

31. SOCIAL WORK

DETAILS OF SYLLABUS

1. HISTORY AND PHILOSOPHY OF SOCIAL WORK

Evolution of social work profession - Impact of Social Reform Movements.
 Social work: definition, meaning, objectives, philosophy, principles and their application.
 Social work related concepts: social service, social welfare, social security, social reform, social policy, social defense, social development, social justice, and social health.
 Primary and secondary methods and fields of social work. Social work, skills and techniques.
 Social work profession and human rights.
 Systems approach to social work practice.
 Role of social work in the remedial, preventive and developmental models.

2. SOCIOLOGY

Meaning and characteristics of society, community, social group, and social institutions.
 Society as a social system.
 Social structure and social stratification. Theories of social change and social disorganization
 Socialization-meaning, stages, process, agents and theories
 Tribal, rural and urban communities, weaker and vulnerable sections and minority groups
 Concept and causative factors of Indian social problems
 Role of social workers in identifying social problems and development of appropriate strategies

3. ECONOMICS AND P.R.I.'S

Problems of developing economies and consequences of new economic policy.
 Concept of welfare state, Indian constitution- features, problems, fundamental rights and directive principles.
 Economic growth and theories of development
 Five Year Plans and its impact on Indian economy
 Panchayati Raj institutions (PRI)- constitutional amendment and decentralized planning.

4. DEVELOPMENTAL PSYCHOLOGY

Human behaviour, human needs, human motivation and problems of human behaviour and coping mechanisms.
 Concepts: sensation, perception, cognition

Human growth and development in the life span of individual; heredity-environment influence

Approaches – Psychoanalytic, Humanistic, Cognitive and Behavioral

Life skills and related problems in psycho-social functioning

5. SOCIAL CASE WORK

Social case work- concept, objectives and principles

Social case work process- beginning- exploration, multi-dimensional assessment, negotiating goals and formulating a contract, implementation and goal attainment, termination and evaluation.

Approaches in case work- psychoanalytical, psycho-social, problem-solving, behaviour modifications, crisis intervention, eclectic approach

Techniques and skills in social case work- interviews, home visits, resource mobilization, referral, environmental modification, case work relationship and communication.

Types of recordings in case work

Role of social worker in various settings

6. SOCIAL GROUP WORK

Concept of Group Work - definition, assumptions and goals of group work.

Principles, skills and values of social group work.

Stages of group development - orientation stage, working stage, termination stage.

Programme planning, implementation and evaluation. Use of programmes for group development.

Dynamics of the group processes: structure of the group, role, rank and relationships

Sub groups, cliques, dyads, triads, isolates etc.. Process of group interaction as tools of personality development - competition, conflict, cooperation, cohesion, coercion and accommodation.

Approaches and models in group work practice – therapeutic/social treatment, development group and task-oriented group.

Application of group work in different settings.

7. COMMUNITY ORGANIZATION

Concept, principles and objectives of community organization.

Approaches in community organization – models, strategies and role of social worker in each of these approaches.

Community development and community organization. Leadership, participatory process and empowerment

Social action – concept, purpose and strategies.

Approaches to social action – Freire, Gandhi and Alinsky.

Community organization as a para-political process – Net working, Civil society movements and influencing policy decisions.

8. ADMINISTRATION OF HUMAN SERVICE ORGANIZATIONS

Administration, Organization, Management, Business Administration, Public Administration, Social Administration and Social Welfare Administration.

Distinctive nature Non-profit (HSO) administration and its challenges in organizational development.

Approaches to understanding organizations: Bureaucracy (Max Weber), Administrative Theory (Fayol), Scientific management (Traylor), Human Relations Approach (Elton Mayo) and System Approach (Chester Bernard), Theory X and Theory Y

Management: concept, objectives, principles and styles of management.

Administrative Processes: Planning, Organizing, Staffing, Directing, Controlling.

Human Resources Planning, Recruitment, selection and Induction. Job Description, Job Analysis and Evaluation, Performance Appraisal system.

Concept and characteristics of Human Service organizations- Procedure for registration of societies and Trusts.

Formation of HSO mission, goals, objectives, strategies, policies, programmes and procedures and budgeting

9. SOCIAL LEGISLATION

Social legislation: meaning and scope. Social legislation as an instrument of social control, social change and social justice.

Constitution – fundamental rights, duties and directive principles of state policy.

Personal Laws: Hindu, Muslim and Christian. Special Marriage Act, Laws related to adoption and guardianship.

Laws related to social defense: IPC, Code of Criminal Procedure, Courts and Judiciary; Police organization, prisons, probation, parole and custody.

Laws related to atrocities against women and children. National Human Rights Commission, Women's Commission - its structure and functions

Laws related to consumer and environment protection. Laws related to prevention of atrocities against SC & ST. Persons with Disabilities Act,

Legislation on social security: Right to Information Act, The Factories Act, The Payment of Gratuity, The Workmen's Compensation Act and Employment State Insurance Act etc.

10. SOCIAL WORK RESEARCH AND STATISTICS

Definition, nature, scope and purpose of social work research.

Steps in problem formulation

Research designs and types of researches

Hypothesis and the role of theory in research

Sampling: general principles and types of sample designs. Pilot studies
 Data collection: methods and tools
 Measurements: levels, scales and scaling techniques
 Data analysis and data presentation
 Statistics: definition, functions, uses and limitations
 Measures of central tendency and measures of dispersion
 Correlation and regression
 Testing Hypothesis, principles and commonly used tests.

11. COUNSELLING

Counseling: meaning definition, need scope and objectives
 Difference between guidance, counseling and psychotherapy
 Types of counseling and qualities of a good counselor
 Therapeutic approaches to counseling: psychoanalytical, humanistic, client-centred, transnational analysis. Gestalt, existential and behavioral
 Counseling skills and counseling relationships
 Counseling in various settings

12. PROJECT PLANNING

Basic concept- project, programme, activity and planning of projects
 Project cycle: stages and planning
 Identification of project need- various methods- PRA/PLA, Log frame analysis,
 Project proposal: components, project management techniques strategies and format for project proposal writing.
 Project appraisal- technical appraisal, marketing appraisal, environment appraisal, mgt appraisal and profitability/ feasibility/viability appraisal. Social Cost- Benefit Analysis(SCBA)
 Project administration: project implementation, financial management, personnel management, monitoring and evaluation