

**Bengaluru North University**  
**Department of studies and research in Social work**

**Regulations Governing the Degree of Masters in Social Work (MSW)**  
**Prepared in accordance with ‘Choice-Based Credit System’**  
**(With effect from the academic year 2018-19)**

**Objectives of the Course:**

- To impart education and training in Professional Social Work to those desirous of making a career in the fields of Social Work.
- To develop knowledge, skills, attitudes and values appropriate to work with individuals, groups and communities.
- To provide inter-disciplinary collaboration for better understanding and addressing of problems/issues related to human development.
- To promote among students a sense of dedication and commitment for appropriate service to cause of the poor, under-privileged and disadvantaged sections of society.

**Title of the Course:**

The course shall be called ‘**Master of Social Work**’ leading to ‘**MSW**’ Degree.

**Duration of the Course:**

The Course of study for **MSW Degree** shall extend over a period of four Semesters, normally extending to two academic years.

**Eligibility for Admission:**

Any degrees with aggregate of 45% in all the subjects including languages are eligible to apply. In case of candidates belonging to SC/ST/Cat-1, there shall be a relaxation of 05%. However the eligibility for admissions shall be as per the general guidelines/orders of the Bengaluru North University /Government of Karnataka, as notified from time to time.

**Selection Procedure:**

Candidates shall be admitted to MSW course based on the marks obtained by the candidate in the qualifying examinations and the reservation guidelines/orders issued by *Bengaluru North University/Government of Karnataka* from time to time.

**Seats:**

Number of seats for MSW course shall be as per the Regulations of the Bengaluru North University, notified from time to time.

### **Attendance Requirements in each semester:**

- *Theory:* As per the University Regulations in force.
- *Field Work Practicum:* Fifteen hours of field work per week and minimum of 75% of attendance shall be compulsory. A student who fails to satisfy the required percentage of attendance in fieldwork practicum in any semester is required to repeat the Field Work Practicum *after the completion of the course.*

## **FIELD WORK PRACTICUM**

### **OUT LINE FOR FIELD WORK PRACTIUM:**

Every student of first, second, third and fourth semester is required to undergo fieldwork practicum two days in a week with commitment, dedication and with appropriate professional behavior.

Before placing the students for concurrent fieldwork, *orientation observational visits* shall be organized for *first* and *third* semester respectively.

The students in the agencies allotted by the department/colleges shall do the fieldwork concurrently two days in a week.

The student shall put in not less than 15 hours a week for fieldwork training, not less than 24 visits in the first semester. In the second semester, field work practicum should comprise minimum of 18days of concurrent field work and 5-7 days of social work camp. Both the components of field work are mandatory. In the first and second semesters students shall be placed for field work practicum in Governmental Departments, Non-governmental Organizations, panchayat institutions, counselling centers and community development projects of hospitals, innovative projects, and other developmental agencies/projects only and shall not be placed in Industries and Medical and Psychiatric departments in hospitals.

Minimum of 24 concurrent field work visits in the third and fourth semester and minimum of 25 days in the Block Placement are mandatory.

The Chairman/Principals/Field Work Coordinators and the faculty members shall help the students' in getting the permission for field work from agencies. However, the students also shall be responsible for getting the permissions for field work practicum.

### **Social Work Camp in the second semester:**

For the second semester students, Social Work Camp shall be conducted for 5 to 7 days, under the direction of at least two faculty members. Objective of the camp is to provide the students to acquire skills in planning, organizing, handling regulations, decision making and collectively contribute to the chosen cause in the area where camp is held. Generally camps are held in rural areas. However, if the department council so desires, the camps can be organized in relief and tribal areas.

### **Responsibilities of Staff involved in Field Work Practicum (Basic Functions outlined)**

**Field Work Coordinator:** The Department Council in Social Work shall nominate a Field Work Coordinator for first and third, second and fourth semesters, respectively. The Field Work Coordinator is responsible for:

- Responsibility of planning and monitoring fieldwork programme including networking with agencies;
- Make a purposeful distribution of students among the staff for fieldwork supervision;
- Preparation of placement in consultation with the Department Council/staff;
- Arrangement of Orientation Visits; and
- Supporting and networking between students, Department staff and Field Work Agencies.

### **Faculty Supervisors:**

- Every staff member is required to visit regularly to supervise and monitor the fieldwork training components of students placed under him/her;
- Three-way matching of students-agency-field work co-ordination in the department;
- Providing adequate supervision inputs to the agency supervisor; and
- Providing any support/assistance to the students for effective learning in the field.

### **Chairman/Head of the Social Work Department/Principals in affiliated Colleges:**

- The Chairman of the Department Council in Social work/Head of Social Work Department/Principals in affiliated Colleges are responsible to provide adequate logistical support, leadership and encouragement of fieldwork programme.
- He/She shall ensure support, guidance and an ambience of learning both in the department and in the fieldwork agency.

### **Assessment of Practicum in all Semesters:**

The Chairman of the Department of Studies and Research in Social work/Chairman of BOE in Social work shall conduct Viva-Voce examination in the department in all semesters for both the department students and students of affiliated colleges by inviting two examiners for each panel from the Panel of Examiners.

Field work practicum marks shall be awarded on the basis of reports submitted by the students and performance in the Viva-voce examination.

- A maximum of 30% marks is awarded for the reports/records submitted by the student. This shall be assessed by the respective faculty supervisors.
- A maximum of 70% of marks shall be awarded for the student's performance in the viva-voce examination conducted by the two examiners.

The Department Council of Social Work shall take appropriate decision, evolve detailed guidelines, if required, and take any decision with regard to field work practicum and to resolve any problems with regard to field work practicum.

### **Criteria for allocation of internal assessment marks**

Criteria for allocation of internal assessment marks shall be as per the Regulations of the Bengaluru North University, from time to time.

**MSW COURSE STRUCTURE****(CBCS)****I Semester**

Sl. No.	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration Of the Exam.	Marks		
						Internal Assessment	Semester end exam.	Total Marks
1	CS-1.1	Introduction to Professional Social Work	4	4	3 Hrs	30	70	100
2	CS -1.2	Human Growth and Development	4	4	3 Hrs	30	70	100
3	CS -1.3	Social Case Work	4	4	3 Hrs	30	70	100
4	CS -1.4	Social Group Work	4	4	3 Hrs	30	70	100
5	CS -1.5	Communication Skills for Social Workers	4	4	3 Hrs	30	70	100
6	CSP-1.6	Field Work Practicum-I (Concurrent Field Work)	12(6)*	4	(Viva-voce)	30	70 (Viva-voce)	100
7	SC-1.7	Social Action, Networking and Advocacy	3	2	3 Hrs	30	70	100
<b>Total</b>				<b>26</b>				<b>700</b>

Note: CS: Core Subject

CSP: Core subject Practicum

SC-Soft Core

**II Semester**

Sl. No	Paper	Title of the paper	Instruction Hrs per Week	No. of Credits	Duration of the Exam.	Marks		
						Internal Assessment	Semester end exam.	Total Marks
1	CS -2.1	Community Organization	4	4	3 Hrs	30	70	100
2	CS -2.2	Social Work Research and Statistics	4	4	3 Hrs	30	70	100
3	CS -2.3	Counseling: Theory and Practice	4	4	3 Hrs	30	70	100
4	CS -2.4	Social Policy, Law, Governance and Social Work	4	4	3 Hrs	30	70	100
5	CS-2.5	Development Paradigms for the Empowerment of Marginalized	4	4	3 Hrs	30	70	100
6	CSP-2.6	Field Work Practicum – II (Concurrent Field Work and Social Work Camp)	12(4)*	4	(Viva-voce)	30	70 (Viva-voce)	100
7	SC-2.7	Project Management for Participatory development	3	2	3 Hrs	30	70	100
<b>Total</b>				<b>26</b>				<b>700</b>

Note: CS: Core Subject

CSP: Core subject Practicum

SC-Soft Core

### III Semester

S · N o.	Paper	Title of the paper	Instructi on Hrs per Week	No. of Credits	Duratio n of the Exam.	Marks		
						Internal Assessm ent	Semest er End Examn .	Total Marks
1	CS - 3.1	Medical and Psychiatric Social Work	4	4	3 Hrs	30	70	100
2	CS -3.2	Rural, Urban and Tribal Community Development	4	4	3 Hrs	30	70	100
3	CS -3.3	Human Resource Management and Development	4	4	3 Hrs	30	70	100
4	CS -3.4	Labour Legislations	4	4	3 Hrs	30	70	100
5	CSP- 3.5	Field Work Practicum – III (Concurrent Field Work)	12 (4)*	4	(Viva-voce)	30	70 (Viva-voce)	100
6	OEP-3.6	To be offered by the Other Departments	4	4	3 Hrs	30	70	100
Total				24				600

#### Open elective to be offered to the other departments

Sl. No .	Paper	Title of the paper	Instructio n Hrs per Week	No. of Cre dits	Duration of the Exam.	Marks		
						Internal Assessm ent	Semest er End Examn. .	Total Marks
6	OEP-3.6	Life Skills for Quality Living	4	4	3 Hrs	20	80	100

Note: CS: Core Subject

CSP: Core subject Practicum

SC-Soft Core

OEP: Open Elective Paper

### IV Semester

S. No.	Paper	Title of the paper	Instruc tion Hrs per Week	No. of Cred its	Duration of the Exam.	Marks		
						Internal Assessment	Semester End Examn.	Total Marks
1	CS -4.1	Management of Welfare and Development Organizations	4	4	3 Hrs	30	70	100
2	CS - 4.2	Women, Child and Correctional Social work	4	4	3 Hrs	30	70	100
3	CS - 4.3	Industrial Relations and Labour Welfare	4	4	3 Hrs	30	70	100
4	CS - 4.4	Personal and Professional Growth	4	4	3 Hrs	30	70	100
5	CSP - 4.5	Field Work Practicum - IV (Concurrent Field Work and Block Placement)	12 (6)*	4	(Viva-voce)	30	70 (Viva-voce)	100
6	CPD-4.6	Dissertation / Research Project	12 (6)*	4	-	30 (Viva-voce)	70 (Report)	100
Total				24				600

Note: Note: CS: Core Subject  
CPD: Core paper Dissertation

CSP: Core subject Practicum

\*For all the Semesters in Field work practicum, two hours of fieldwork is equivalent to one hour of theory class. Hence, the workload for the Concurrent Field Work for every Faculty member is deemed to be four hours per week in every semester. Fieldwork supervision includes works such as providing orientation to fieldwork practicum in general and the specific fieldwork area and agency in particular; periodic visits to the field work agency; conducting Individual Conferences and Group Conferences on a weekly basis; and conducting periodic assessments.

# FIRST SEMESTER

## PAPER:CS-1.1 INTRODUCTION TO PROFESSIONAL SOCIAL WORK

### Objectives:

(Total-64 hours)

- To infuse Philosophical foundation and value base of social work profession.
- To develop an insight into the historical context of origin and development of social work Profession.
- To understand the impact of contemporary ideologies on social change and Social work.

### **Unit-1: Meaning and Definitions of Social Work** 10 hours

- Definition, Objectives, Philosophy, scope.
- *Concept of related terms:* Social welfare, Social service, Social reform, Social Security, Social Justice.
- Introduction to the Methods of Social Work.

### **Unit-2 Social Work profession in India:** 10 hours

- Guiding Principles, values and code of ethics in social work practice.
- Social work as a profession; Attributes of a profession, social work as a profession, social workers as a professional. Voluntary and Professional social work

### **Unit-3 Evolution of social work:** 10 hours

- Historical development of Social work in the west. (UK and USA).
- Historical development of Social work in India.

### **Unit-4 Contemporary Ideologies of Social work profession** 12 hours

- Concept of Ideology
- Ideologies that have marginalized and vulnerable groups
- Limitations of Professional Social work
- Contemporary ideologies for social change and professional social work

### **Unit-5 Fields of social work:** 20 hours

- Social work in Community Development and correctional setting
- Medical and Psychiatric social work
- Family, Women and child centered Social work
- Industrial social work
- Social work with marginalized sections of the society
- Social work with Vulnerable groups in the society
- Emerging Areas of Social Work: Environmental Protection, Disaster management, HIV/AIDS, Gerontological Social Work and Human Rights, etc.,



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### **JOURNALS:**

The Indian Journal of Social Work, Bi-annual, TISS, Mumbai (Maharashtra)

Perspectives in Social Work, College of Social Work, Nirmal Niketan, Mumbai (Maharashtra)

Social Work Journal, Bi-Annual, Department of Social Work, Assam University, Silchar-788 011 (Assam)

### **DIGITAL REFERENCES:**

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The Audiopedia (2017), What is SOCIAL WORK? What does SOCIAL WORK mean? SOCIAL WORK meaning, definition & explanation, Available at  
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<https://www.youtube.com/watch?v=a4VzRSnksmA>

## PAPER: CS-1.2 HUMAN GROWTH AND DEVELOPMENT

### Objectives

(Total-64 hours)

- Develop an overall understanding of the principles of human growth and development, their relevance and application to behaviour at various phases in the life span
- Understand interactional nature of growth and behaviour at various stages in the life span: infancy, childhood, adolescence, youth, adulthood and oldage, and impact of cultural aspects
- Understand the twin roles of individual's heritage and environmental influences in growth and development.

### Unit-1 Introduction to Periods in Lifespan Development 10 hours

- Different periods in lifespan development
- *Prenatal and Infancy*: Overview of prenatal stage
- Definition, Physical growth and development in infancy (reflexes, emotional states, Physical growth & motor development, brain).
- Developmental tasks of infancy

### Unit-2 Early Childhood and Middle Childhood 10 hours

- *Early Childhood Period (2 to 6 years)*
- Definition, overview of early childhood years, highlights, developmental tasks.
- Importance of play for all round development.
- *Middle Childhood (6 to 9 years)*
- Definition and Developmental tasks
- School – its significance & importance, effects of success & failure
- Peer group - importance & significance, functions

### Unit-3 Adolescence and Young Adulthood 10 hours

#### *Adolescence (9 to 20 years)*

- Definition, period of storm & stress
- Physical development – puberty, growth spurt, primary & secondary sex characteristics, early & late maturation
- Socialization
- Choosing career – Stages and factors affecting choice

#### *Young Adulthood (21 to 40 years)*

- Definition of an “Adult”.
- Developmental tasks of a young adult and significance of the period responsibilities and adjustment: New family, work place, parenthood, independence, financial matters.

## **Unit-4 Middle hood and Late adulthood**

10 hours

### ***Middle Adulthood (41 to 60 years)***

- Definition, Physical changes (senses, diseases) Menopause, Health issues

### ***Late Adulthood and Aging (61 years and above)***

- Definition, Physiological changes, and health problems
- Death: Preparation & coping strategies
- Relevance of social work practice across the stages development.

## **Unit-5 Social and Psychological dimensions across the different stages of Development**

15 hours

### **Psychological Dimension for Assessing Social Functioning across the different stages**

- Psychodynamic Theory
- Erikson's Psychosocial Development
- Learning Theory
- Social-Learning Theory

### **Social Dimension for Assessing Social Functioning across the different stages**

- Social Theory
- Ecological Systems Theory
- Modern Functionalism Theory
- Conflict Theories

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<b>Name of the Journal</b>	<b>URL</b>
Current Opinion in Psychology	: <a href="http://bit.ly/2DWs5VT">http://bit.ly/2DWs5VT</a>
Journal of Applied Developmental Psychology	: <a href="http://bit.ly/2nG9mTl">http://bit.ly/2nG9mTl</a>
Journal of Education psychology	: <a href="http://bit.ly/2FI9Gs3">http://bit.ly/2FI9Gs3</a>
Journal of Experimental psychology	: <a href="http://bit.ly/2nHuVmO">http://bit.ly/2nHuVmO</a>

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## PAPER: CS-1.3 SOCIAL CASE WORK

**Objectives:** (Total-64 hours)

- To understand case work as method of social work and to understand values and principles of working with individuals.
- To enhance understanding of the basic concepts, tools and techniques in working with individuals and families in problem solving and in developmental work
- Develop appropriate skills and attitudes to work with individuals and families

**Unit-1 Meaning and Definitions of Case work:** 12 hours

- Definitions, Meaning, Nature, and Purpose of Case Work
- Importance of Social Case work and its relationship with other methods of Social Work
- Historical development of Social Case work with special emphasis on the Indian context

**Unit-2: Principles and skills in Case work practice:** 12 hours

- Principles of Case work practice, and Skills in Social Case Work Practice.
- Components of Case work practice
- Importance of Case Worker-Client Relationship; Characteristics of professional relationship: *empathy, transference and counter transference, resistance, sustaining the relationship, non-possessive, warmth, genuineness and self-disclosure;*
- Case work tools: *Interview, home visit, observation, listening, communication skills, rapport building.*
- Techniques of casework: *Supportive, resource enhancement. Use of counseling in case work.*
- Self as a professional: Professional self- Conflicts and dilemmas in working with individuals.

**Unit-3; Theories and Approaches in Social Case Work:** 15 hours

- Psycho-Social approach, Functional approach, Problem-solving approach, Crisis Theory, Family Intervention, Behavioural Modification, Holistic approach.
- Social casework recording: need, importance & types of recording.

**Unit-4 Case work process:** 10 hours

- **Intake:** meaning, steps, referral- types and stages,
- **Study:** meaning, tools used, procedure followed in the study process: *Interviewing, rapport building, Home visits & Reaching out, Collateral contacts & Relationship;*
- **Social Diagnosis:** meaning, types and models;

- **Treatment/ Intervention:** meaning, objectives, goals and goals setting & treatment planning techniques; *supportive/Environmental manipulation, reflective/ practical help or material help& direct treatment/ counseling.*
- **Evaluation:** meaning, objectives, types, methods, techniques,
- **Termination-**meaning, reaction to termination, decision and planning to termination
- **Follow-up-** meaning, purpose and types.

## **Unit-5 Application of Social Case Work in different settings &**

**Clientele groups:** 15 hours

- Medical and Psychiatric settings,
- Family and Child Welfare settings:
- Community Settings:
- Industries and Correctional Institutions, etc.,
- Role of Case Worker in various settings.

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Indian Journal of Social Work, By-Annual, TISS, Deonar, Mumbai (Maharashtra).

Perspectives in Social Work, College of Social work, NirmalNiketan, Mumbai (Maharashtra).

Social Work Journal, Bi-Annual, Department of Social Work, Assam University, Silchar-788 011 (Assam).

### **DIGITAL REFERENCES:**

<b>Name of the Journal</b>	<b>URL</b>
Clinical Social Work Journal (Springer)	: <a href="http://bit.ly/2GHK9AP">http://bit.ly/2GHK9AP</a>
Journal of Social Work (Sage)	: <a href="http://bit.ly/2BRxZBI">http://bit.ly/2BRxZBI</a>
Social Work (NASW Press)	: <a href="http://bit.ly/2DYNSIz">http://bit.ly/2DYNSIz</a>

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## **PAPER: CS-1.4 SOCIAL GROUP WORK**

**Objectives:** (Total-64 hours)

- To gain knowledge about group formation and use of a variety of group approaches and to understand concepts, dynamics and models
- To develop knowledge and principles, skills and techniques to be used by the social worker in group.
- To identify the various situations and settings where the method could be used in the context of social realities of the country.

**Unit-1 Introduction to Social Group work:** 12 hours

- Understanding of Social Groups: Meaning, Characteristics, and classifications.
- Significance of group life, Groups contributions to individual.
- Small group as an instrument for development.
- Definitions and meaning of Social Group work, Characteristics and Purposes of Social Group work,
- Need and importance of Group work
- Assumptions underlying social group work.
- Historical background of Social Group work with special emphasis on the Indian context.

**Unit-2 Principles and skills in Group work practice:** 15 hours

- Principles of working with groups
- Skills in group work practice
- Group dynamics: Isolation, we –feeling, sub groups, group Bond, cliques, scapegotism, conflicts, decision making and leadership, group contagion, group control.

**Unit-3 Social Group Work Process:** 10 hours

- Pre-group, group formation, beginning phase, middle phase, advanced phase, use of programs, evaluation in groups and termination phase.
- **The Program Development Process:** The nature and purpose of program in Social group work, understanding interests and needs as a basis for program, group organization as a part of program development, guided interaction- the heart of the program process.

**Unit-4: Application of group work method in different settings;**

15 hours

- Social group work practice in Community development setting
- Social group work practice in Medical and psychiatric settings

- Social group work practice in physically, visually and mentally challenged institutions, and de-addiction centers,
- Social group work practice in family and child welfare settings
- Social group work practice in the schools, aged homes, and correctional institutions

**Unit-5: Recording in group work:** 11 hours

- Recording structure
- Principles of recording
- Types of recording.
- Importance of recording in Social Group work.

**REFERENCES:**

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## **PAPER: CS-1.5 COMMUNICATION SKILLS FOR SOCIAL WORKERS**

### **Objectives** (Total-64 hours)

- To understand the basic communication skills for the effective social work practice
- To in calculate the necessary communication skill in social work process
- To blend theoretical knowledge and social work practice by exhibiting professional skills

### **Unit-1 Basic Communication and helping Skills for social workers**

10 Hours

- Basic Communication skills and creating an effective helping relationship in Social Work Practice.
- Basic helping skills and non-verbal communication
- The 'I-statement', understanding emotions and feelings
- Responding to Defense communication and cross culture helping

### **Unit-2 Effective Communication for Social Workers in Work Load and Caseload management**

10 Hours

- Managing time at work, Report writing and letter writing
- Using information technologies and effective telephone communication
- Maintain case notes for narrative Recording and problem oriented recording (POR) and the SOAP format
- Process recording, testifying in court and dealing with managed case

### **Unit-3 Communication skills in Social work process**

15 Hours

- preparation of genograms and eco-mapping as a part of social assessment
- preparation of social networking map and life history grid
- preparation of life cycle matrix and identifying client's strength
- Preparation of person-in-environment system(PIE)
- The 4 Ps, 4 Rs and 4Ms in assessing the client's behavior and functioning with in a social context.

### **Unit 4: Effective Communication in Social work intervention**

13 Hours

- Interview planning with the client, information and advice giving to the client
- Managing self-talk and building self-esteem

- Helping clients to make decision and resolving interpersonal conflicts
- Client advocacy, empowerment and helping client in crisis handling
- *Skills required for Professional Social workers to Practice at settings:*
  - Assessment skills, • Communication Skills, • Advocacy and Leadership, • Problem solving skills, • Critical thinking skills, • Respect for diversity, • Intervention skills, • Documentation skills, • Organizational skills, • Understanding of Human relations

### **Unit-5 Communication skills for Social work practice**      16 hours

- *Effective speaking*, principles of effective oral communication, speech preparation, technique of effective speech,
- *Effective listening*, meaning, nature and importance of listening, principles of group listening, types of listening. Listening process, barriers in listening,
- *Effective writing*, what is draft, meaning and objectives of written communication, essential of written communication,
- *Feedback* a two-way process, Characteristic of feedback, kinds of feedback written and oral communication, improving in feedback and developing effective feedback skill, feedback loops.
- *Street theatre*: Elements of street theatre scripting and choreography for development. Use of puppets, songs and folklore. Role of Information, education, and communication (IEC) in making effective peoples participation.

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<b>Name of the Journal</b>	<b>URL</b>
International Journal of Communication	: <a href="http://bit.ly/1G9urr7">http://bit.ly/1G9urr7</a>
Mobile Media & Communication	: <a href="http://bit.ly/2nysKm5">http://bit.ly/2nysKm5</a>
Communication Research	: <a href="http://bit.ly/2DXhKVw">http://bit.ly/2DXhKVw</a>

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Young Entrepreneurs Forum (2016), 10 Barriers to Effective Communication, Available at <https://www.youtube.com/watch?v=slq1nAhZuqE>

University of Kent (2016), Specialist Communication Skills for Social Workers | Johanna Woodcock Ross | Think Kent, Available at <https://www.youtube.com/watch?v=UVER1tforao>

## **PAPER: CSP 1.6. FIELD WORK PRACTICUM -I (Concurrent Fieldwork)**

Field work practicum of First Semester comprises two components:

- ❖ Orientation visits
- ❖ Concurrent field work.

**Orientation Visits:** There shall be minimum **6 orientation visits** to be made in the first four weeks to provide an exposure to and understanding of the services provided in responses to people's needs (i.e. agencies in health setting, education, community, institutional services, criminal justice system, civic administration, rehabilitation etc.).

Soon after the completion of orientation visits, "orientation to fields of social work", a student workshop shall be conducted to share the orientation visit experiences and learning.

The students shall record their experiences and leanings of Orientation Visits, which they are expected to produce at the time of viva-voce examination conducted at the end of the semester.

**Concurrent Field Work:** every student of I Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. The learner is expected to complete a minimum of 24 days of visits in this semester.

The learners may be placed in agencies/community to initiate and participate in direct service delivery. Each student has to undertake **two case works** and **one group work**, consisting at least of '**ten**' sessions.

The faculty supervisors through periodic 'Individual conferences' and 'Group conferences' shall assist students to prepare a plan of action for the respective semester field work activities in consultation with agency supervisors.

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Subhaedar, I. (2016). Field Work Training in Social Work. Jaipur: Rawat.

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Ignouosw (2013), Field Work Practicum in Social Work Part,  
[https://www.youtube.com/watch?v=a6u\\_YBsoKCs](https://www.youtube.com/watch?v=a6u_YBsoKCs)

**PAPER: SC-1.7 SOCIAL ACTION, NETWORKING AND ADVOCACY**  
**Objectives** (Total-40 hours)

- To familiarize students with an understanding of the concepts, context and processes that is relevant for people's struggles, social action and social movements
- To enable students to understand and analyse issues in a broader context of governing institutions and civil society actors in responding to critical Social realities.
- To prepare students through building a strong perspective and skill to engage themselves in struggles, protests and movements.

**Unit 1. Meaning, definitions and Models of Social Action** 8 hours

- *Social Action*: Meaning, definitions, Models, Characteristics, Approaches and Strategies of Social Action;
- Principles and steps in Social action
- Social action as a method of Social work

**Unit 2. Ideology and Methodology of Social Action** 8hours

- *Ideology and Methodology*: Gramsci, Freire, Alinsky;
- *Max Webbers* Social action theory, Tolcott parsons social action theory

**Unit 3. Theories and Types of Social Movement** 8hours

- *Popular Social movements in Karnataka*: Dalit Movement, Peasant movement, Student movement, Women's movement and Labour movement.

**Unit 4. Networking in Social work practice** 8hours

- *Networking*: Meaning, need and importance for effective professional practice.
- 10 tools for successful networking in social work practice.
- Professional networking in social work: selected case studies

**Unit 5. Advocacy** 8hours

- Concept of advocacy as a tool; Strategy for advocacy; Campaigning; Lobbying;
- Advocacy as a tool for social change, Process of Social Advocacy.
- Use of media and public opinion building in advocacy;



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- Singh, Rajendra (2001), *Social Movement: Old and New*. New Delhi: Sage Publication
- Vasudevamoorthy, M (1996), *Social Action*, Asia Publishing House

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### Important Website

Department of Woman & Child Development	<a href="http://dwcd.kar.nic.in">http://dwcd.kar.nic.in</a>
Directorate of Employment & Training	<a href="http://emptrg.kar.nic.in">http://emptrg.kar.nic.in</a>
Directorate of Municipal Administration	<a href="http://municipaladm.gov.in">http://municipaladm.gov.in</a>
Directorate of Social Security and Pensions	<a href="http://dssp.kar.nic.in">http://dssp.kar.nic.in</a>
Directorate of Welfare of Disabled and Senior Citizens	<a href="http://welfareofdisabled.kar.nic.in">http://welfareofdisabled.kar.nic.in</a>
NSSO South Zone	<a href="http://www.nssso.kar.nic.in">http://www.nssso.kar.nic.in</a>
Rural Dev. & Panchayat Raj Dept.	<a href="http://rdpr.kar.nic.in">http://rdpr.kar.nic.in</a>
Social Welfare Department	<a href="http://sw.kar.nic.in">http://sw.kar.nic.in</a>

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## SECOND SEMESTER

### PAPER: CS 2.1. COMMUNITY ORGANIZATION

**Objectives:** (Total-64 hours)

- To understand the critical elements of community organisation process
- To enhance critical understanding of models and strategies for CO
- To gain knowledge on the various techniques and skills of community organisation to develop the basic skills to apply those in the community

#### **Unit-1 Meaning and types of Community and Community Organization:**

12 hours

- Concept of community; types and features of community; -*Rural, Urban, Tribal, Nomadic*: problems, social and contextual understanding for practice. Urban slums and their characteristics.
- Concept of community organization: Definitions, and objectives of community organization,
- Relevance of community organization approach to Indian situation;
- Historical development of community organization practice in the west, community welfare concepts, community chests;
- Historical development of community organization practice in India.
- community organization and community development

#### **Unit-2 Principles and models of community organization:** 15 hours

- Principles of community organization.
- Skills in Community Organization.
- Models of community organization practice

#### **Unit-3 Community organization process and phases:** 12 hours

- Process in the phases of Community Organization.
- Withdrawal from community: Skills and strategies.
- Resource mobilization and fund Raising-Techniques and Strategies

#### **Unit-4 Intervention strategies in community settings:** 12 hours

- awareness buildings, organizing, activating, people's participation, negotiating, lobbying and, resolving group conflicts,

- Roles of community organizer

### **Unit-5 Disaster Management**

13 hours

- Meaning, and types of disaster,
- Impact of disaster; *Social, psychological, economic and physical.*
- Understanding traumatic stress reactions. Disaster cycle.
- Meaning and definitions of Disaster management. Stages of Disaster management.
- Working with special groups; Women, Children.

### **REFERENCES:**

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### **DIGITAL REFERENCES:**

**Name of the Journal** : **URL**  
Journal of Community Practice : <http://bit.ly/2EAz9EA>

Jeff Goodman (2016), Community Organization and Building - 3-30-16  
Lecture, Available at  
<https://www.youtube.com/watch?v=dI8UBXsSaHQ>

Aaron Schine (2009), What is Community Organizing?, Available at  
<https://www.youtube.com/watch?v=VULCMmmQAHA>

C.S. Mott Foundation (2010), From the Grassroots - Understanding  
Community Organizing, Available at  
<https://www.youtube.com/watch?v=fIXHRxc9q1k>

## **PAPER: CS-2.2 SOCIAL WORK RESEARCH AND STATISTICS**

### **Objectives:**

(Total-64 hours)

- To understand major research strategies, meaning, scope, and importance of social work research
- To develop an ability to see the linkage between the practice, research, theory and their role in enriching one another
- To develop attitudes favorable to the judicious integration practice, research and theory and develop skills for use of library and documentation services for research

### **Unit-1 Meaning of Research, Social Research, and Social work Research**

12 hours

- Meaning of Research, Scientific characteristics of research, Process of research: Deductive and Inductive.
- Types of research: Basic, Action and Applied. Quantitative and Qualitative.
- Meaning of Social Research, Basic elements: Concepts, Constructs, Variables, and Hypothesis.
- Social work research: Definitions, Functions and process.

### **Unit-2 Formulation of Research Problem**

12 hours

- Sources of research problem, criteria of good research problem, defining the research problem.
- Developing the statement of the problem, and research questions, Review of literature, formulation of objectives.

### **Unit-3 Research Design**

12 hours

- Research designs by purpose of study: *Exploratory, Descriptive, and Explanatory.*
- Research designs by intended to use:
  1. *Intervention research designs or Social work research designs: Single subject research design, Withdrawal/ reversal design, multiple component design.*
  2. *Action research design*
  3. *Evaluative research design*
- Research designs to assess cause and effect relationship: *Experimental and Non experimental.*

**Unit-4 Sampling & Data Collection:**

12 hours

- Sampling-Meaning, Sampling design process, Methods and types of sampling.
- Tools of data collection: Use of existing scales. Observation, questionnaire, and Interview schedule.
- Data processing: Editing, Coding, Recording, and computing the scores, Preparation of master chart.
- Data analysis and interpretations: techniques and types.
- Research report writing: Organizing research report

**Unit-5 Statistics and Computer Applications in Social Work Research:**

16hours

- Statistics: Definition, importance, functions and limitations.
- Measures of Central Tendency: Arithmetic mean, median and mode
- Measures of Dispersion: Range, quartile and standard deviations
- Chi Square: Uses and applications
- Applications of Karl Pearson's correlation test in social work research
- Application of statistics in social work practice
- Computer Applications: Use and application of computer in Social Work research with special reference to Excel, Statistical Package for Social Sciences (SPSS), etc.

**REFERENCE:**

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KStateLibraries (2013), How to Develop a Good Research Topic, Available at <https://www.youtube.com/watch?v=nXNztCLYgxc&t=1s>

David Taylor (2017), How to Write a Literature Review in 30 Minutes or Less, Available at <https://www.youtube.com/watch?v=TdJxY4w9XKY&t=200s>

Statistics Learning Centre (2012), Choosing which statistical test to use - statistics help, Available at <https://www.youtube.com/watch?v=rulIUAN0U3w>



## **PAPER: CS-2.3 COUNSELING: THEORY AND PRACTICE**

### **Objectives** (Total-64 hours)

- To help students distinguish between counseling, Case Work and Psychotherapy and to acquire the required knowledge in this regard.
- To sensitize the students to the attitudes required for the practice of counseling
- To engage the students to identify and practice the appropriate skills.

### **Unit-1 Meaning and Definitions of Counseling:** 12 hours

- Counseling: Definition, Elements, Characteristics and Goals
- Evolution of counseling
- Foundations of Counseling; Philosophical Foundations – *dignity of the human person*, Sociological foundations – *influence of social system*, Psychological foundations – *concept of self, goal directed behavior, learning*.

### **Unit-2 Portrait of Counselor and Counselee:** 13 hours

- The Counseling Relationship
- Regard and respects - Authenticity - Empathy
- Personal Growth and Effectiveness of the Counselor
- Concerns of self, attitudes, values, beliefs, relationships, self-esteem, openness to others, accepting personal responsibility, realistic levels of aspiration, self-actualization.
- The portrait of the helper

### **Unit-3 Counseling Process:** 13 hours

- Stage – I – Problem Exploration and Clarification
- Stage – II – Integrative Understanding – Dynamic Self-Understanding
- Stage– III – Facilitation Action; Developing a New Perspective, Preferred Scenario.

### **Unit-4 Therapeutic Counseling intervention:** 14 hours

- Psychodynamic, cognitive-behavioral, humanistic and feminist, key concepts, principles and techniques of various approaches:
- Psychodrama, RET, Family Therapy, Reality Therapy, Behavior Therapy
- Crisis Counseling, Transactional Analysis

- Feminist Therapy towards developing an eclectic approach and utilization of models and techniques across problem situation.

### **Unit-5 Counseling in Different Settings**

13 hours

- Group Counselling: Counselling for groups - Process, advantages and disadvantages of group counselling.
- Practice of counselling in family counselling centres and family courts
- Mental health centres, HIV/AIDS Counselling, child guidance clinics, correctional institutions, de-addiction and rehabilitation centres, educational institutions.

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Todd Grande (2016), Theories of Counseling - Psychoanalytic Therapy Available at <https://www.youtube.com/watch?v=J3dF4gvK8wo>

## **PAPER: CS-2.4 SOCIAL POLICY, LAW, GOVERNANCE AND SOCIAL WORK**

**Objectives;** (Total-64 hours)

- To Gain knowledge of policy analysis and the policy formulation process.
- To Develop an understanding of social policy in the perspective of national goals as stated in the Constitution, particularly with reference to Fundamental Rights: and the Directive Principles of State Policy.
- To locate strategies and skills necessary for social development and reinforce values of social justice, gender justice and equality.

### **Unit-1 Indian Social Policy: Nature Emergence and Approaches;**

12 hours

- Concept and definitions of social policy, Public policy v/s Social policy
- Emergence of social policy; world and India, Models of Social Policy
- Social work and social policy in order to promote social change and social control
- Nature of Governance, Development and Social work.
- Good governance, Elements of good governance

### **Unit-2 Values underlying social policy based on the Constitutional provisions.**

12 hours

- Preamble of Indian constitution, Fundamental Rights (12-35), Directive Principles of State Policy (36-51).
- Ideals of Indian Constitution
- Salient features of The Right to information Act 2005.
- Salient features of Domestic Violence Act.

### **Unit-3 Salient features of Social Legislations**

16 hours

- The Special Marriage Act 1954
- The Hindu Marriage Act 1955
- The Hindu Adoption and maintenance Act 1956
- The Dowry Prohibition Act 1961

### **Unit-4 Salient features of legislations related to Children**

12 hours

- The prohibition of Child Marriage Act 2006

- The Juvenile Justice (Care and Protection) Act 2000
- The protection of children from sexual offences act, 2012

### **Unit-5 Human Rights:**

12 hours

- **Definition and Classification:** Civil and Political Rights, Socio Economic and Cultural Rights.
- Universal Declaration of Human Rights.
- History of Human rights
- Social work as Human rights profession

### **REFERENCES**

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- BasuDurga Das Introduction to the Constitution of India Prentice Hall of India, New Delhi
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## **PAPER: CS-2.5 DEVELOPMENT PARADIGMS FOR THE EMPOWERMENT OF MARGINALIZED**

### **Objectives**

(Total-64 hours)

- To enable students to locate marginality of major communities which is deeply embedded in Indian social structure?
- To familiarise students with the divergent discourses prevalent particularly in Dalit studies and its implications on social movements among marginalised.
- To equip the students to understand development intervention of State in the development of marginalised communities, and also the role of NGOs and CSOs, especially in the current context of LPG reforms in India.

### **Unit-1 Introduction**

12 hours

- The concept of marginality, marginalization; Nature and types of marginally marginalized communities in India
- Meaning of Social Exclusion and Social Exclusion of SCs, STs and OBCs
- Socio-economic indices of marginalization: Poverty, relative isolation, deprivation, exploitation, discrimination, educational backwardness; inequality.

### **Unit-2 Scheduled Castes/Dalits**

14 hours

- Caste system in India: origin and nature: *as described by Dr.B.R.Ambedkar*
- Human development Index of Dalits and Dalit development Index in India.
- Constitutional safeguards and Constitutional agencies working for their development.
- Need and Significance of Social work intervention in initiating the right based development for dalits.

### **Unit-3 Scheduled Tribes/Adivasis**

12 hours

- Contemporary Issues of Tribals/Adivasis.
- Constitutional and Legislative provisions for tribes
- Critical analysis of various Tribal development programmes in India.

### **Unit-4 OBC's and Minorities**

14 hours

- Marginalization and Social exclusion of OBCs and Minority communities in India.
- Union and State Government programmes for OBCs and Minorities
- *Various commissions salient features for the upliftment of OBCs in Karnataka:* 1. Miller Commission 2. Naganagowda Commission 3. Havanur Commission 4. Venkataswamy Commission 5. Chinappa Reddy Commission and 6. Karnataka state Backward class Commission.

### **Unit-5 Ideologies on development of marginalized**

12 hours

- Ideologies/views /contributions of Basaveshvara towards eradication of caste system in India.
- Ideologies/views /contributions of Jyotiba Phule on educational development of Marginalised.
- Ideologies/views/contributions of Dr. B.R. Ambedkar on marginalization of Dalits /OBC's and Minorities
- Ideologies/views/contributions of Ram Manohar Lohia on Marginalised communities in India.
- Significance of transforming ideologies of Sri Basaveswara, Jyotiba Phule, Ambedkar and Lohiya into professional practice as part of indigenous social work in India.

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**PAPER: CSP 2.6 Field Work Practicum - II**  
**(Concurrent Field work and Social work camp)**

**Concurrent Field Work:** every student of II Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two in every week of the semester. The learner is expected to complete a minimum of 18 days of visits in this semester. Each student has to undertake **two case work**. Students can continue their field work practicum in the same agency where they undergone in I semester.

**Social Work Camp:** Social Work Camp shall organize for 5-7 days' duration in a rural / tribal setting, is expected to provide opportunities to experience rural / tribal life, analyze its dynamics, and observe the functioning of government machinery (local self-government) and voluntary organizations. Objective of the camp is to provide the student with an opportunity to acquire skills in planning, organizing, handling regulations, decision making and collectively contribute to the chosen cause in the area where camp is held. Generally, camps are held in rural / tribal areas. However, if the department council so desires the camps can be organized in relief areas, (disaster) tribal areas or innovative learning projects.

## **PAPER: SC 2.7 PROJECT MANAGEMENT FOR PARTICIPATORY DEVELOPMENT**

**Objectives** (Total-40 hours)

- Acquire a theoretical frame of project preparation and its various stages in implementation.
- To enable the students to understand the PRA techniques in formulating a project proposal and to impart skills in participatory project planning.
- Develop a scientific research temperament in exploring the current trend emerging in the project preparation and implementation.

### **Unit-1 Project Formulation and Participatory Study and Problem**

**Statement:** 8Hours

- Concept of project: characteristic features of development project
- Concept of project planning and management
- Planning process: strategic and perspective planning and its process

### **Unit-2 Project Design, project appraisal and operational plan**

8 Hours

#### *Project Design*

- Logical frame approach(LFA) fixing of project goal, purpose, activities, assumptions, verifiable indicators and means of verification; designing the activities- activity plan, time estimation, cost estimation,

### **Unit-3 Resource Mobilization, Finance Management and Personnel Management**

8 Hours

- Resource mobilization and fund raising, techniques of fund raising.
- Budgeting, financial management and accounting procedure.

### **Unit-4 Project Implementation, Monitoring and**

**Evaluation:** 8Hours

- *Project implementation:* time estimation, inter-linkages, resource estimation, Critical Path Method (CPM), Project Evaluation and Review Technique (PERT)

- *Monitoring*: monitoring cycle, steps in monitoring, levels in monitoring-process monitoring and output monitoring, indicators of monitoring.
- *Project Review*: variance analysis and performance analysis, methods of review analysis
- *Project Evaluation*: purpose, needs, types of evaluation, steps in evaluation

## **Unit-5 Project Format for proposal writing**

10Hours

- Drafting project proposal for fund raising,
- Steps involved in project proposal writing: project report, progress report

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### III SEMESTER

#### PAPER: CS-3.1 MEDICAL AND PSYCHIATRIC SOCIAL WORK

##### Objectives

(Total-64 hours)

- To develop a holistic and integrated approach to social work practice in the field of health.
- To understand psychiatric social work in the context of changing trends in health care.
- To understand the concept of mental health, and acquire knowledge in mental disorders, stress and coping in the context of holistic health.

##### Unit-1 Nature and concept of Medical Social work;

12 hours

- Introduction: Meaning, nature and scope of medical social work.
- Historical development of Medical Social Work in India and Abroad
- *Concept of patient as a person*: Social and emotional components associated with various chronic diseases like Tuberculosis, Diabetes, Hypertension, Cancer, and HIV/AIDS (*with brief information about clinical features, symptoms and medical treatment of these diseases*).
- Impact of hospitalization on family. Role of Professional Social worker's in prevention, curative, clinical, aftercare and rehabilitation process
- Importance of team work/multidisciplinary approach in Medical / psychiatric setting.

##### Unit-2 Community health and Community Mental health;

18 hours

- *Community Health*: Meaning, definition. Objectives of community health programmes: Role of social worker in the management of healthy environment and community health.
- *Community Mental Health (C.M.H)*: Meaning, definition, nature and objectives of Community Mental Health, Goals of CMH: prevention of mental illness and promotion of mental health. Community mental health services available in India.
- *Contemporary Community Mental health Policies/Programmes*: National mental health programme, National mental Health policy, School mental health programme.

##### Unit-3 Meaning and concepts of Psychiatric Social work;

12 hours

- *Introduction:* Meaning, Definition, nature, objective and scope of Psychiatry Social Work;
- Historical development of psychiatric social work in India and Abroad.
- Severe mental disorders, common mental disorders, organic mental disorders, substance use disorders, personality disorders, mental health problems among children: The clinical features, symptoms and causes of the same (As per ICD 10 guidelines).

**Unit-4 Psychotherapy in Psychiatric Social work** 12 hours

- **Psychiatric Assessment:** History taking and mental status examination, psycho social and multidimensional assessment of mental disorders in psychiatric social work.
- *Understanding Therapeutic applications:* Cognitive Behavioral Therapy (CBT), Inter Personal Therapy, Psychotherapy, supportive therapy, and family therapy.
- Psychiatric Social work practice in: de-addiction center, mental health care centers, and child care institutions.

**Unit-5 Rehabilitation** 10 hours

- *Rehabilitation:* components, psychosocial rehabilitation, psychoeducation, case management, discharge planning
- Rehabilitation settings, therapeutic community, Day care Centres, half way homes, Quarter-way homes, shelter homes, hostels, foster care; community based rehabilitation matrix of WHO.

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## **PAPER: CS-3.2 RURAL, URBAN AND TRIBAL COMMUNITY DEVELOPMENT**

**Objectives:** (Total-64 hours)

- To enable students to understand about the rural, urban and Tribal realities.
- To develop sensitivity and commitment for working with rural, urban and tribal communities.
- To equip students with specific skills and techniques of working with rural, urban and tribal communities.

**Unit –1 Nature of Community development** 10 hours

- *Community development:* Meaning, objectives, scope, principles and process.
- Strategies of Community development; Building bridges to people; Building bridges through relationship; Building bridges through groups; Empowerment and hope.
- Community development skills, Role of Social workers in Community development.

**Unit-2 Rural Community Development:** 14 hours

- *Rural community:* Structure and characteristics. *Rural Reconstruction efforts before Independence:* Shantiniketan, Guragon, Marthandam, Firka, Etawah and Nilokheri experiments.
- *Salient Features of Contemporary Rural Development Programmes:* GRAMASWARAJ ABHIYANA, MGNREG, PMAY, NRLM, RURBAN, SAGY, SWACHGRAMA.
- *Contemporary National Programmes of Development:* Skill India; Make in India; Digital India, Start-up India;
- People's participation and role of Social Workers in promoting people's participation and Participatory Rural Appraisal (PRA)

**Unit- 3 Urban community Development:** 15 hours

- **Urban Community Development:** Definition, Concept, objectives and Historical background of Urban Community Development in India.
- *Approaches of urban community development:* Macro Approach, Micro approach, welfare approach, target group approach, area development

approach, Minimum needs approach, Master plan approach, Infrastructure development approach, Public Private partnership approach, Sustainable development approach.

- *Urban Development innovative models:* Delhi Development Authority, Bangalore Development Authority, Chennai Metropolitan Development Authority, Ahmadabad development authority, Private- Public partnership programs, Smart City Schemes

#### **Unit-4 Urban Development Administration:**

13hours

- *Urban local Governance:* 74<sup>th</sup> Constitutional amendment and salient features of Nagarpalika Act; *Structure and functions of Urban Development Agencies:* Municipal Administration-Corporations, Municipalities, Town Panchayats, Metropolitan Development Authorities.
- Slum Clearance Board, Housing Board, Housing and Urban Development Corporation (HUDCO) and United Nations Centre for Human Settlement (UNCHS);
- *Role of social workers in urban planning,* program implementation, awareness creation, Urban Disaster management, Pollution control, urban community health, and People Participation Skills of Community development worker for urban development.

#### **Unit-5 Tribal Community:**

12 Hours

- Tribal Life in India, Problems of Tribes, Effects due to the contact with the civilization. Tribal displacement; issues and concerns.
- Tribal development programmes and projects of both union and state government.
- Selected case study discussion on Tribal development initiatives from NGOs with Professional Social work intervention.

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## **PAPER: CS-3.3. HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

**Objectives** (Total-64 hours)

- To help students build a knowledge base appropriate to Human Resource Management
- To enable the students to perceive the attitudes required for the successful application of Human Resource Management.
- To assist them to perceive and develop the skills appropriate to the field practices

**Unit-1 Human resource management:** 12 hours

- Concept, meaning, nature, functions, scope and importance, its need in India.
- Distinction between personnel management and human resource management.
- Evolution of HRM.
- Qualities of HR manager.
- HR as a business partner .

**Unit-2 Strategies for hiring talent:** 12 hours

- Human resource planning: Meaning and definition, importance of HRP, factors affecting HRP. The planning process.
- Human resource information system (HRIS). Job analysis. Job description and Job specification, job evaluation.
- Recruitment of human resources: sources, methods and techniques. Selection process and techniques: Selection, induction, placement, probation and confirmation.
- Competency based event interview techniques.
- HRM action areas: Total quality management. Knowledge management. Retention strategies.

**Unit-3 Wage and salary administration:** 12 hours

- Meaning and definitions, wage theories, factors influencing on employee remuneration, incentive systems- financial and non-financial.
- Compensation benchmarking.

**Unit-4 Human resource development:** 12 hours

- Concept, meaning, definition, objectives, origin, importance, and scope.

- Training; meaning and concept, Training needs assessment. Modern management training methodology and techniques.
- Designing a training programme.
- Delivering Training, Essentials of a Facilitator
- Training Effectiveness Measurement (Kirkpatrick Model of Evaluation)

**Unit-5 Functions of HRD:**

16 hours

- Performance appraisal. Performance management system, Bell Curve, feedback system, immediate feedback system.
- Understanding Competencies: Types of Competencies, Competency Mapping, Observing, Recording, Classifying & Evaluating competencies.
- Recent trends in HRD namely key results areas- Management by objectives (MBO), HR outsourcing.
- Employee satisfaction survey.
- Balance score card, HR Score card.

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## **PAPER: CS 3.4. LABOUR LEGISLATIONS**

**Objectives** (Total-64 hours)

- To help students learn the basic facts concerning Labour Law.
- To assist the students to acquire attitudes that are apt in the practice of Labour Law
- To enable them to realize the need to have suitable skills for the practice of Labour Law

**Unit-1: Historical perspectives of Labour Legislations;** 04 hours

- **History and development** of labour legislation in India. Labor in Indian constitution.
- Classification of labour legislation.

**Unit-2: Salient features of welfare legislations:** 15 hours

- The Factories Act, 1948
- The Karnataka shops and commercial Establishment Act, 1961
- The Contract Labour (Abolition & Regulation )Act, 1971
- The Plantation Labour Act, 1951
- The Indian Mines Act, 1952

**Unit-3: Salient feature of wage Legislations:** 15 hours

- The Payment of Wages Act, 1936
- The Minimum Wages Act, 1948
- The Payment of Bonus Act, 1965

**Unit-4: Salient features of social security legislations:** 15 hours

- The Employees State Insurance Act, 1948
- The Workmen's Compensation Act, 1923
- The Payment of Gratuity Act, 1972
- Provident Fund Act, 1952
- Maternity Benefit Act. 1961

**Unit-5: Salient features of industrial relations legislations:** 15 hours

- The Industrial Employment(Standing Orders)Act, 1946
- The Industrial Disputes Act, 1947
- The Trade Union Act, 1926

**Students are expected to familiarize themselves with other relevant acts**

**like,**

- Employment Exchange (Compulsory Notification) Act, 1959
- National festival Act, 1965
- Apprentice Act, 1961

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**PAPER: FWP 3.5 FIELDWORK PRACTICUM-III**  
**(Concurrent Field work)**

Field work practicum of Third Semester comprises two components:

- ❖ Orientation visits
- ❖ Concurrent field work.

**Orientation Visits:** There shall be minimum **6 orientation visits** to be made in the first four weeks to provide an exposure to and understanding of the services provided in responses to people's needs (i.e. agencies in Industrial setting, Hospitals and Govt/Non-Governmental organizations etc.).

**Concurrent Field Work:** every student of III Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two days in every week of the semester. The learner is expected to complete a minimum of 24 days of visits in this semester.

Each student has to undertake **two case work and** one awareness programmes in their respective field work agencies.



(Open electives to be offered to the other department)

## **PAPER: OEP 3.6 LIFE SKILLS FOR QUALITY LIVING**

Objectives: (Total-64 hours)

- To enable students to understand core life skills, its concept, process and practice.
- The essential contexts of this elective is to develop Social and negotiation skills, thinking skills Coping skills

### **Unit-1 Social Skills and Negotiation Skills** 13 Hours

- *Introduction of Life Skills:* Generic, Problem Specific and Area Specific Skills
- *Self-Awareness:* Definition, Types of Self - Self Concept, Body Image, Self Esteem - Techniques used for Self Awareness: Johari Window, SWOT Analysis
- *Empathy;* Sympathy, Empathy & Altruism

### **Unit-2 Thinking Skills**

- *Effective Communication;* Definition, Functions, Models, Barriers
- *Interpersonal Relationship;* Definition, Factors affecting Relationships
- Critical Thinking - Definition, Nature, Stages
- *Creative Thinking;* Nature, Elements of Thought - Types of Thinking - Concept Formation, Reasoning Creative.

### **Unit-3 Coping Skills**

- *Problem Solving;* Definition, steps in Problem Solving - Factors Influencing Problem Solving

*Decision Making;* Definition, Process, Need - Consequences, Models of Decision Making - Goal Setting

Coping with Emotions; Definition, Characteristics, Types - Classification: Wheel Model, Two-Dimensional Approach - Coping Strategies

- Coping with Stress - Definition, Stressors - Sources of Stress - The General Adaptive Syndrome Model of Stress - Coping Strategies

#### **Unit-4 Life skills adaptability**

12 Hours

- Life Skills Work in Combination- Thinking Skills, Social Skills, and Coping Skills
- Adaptability and Resilience
- Need and importance of life skill education in institution and non-institutional settings

#### **Unit-5 Life Skills to Deal with Suicide And Abuse**

14

Hours

- Physical and Sexual Abuse of children; Issues and concerns - Life Skills for preventing and coping with abuse
- Depression; Common Symptoms of depression - Life Skills to prevent depression
- Suicide; Concept, suicidal ideation - Myths and warning signs about suicide - Life Skills to avoid suicidal ideation

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## **IV SEMESTER**

**PAPER: CS 4.1 MANAGEMENT OF WELFARE AND  
DEVELOPMENT ORGANIZATIONS**

**Objectives:** (Total-64 hours)

- Acquire knowledge of Social Welfare Administration and the basic process of Registering, Managing and Adminstrating Service Organization in the context of Social Work Profession.
- To familiarize the students on the current and changing scenario of NGOs in the National and International development.
- To Learn the Value Orientation, Strategies and Intervention carried out by NGOs for effective service delivery to the people.

**Unit – 1**

**Introduction to Social Welfare and Development  
Management**

10 hours

- Social Welfare Administration – Meaning, Definition, Nature and Scope.
- Social Welfare and Development Management as a method of Social Work practice.
- Principles and Functions of Social Welfare and Development management: *Planning, Staffing, Budgeting, Organizing, Office management, Supervision, Leadership, Communication, Public relation.*

**Unit – 2 Establishment of Service Organizations:**

12 hours

- Need for welfare and developmental organizations.
- *Registration of developmental Organizations:* Indian Societies Registration Act-1860, Karnataka Societies Registration Act – 1960, Indian Trust Act-1882, Foreign Contributions Regulations Act-1986.
- Provisions and procedures of Income tax exemptions for Non-Profit Organisations.

**Unit– 3 Management in Non-Profit Organizations**

12 hours

- Introduction and concept of Results-Based Management
- Results-Based Management in programme and project planning
- Strategic management of Nonprofit organisations; Skills and strategies
- Performance management of personnel in Nonprofit organizations

**Unit– 4 Administration of welfare organizations in Public sector**  
15 hours

- Administrative structure and functions of Social welfare department Govt. of Karnataka.
- Administrative structure and functions of Department of Women and Child development, Govt. of Karnataka.
- Administrative structure and functions of Department of Disablement welfare, Govt. of Karnataka.

**Unit– 5 Programme Management, Documentation and Public relation**  
15 hours

- *Programme Planning and Management*: Meaning, nature, phases and principles of program management. Skills and strategies required for program management in welfare and development organisations.
- *Documentation*: Meaning, Nature, Types of documentation for Public/NPO Organisations, Skills and tips on documentation, Using technology for documentation. Need and importance of documentation.
- *Public relations*: Meaning, Objectives, need and importance of public relations for welfare and development organizations. Strategies/tools for public relation for welfare and development organisations.

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## **PAPER: CS 4.2 WOMEN, CHILD AND CORRECTIONAL SOCIAL WORK**

## Objectives

(Total 64-Hours)

- To enhance the understanding of concepts and theories of feminism, deliberate and apply discussions on various women issues
- To understand the issues related to Children
- To appreciate the effectiveness of legal frameworks applicable to women

### Unit-1 Social Construction of Gender

12Hours

- Status of Women in India, Factors affecting status of women.
- Sex and Gender, Gender Discrimination, Gender Stereotyping, Gender Roles, Gender Perspective, Gender Analysis
- *Issues Related to Female Children and Women in India:* Female Foeticide, Female Infanticide, Sex Ratio, Child Marriage, Child Labourers, Dowry, Divorce, Widowhood, Commercial Sex, Domestic Violence, Problem of Elderly Women, Problems of Single Women/Single Parent
- *Theories of Women development:* Women in Development (WID), Women and Development (WAD), Gender and Development (GAD).

### Unit- 2 Social work and Women Empowerment

13 Hours

- *Women empowerment:* Meaning, concept, objectives and significance.
- National Policy for Women empowerment-2001.
- Social work strategies for women empowerment: *Enhancing;* Women's voice in decision making, Leadership and Peace building. *Promoting;* Women's economic empowerment. *Ending Violence;* against women and girl child.

### Unit- 3 Problems and Protection system for children

13 Hours

- Child: Definition and Concept, Constitutional Provisions for Children in India
- Convention on the Rights of the Child (CRC): Features, Development in India and Consequences
- *Ministry of Women and Child Development:* Functions and programmes at the Central and State Govt.

### Unit- 4 Social Work Intervention in Child Development/Welfare

14 Hours

- NASW Standards for Social work practice in Child Welfare.
- Building family competence for child care through referrals to and linkages with government programs and schemes.
- Role of Social Workers in strengthening community level institutions for child care and protection
- United Nations Guideline for alternate care. Understanding concept of alternate care. Available models of alternate care for children:
- Foster care and concept of fit person under Juvenile Justice Act, Institutional care of children: *Observation homes, children's homes for boys and girls*, concept of fit institution under Juvenile Justice Act, Standards of institutional care as per Juvenile Justice

### **Unit- 5 Correctional Social Work**

13 Hours

- Meaning of Correctional Social Work, Basic concepts of Crime, criminal, Criminology
- *Types of correctional institutions;*
- *Institutional treatment;* Prisons, Observation homes, Special homes, Children homes, After-care organization, Protective home for women, Short stay home Beggars home
- *Non-institutional treatment;* Probation, Parole
- *Hybrid treatment;* Community service, Work release
- Social work Intervention in correctional settings

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The Prison Journal (Sage)	: <a href="http://journals.sagepub.com/toc/tpjd/0/0">http://journals.sagepub.com/toc/tpjd/0/0</a>
Family Relations (Sage)	:
Child Maltreatment	: <a href="https://in.sagepub.com/en-in/sas/child-maltreatment/">https://in.sagepub.com/en-in/sas/child-maltreatment/</a>

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## **PAPER SPT- CS 4.3 INDUSTRIAL RELATIONS AND LABOUR WELFARE**

### **Objectives**

(Total-64 hours)

- To assist the students to acquire a global as well as local perspective on Industrial Relations and trade unions, labour welfare, the facts and its history.
- To sensitize the students to adopt suitable attitudes for practice of Industrial Relations
- To help the students see the need for appropriate skills in this regard.

### **Unit-1: Meaning and concepts of Industrial relations:**

12

hours

- Industrial Relations: Concept, objectives, importance, approaches, parties, strategy and emerging trends.
- Industrial disputes and machinery for prevention and settlement of Industrial disputes.

### **Unit-2: Trade unions**

12 hours

- Nature, scope, objectives, functions and special features of Trade unions.
- Trade union movement in India.
- Emerging Trends in Union - management relations: Impact of Globalization and Liberalization.
- Trade union Elections: Managing Trade union Elections, Managing Union Leaders.
- Proactive Union Management: Communication, involvement in company activities. Grooming the future leaders.
- Collective bargaining: Concept and definition. Different stages of collective bargaining, legal frame work for settlement. Collective bargaining practices in India. Skills of an effective bargaining.

### **Unit-3: Grievance Handling**

12 hours

- Managing discipline: Concept of discipline, Factors which disturb discipline, disciplinary procedure.
- Managing Grievance: Concept and definition, causes, grievance handling, grievance procedure, closing the Employee grievance, points for success.

**Unit-4: International Labour organization:** 12 hours

- History - Aims and Objectives, - Structure – Functions, conventions and recommendations.

**Unit-5: Labour Welfare** 16 hours

- Labour welfare: Concept, scope, Approaches, and philosophy of Labour welfare, development of Labour welfare in India.
- Different areas of Labour welfare: working conditions, safety, health and welfare facilities. Role of Labour welfare officer.
- Employee Welfare in Different Sector: Manufacturing, Service, Engineering, IT and ITES
- Employee Counseling
- Employee involvement Activities: Suggestion Scheme, Quality Control activities, safety Etc;

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## **PAPER: CS 4.4 PERSONAL AND PROFESSIONAL GROWTH**

### **Objectives:**

1. Understand self as a being, as one in the process of becoming and experience self-awareness.
2. Examine own values and attitudes and explore choices made to express self in own environment.
3. Develop positive life skills and practice self-help methods for integration and for stress reduction.
4. Understand and uphold professional values and ethics.

### **UNIT I Concept of Self for Social workers**

- Concept of Self and Self Awareness; Significance of understanding self; self-esteem, self-image and self-acceptance.
- Understanding one's own emotions and self-defeating behavior. Concept of Assertive Behaviour and Techniques for developing Assertive Behaviour.
- Concept of Emotions, Emotional Intelligence, Techniques to enhance Emotional Intelligence.

### **UNIT II Social work and Social worker**

- The social work Domain, Social work and social functioning
- Social works focus and Social works sanction
- *Self-Analysis and Development*: Transactional Analysis; SWOT analysis; and Johari Window.
- Concept of Mindfulness, Significance of Mindfulness, and techniques to develop Mindfulness.
- Responsible use of time and money.

### **UNIT III Merging person with profession**

- Selecting Social work as a career and Social work as a life companion, The School to Job transition
- Earning a living as a social worker and acquiring a reputation
- The interplay of one's personal and professional lives
- Self-worth and self-image physical and Emotional wellbeing and intellectual growth as Professional Practitioner.

### **UNIT IV Merging the person's art with professions science**

#### ***Social workers as Artist***

- Compassion, courage, professional relationship and creativity

- Hopefulness, energy, judgment personal values and professional styles

***Social workers as scientist***

- Knowledge regarding social phenomena, knowledge regarding social conditions and social problems
- Knowledge regarding the social work profession and practice.

**UNIT V Personal and Professional Development of Social worker**

- Elements of Professional behaviour and using agency supervision
- Presenting to a Professional audience and writing to a professional audience
- Coping with bureaucracy, stress management and using Humour in Social work practice
- Making ethical decisions, avoiding malpractice suits, developing self-awareness, and improving the social work image

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**PAPER: CSP-FWP 4.5 FIELD WORK PRACTICUM - IV  
(CONCURRENT FIELD WORK PRACTICUM AND BLOCK  
PLACEMENT)**

**Concurrent Field Work:** every student of IV Semester MSW shall place in an agency for Concurrent field work two days in a week. The broad aim of concurrent field work practicum is to provide opportunities for applying the knowledge and the information gained in the classroom to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. It is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two days in every week of the semester. The learner is expected to complete a minimum of 24 days of visits in this semester.

**Block Placement:** After completion of the IV Semester theory papers the Block placement shall be done to enable the learners to integrate learning and generate newer learning by participating in the intervention not less than 25(four weeks) days in a specific agency. The students need to be placed in reputed organization related to their interest.

The block placement gives an opportunity for the students to develop professional preparedness for job situations. It is a way for career building. Professional behavior and skills are developed during the block placement. Industries, hospitals, agencies and movement settings have to be given priority in block placement.



## **PAPER: CPD-4.6 DISSERTATION / RESEARCH PROJECT**

Students of IV semester MSW shall undertake empirical evidence-based research. Each student shall work and prepare the Research report under a research guide from the faculty/allotted by the Department. The project shall comprise of selection of the topic, methodological details, analysis, interpretation made. The respective college / the department of the university should monitor the dissertation/project.

### **The student shall follow the following steps:**

- Presentation of study proposal
- Preparation of tools of data collection
- Data collection
- Processing and analysis of data.
- Submission of typed and bound dissertation in the formation prescribed by the Department Council.
- The report duly approved by the concern research guide will have to be typed and submitted to the Department.
- It is desirable to work on the problem related to the field of specialization chosen by the concerned student.
- The student shall submit the approved Research Report on or before the date notified by the Registrar Evaluation.