. (1980), "Professional Social Work in Correctional Institutions," Indian Journal of Criminology, 8, 1, January, pp.55-61

Semester: VI
Elective Course: 2 B
Credits: 4 Hrs /Week: 5

34. NATIONAL SERVICE SCHEME

Objectives :

- **To introduce the basic concepts and activities of NSS to the learner**
- **To enable the learner to strengthen life competences**
- **To make known about social service activities, community mobilization and voluntarism.**

Module I. Introduction to National service scheme (NSS)

- NSS : Aims , objectives and organizational structure
- NSS : Emblem, logo, Song-meaning
- Organizational structure (from national to school level)
- Roles and responsibilities of various NSS functionaries
- Procedures for student members, programme officers, programme coordinators: camp and training

Module II. NSS Activities

- Concept of regular activities, special camping, Day Camps and observance of relevance of Important Days recognized by UNO & GOI
- Basis of adoption of village/slums, methodology of conduction survey
- Financial pattern of the scheme
- Coordination with different agencies
- Maintenance of the Diary
- Programme planning: concepts and features

Module III Community Mobilization

- Mapping of Community Stakeholders
- Designing the message in the context of the problem and the culture of the community
- Identifying methods of Mobilization
- Youth-Adult Partnership

Module IV Voluntarism and Shramdan

- Indian Tradition of Volunteerism
- Needs & importance of Volunteerism
- Motivation and Constraints of Volunteerism
- Shramdan as a part of Volunteerism, Role of NSS Volunteers in Swatch Bharat Abhiyan

Module V. Life Competence

- Definition, Importance
- Communication
- Interpersonal Relations
- Problem Solving
- Develop Self Confidence

References:

1. National Service Scheme Manual (Revised) 2006, Government of India, Ministry of Youth Affairs and Sports, New Delhi.
2. Rashtriya Seva Yojana Sankalpana – Prof. Dr. Sankay Chakane, Dr. Promad \ Prabhakar, Diamond Publication, Pune .
3. New Trends in NSS, Research papers published by University of Pune.
4. Training Manual for Field Work published by RGNIYD, Shreeperumbuduer
5. Prof. Ghatole R.N. Rural Social Science and Community Development.
6. Purushottam Sheth , Dr. Shailja Mane, National Service Scheme.
7. National Service Scheme in India: A Case study of Karnataka, M.B. Dishad, Trust Publications,2001
8. Shastri, R.R. (1966), Social Work tradition in India, Welfare Research Organization, Varanasi.
9. Singh Surendra and Srivastava S. P. (ed) 2005), Social Work Education in India, Challenge and oportunities, New Royal Book Publications, Lucknow
10. Siddiqui, H.Y.2015, Social Work and Human Relations,Rawat Publications, Jaipur.

Semester V

Open Course : (Open to other students)

Credit 2 Hrs 3

PROFESSIONAL SOCIAL WORK

Objectives

1. To give an understanding about the basic values and principles of social work profession.
2. To create awareness about the major areas of social work profession
3. To provide insights into social problems and development perspectives

Module I - Social Work

Meaning, definitions, basic assumptions, scope, objectives, functions / Primary & Secondary methods - Definition

Module II - Philosophy, values and ethics

Philosophy of social work, basic values, code of ethics and principles of social work

Module III - General areas of social work practice

- **Family Services** - Family therapy, marital counselling and family life education
- **Children Services** - Child care agencies, Foster Care, Adoption services, Child Guidance Clinics
- **Social work in health care sector** – Responsibilities of social worker in health care team
- **Social work in industrial sector** – Place of Social work in industry
- **Community development** – Meaning and definition
- **Social work in correctional setting** – Meaning and definition of correction, Objectives of Correctional social work

Module IV - Contemporary social problems and nature of intervention

- **HIV/AIDS** – Meaning and definition, Role of voluntary organizations
- **Suicide** – Meaning, definition and preventive measures
- **Substance Abuse** - Meaning, definition and Government Strategies for controlling the problem
- **Disaster Management**–Meaning and definition of Hazards, Vulnerability, and Risk, Types of Disaster & Role of voluntary organizations.

Module V –Development perspectives

- **Human Development** – Meaning and Definition, Difference between Growth & Development
- **Development indicators** - Meaning and Definition of Human Development Index (HDI), Human Poverty Index (HPI), Gender-Related Development Index (GDI), Gender Empowerment measure (GEM)
- **Sustainable development** – Concept, meaning and definition
- **Women in Development (WID)** – Concept and meaning

References

1. Devi, Rameswari; Praksh, Ravi Social Work: Methods, practices and perspectives: Vol I, Mangal Deep Publications. 2004
2. Zastrow Introduction to social work and social welfare, The Dorsey Press. 1996
3. Misra P.D. Social Work: Philosophy and Methods, Inter-India Publications. 1994,
4. Desai MurlI Ideologies and Social Work Historical and Contemporary Analyses, Hyderabad: Rawat Publication, 2010.
5. Chowdhary, Paul D. Introduction to Social Work; history, concept, methods and fields, Atma Ram & Sons. 1984
6. Friedlander, Walter A. Concepts and Methods of Social Work, Prentice Hall of India Private Limited. 1964
7. Wadia A.R. History and philosophy of social work in India, Allied Pacific Private Limited. 1961
8. Zastrow H Charles, The Practice of Social Work, Brooks/Cole publishing company, USA, 1999, 6th edn.
9. Haq, Mahabub ul (2000): *Reflections on Human Development*, Oxford University Press, New Delhi

10. Agarwal, Anil (1992), 'What is Sustainable Development', *Down to Earth*, June 15, pp. 50-51
11. Seth, Mira (2001): *Women and Development: The Indian Experience*, Sage Publications, New Delhi
12. Fink, Arthur et al (1985). *The fields of Social Work*. Beverly Hills, Calif: Sage Publications
13. Gore, M. S. (1965). *Social Work and Social Work Education*. Bombay: Asia Publication House
14. Konopka, Gisela (1958). *Social Work Philosophy*. Minneapolis: The University of Minnesota Press.

Semester V & VI

No. of Credits: 4

Hrs. Semester V-3hrs, Semester VI- 3hrs (Total 6 hrs)

25. PROJECT WORK

Specifications of project work

1. The project work shall be based on any social problem relevant to the study of Social Work
2. It should be based on either primary or secondary source of data
3. It should be 40-60 typed spiral bound one (12 font Times New Roman 1.5 space)
4. The project work shall contain the following items
 - Introduction & Review of literature
 - Methodology
 - Analysis and Interpretation
 - Finding, Conclusion & Suggestions if any
 - Bibliography & Appendix if any

5. 25 percent of the total score of the project work is based on a viva voce
6. The project assignment shall be given in 5th semester and report should be submitted at the end of 6th semester
7. The viva voce will be conducted under the leadership of the Chairman of the Examination board.
8. An acknowledgement, declaration, certificate of the supervising teacher etc should also be attached in the project work
9. The project shall be assigned to a group consisting of two or three students. The group strength shall not exceed the maximum of three students.

Evaluation Indicators

1. Project

Project Report

no	Indicators	Score *	W point
1	Introduction & Review of literature		1
2	Methodology		2
3	Analysis and Interpretation		3
	Findings, Conclusion & Suggestions		1
4	Bibliography & Appendix		1
	Total		8

*The score may be either A, B, C, D or E

Evaluation indicators in terms of marks

Sl.No	Indicators	Marks
1	Introduction & Review of literature	10
2	Methodology	20
3	Analysis & Interpretation	30
	Findings, Conclusion & Suggestions	10

		5
4	Bibliography & Appendix	
	Total	75

2. Viva Voce Examination

no	Indicators	Score *	W point	Total
1	Presentation skills		1	
2	Clarity in the subject		2	
3	Defending		1	
4	Overall		1	
	Total		5	

*The score may be either A, B, C, D or E

Evaluation of Viva -Voce Examination

no	Indicators	Marks
1	Presentation skills	5
2	Clarity in the subject	10
3	Defending	5
4	Overall	5
	Total	25

*The score may be either A, B, C, D or E

90 > A+

80 – 89 A

70 – 79 B

60 – 69 C

50 – 59 D

40 – 49 E

39 & < F (Failed)

2. Field work

ESE (What is currently followed)

Sl No	Indicators	Marks
1	Integration of theory into practice	40
2	Subject knowledge and clarity	20
3	Growth of professional and personal self	10
4	Documentation and reporting skill	5
5	Language and punctuality	5
	Total	80

CA (What is currently followed)

Sl No	Indicators	Marks
1	Attendance	5
2	Report writing	5
3	Presentation	10
	Total	20

PATTERN OF QUESTIONS

Questions are broadly divided into four sections – **A B C D**

SECTION A [Very short answer]

One word to one sentence. **Ten** questions. No options. **ONE mark** for **one** question - **10x1=10 marks**

SECTION B [Short answer] Short answers shall be conceptual in nature

Not to exceed 50 words (one paragraph). Answer any **eight** from **twelve** questions. Each question carries **TWO marks - 8x2=16 marks**

SECTION C [Short essay] Short essays shall be conceptual and analytical in nature

Not to exceed 120 words. Answer any **six** from **nine** questions. Each question carries **FOUR marks - 6X4=24 marks**

SECTION D [Long essay] Out of the four questions one shall be at application level

Not to exceed 1200 words. Answer any **two** from **four** questions. Each question carries **FIFTEEN** marks. **2x15=30 marks**

Total number of questions – 35, Total number of questions to be answered – 26.

Eligibility for Admission

- Pass in Higher Secondary Examination or its equivalent, recognized by the University of Kerala
- Those who have studied Social Work as a subject shall be given 10% weight age of marks scored for Social Work which shall be added to the grandtotal.

