

School of Distance Education (SDE)  
Bharathiar University,  
Coimbatore-641046

**MSW (Master of Social Work)**

(Annual Pattern for the SDE students admitted during the academic year 2009-10 & onwards)

**SCHEME OF EXAMINATIONS**

Sl.No.	STUDY COMPONENTS	MARKS
<b>I – First Year</b>		
1.	Introduction to Social Work	100
2.	Social Case Work and Social Group Work	100
3.	Sociology for Social Work Practice	100
4.	Psychology for Social Work Practice	100
5.	Community Organization	100
6.	Field Work Practicum	100
<b>II - Second Year</b>		
7.	Social Work Research & Statistics	100
8.	Social Welfare Administration	100
9.	Management of Organization	100
10.	Working with Special Categories of People – Women, Children, Disabled, Youth, Aged, Labour & SC/ST	100
11.	Rural and Urban Community Development	100
12.	Mini Research Project	100
<b>Total</b>		<b>1200</b>

## First Year

### 1. INTRODUCTION TO SOCIAL WORK

#### **UNIT I**

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

#### **UNIT II**

Trends of Social Work profession in India – Traits, Principles, Values, Ethics and Goals. National and International professional organisations in Social Work.

#### **UNIT III**

Development of Social Work Education in India. Fieldwork and Profession – Importance of Fieldwork and Supervision. Problems faced by the social work profession in India. Need for social science knowledge for professional social workers. Functions of Professional Associations.

#### **UNIT IV**

Fields of social work - Family and child welfare, Correctional social work, Industrial social work, Medical and Psychiatric social work, youth welfare, Community development (Rural and Urban)

#### **UNIT V**

Emerging Areas of Social Work-Environmental Protection, Disaster management, HIV/AIDS Gerontological Social Work and Human Rights.

#### Reference : Bibliography

Paul Choudry Introduction to Social Work, Atma Ram and Sons, New Delhi  
 P.D.Misra: Social Work-Philosophy and Methods, Inter-India Publications, New Delhi  
 Kadushin Supervision in social work, Rawat publications, Jaipur  
 I.S.Subhedar Field work training in social work, Rawat publications, Jaipur and New Delhi  
 Shaikh Azhar Iqbal Principles and practices of social work, Sublime publications, Jaipur, India  
 Rameshwari Devi Social work practices, Ravi Prakash Mangal Deep Publications, Jaipur  
 Gangrade, K. D Dimensions Of Social Work, Marwah Publications, New Delhi  
 Gore, M.S Social Work and Social Work Education, Asia, Publishing House  
 Wadia, A-R History and Philosophy of Social Work in India, Allied Publishing House.

#### **Other Reference:**

Arthur Fink & Co. The Field Of Social Work, Holt Rinehart and Winston, New York  
 Banerjee.G.R.Papers on Social Work:An Indian Perspective.Tata.Institute of Social Sciences, Mumbai.  
 Dasgupta, S towards a Philosophy of Social Work in India, Popular Book Service.  
 Hans, Nagpaul the Study of Indian Society, S, Chand & Co.  
 Kinduka, S, K (Ed.) Social Work In India, Sarvodaya Sahitya Samaj, Rajasthan.  
 Kulkarni V.M Voluntary Action in Developing Society, Indian Institute of Public Administration, New Delhi.  
 Kuppusamy, B Social Change in India, Vikas Publ. House, New Delhi

Natarajan, S Century of Social Reformers in India, Asia Publishing House Planning Commission Social Welfare in India, Publication Division, New Delhi  
 Radhakrishnan, R Indian Philosophy 11 Vols. London.  
 Rex Skidmore & Milton G Introduction to Social Work, Appleton Century Crofts, New York  
 Soares, I.E., The Evaluation of Welfare of The Govt of India, Delhi School of Social Work, Delhi.  
 Brenda Dubois and Social Work an Empowering Profession, III.Edn. Karla Krogsrud Miley Allan and Baken, Boston.

---

## 2. SOCIAL CASE WORK & SOCIAL GROUP WORK

### **UNIT I**

Social-Case Work: definition and objectives, its importance and relationship with other Methods of Social Work, Principle of case work. Basic components of Social Case Work: The person, the problem, the place and the process. Client - case worker relationship and the use of professional self.

### **UNIT II**

Social Case Work process: study, diagnosis and treatment. Tools-and techniques in the Study process: Interview, observation, home visits and collateral contacts. Social Case Work intervention -direct and indirect multidimensional intervention. Goal attainment, Termination, Evaluation and follow up.

### **UNIT III**

Approaches in Social Case Work: Psychosocial approach, functional approach, Diagnostic approach, and crisis -intervention. Social casework recording: need, Importance & types of recording. Social Case Work in different settings: Family and child welfare, School, Community, Medical and Psychiatric institutions, correctional settings, care of aged

### **UNIT IV**

Social Group Work - Definition, characteristics, historical development, current trends its Relevance and scope. Social Group Work process: planning stage, beginning stage, middle stage, ending stage. Principles of Social Group Work. Group process: bond, acceptance, Isolation, Rejection, types of group, subgroups, conflict and control. Leadership Development and Teambuilding.

### **UNIT V**

Social Group Work recording - use of social group work records. Principles and problems of group work recording. Group therapy - significance of group therapy. Programme planning in Social Group Work. Group work in various setting: correctional, hospital, educational, old age homes and communities. Use of socio-metry for group work. Skills of the Social Group Worker.

### **BIBLIOGRAPHY**

Aptekar.H.H. The Dynamics Of Case Work And Counselling  
 Biesteck F.P. The Case Work Relationship (1957) London, George, Allen and Unwin  
 Compton & Galaway Social Work Process (1979)  
 Dasgupta, S. Towards A Philosophy Of Social Work In India, (1965) Popular Book Service, New Delhi.  
 Davidson E.H. Social Case Work. (1965). Bailliere Tindall And Cox  
 Farared Magrett Noel K. The Case Workers Use of Relationships Hennybus (1962) London: Tailstock Publishers  
 Ferad M.L. & Huembun. N.K The Case Workers Use Of Relationships [1972]

Friedlander W.A. Concepts and Methods of Social Work.  
 Englewood Cliffs; Prentice Hall (1978)  
 Gangarade, K.D. Dimensions Of Social Work in India, (1976) Marwah Publications. New Delhi.  
 Garrett, A. interviewing; it's Principles 8r. Methods; N.Y. FWA  
 Goldberg Et Al, Boundaries of Case Work, a Symposium of PSW (1956)  
 Goldstein Ego Psychology & Social Work Practice [1984] New York. Free Press.  
 Goldstein H. Social Work Practice, A Unitary Approach, 1979) Carolina, University of  
 Carolina Press  
 Govt. Of India Encyclopaedia of Social Work in India, Ministry Of Welfare  
 Publication Div. Govt. Of India. (1987)  
 Grace Mathew Introduction to Social Case Work Hamilton G.  
 Principles of Social Case Recording. (1946)N.Y. Columbia University Press.  
 Hamilton Gordon Theory and Practice of Social Case Work 1954) New York- Columbia  
 University Press.  
 Hamilton Gordon (1963) Social Case Recording  
 Hamilton Gordon (1954) Theory & Practice of Social Case Work New York-Columbia  
 University Press  
 Vass, A.A. 1996 New Directions in Social Work - Social Work  
 Competencies - Core Knowledge, Values And Skills, Sage Publications, Delhi  
 Wilkins, P.1997 Personal and Professional Development For Counselors; Sage Publications, Delhi.

#### **BIBLIOGRAPHY :**

Alissi, A-S. 1980 Perspectives On Social Group Works Practice A Book of Readings.The Free  
 Press, New York.  
 Bal gopal, P.R.And VassiI, T.V.1983: Group in Social Work -An Ecological Perspective.  
 Macmillan Publishing Co., New York.  
 Cartwright D and Zanders 1960 Group Dynamics, Peterson And Co., New York,  
 Charles D. Garvin, 1987: Contemporary Group Work, Prentice Hall, Inc., New Jersey  
 Coyle Grace.L. : Group Experiences and Democratic Values. The Women's Press, New York.  
 Davis Bernad: The Use of Groups in Social Work practice Social Work Practice  
 Kemp, C.G. 1970: Perspectives on the Group Process. Houghton Mifflin Co.,Boston.  
 Ken Harp 1977. Group Theory for Social Work A Introduction Pergmon,  
 Klein, A.F. 1970 Social Work through Group Process. School of Social Welfare, State  
 University of New York Albany.  
 Konopka, G. 1963 Social Group Work: A Helping Process, Prentice Hall,  
 Middleman,R.R.1968: The Non-Verbal Method in Working with Groups.Association Press, New York.  
 Northen, H. 1969: Social Work With Groups. Columbia University Press, New York.  
 Parihar B. S Group Process: Helping Process In A Group, Kitab Mahal, Allahabad, 1968.  
 Robert W. Roberts: Theories Of Social Work With Groups. Helen Northen (Eds) Columbia  
 University Press, New York.  
 Shephard R. Claris: Small Groups: Some Sociological Perspective Chardler Publishing Co.,  
 California, 1964  
 Sundel, M., Glasser, P., Individual Change Through Small Groups The Free Press, New York.  
 Toseland W Rivas Rs 1984 An Introduction To Group Work Practice, New York,Macmillan.  
 Toseland, R.W., Rivas, R.F. : An Introduction To Group Work Practice. 198 Macmillan  
 Publication Co., New York.  
 Tracker, Harleigh B 1970 Social Group Work - Principles and Practice, Association Press,  
 New York.

-----

### 3. SOCIOLOGY FOR SOCIAL WORK PRACTICE

#### **UNIT I**

Concept of Society. Individual and Society. Basic Elements- Group, Community.  
Complexity of Indian Society: Demographic Characteristics of Indian Society.

#### **UNIT II**

Socialization: concept, Importance and Functions. Agencies of Socialization.  
Culture: concept, Influence on Individuals, Cultural Conflict, Impact of Cultural Change,

#### **UNIT III**

Indian family system: Marriage - forms, functions, changes in mate choice and  
Ceremonies. Family - forms, functions and contemporary changes Conflict break down,  
Adjustments.

#### **UNIT IV**

Caste system: Traditional Varna system, theories on the origin and development. Modern  
Trends of Caste System in India. Social Stratification – Definition and Characteristics.  
Caste and Class. Social Control – meaning - Agencies Formal and informal means- social  
sanctions.

#### **UNIT V**

Welfare state: Concept, need, characteristics- India as a welfare state- Social Change:  
Definition, concept, types and theories of social change in India. Gender roles and  
Inequalities.

#### **BIBLIOGRAPHY:**

Sociology-C.N.Shankar Rao, S.Chand  
Elliot and Merrill Society and Culture, Prentice Hall Inc  
Ghurye, G.S. Caste, Class and Occupation, Bombay, Popular Prakashan  
Jayaraman, Raja Caste and Inequality in India, New Delhi, Hindustan  
Kapadia K.M Family Marriage in India, New Delhi, Oxford University Press  
Mac-Iver and Page Society, an Introductory Analysis, London, Macmillan  
Madan G. R Indian Social Problems, Vol 1 11  
Nagpaul, Hans Study Of Indian Society, A Sociological Analysis Of Social Welfare and  
Social Work Education, S. Chand & Co. New Delhi.  
Natarajan, S, Century of Social Reforms, Bombay, Asia Publishing House  
Prabhu, Radharinath Hindu Social Organization, Bombay, Popular Prakashan  
Rao M.S.A Urban Sociology on India, New Delhi Orient Longman  
Srinivas, M.N., Social Change in India, New Delhi, Orient Longman

### 4. PSYCHOLOGY FOR SOCIALWORK PRACTICE

#### **UNIT I**

Definition, nature and scope of psychology - a brief idea on various schools of  
Psychology - relevance of psychology for social work profession

#### **UNIT II**

Physical and psychological aspects of various stages of Human growth and development:  
Infancy, Babyhood, childhood, puberty, adolescence, adulthood, middle age and old age.

#### **UNIT III**

Personality: concepts, and factors influencing personality development - heredity and  
Environment - measurement of personality. Intelligence:' Concept, theories and  
Assessment. Emotions-development of emotions - individual and group emotions - Crowd  
Behaviour.

**UNIT 1V**

Learning: concept, types, transfer of learning, -theories of learning. Perception: Concept, Types, errors in perception principles of organization. Motivation: classification of Motives - motivation and behaviour - hierarchy of motives interaction of motives - Theories.

**UNIT V**

Stress: Meaning, Causes and Effects. Conflict – Meaning, Type, Coping Derives, Defence Mechanism. Mental Illness – Definition and Type, Role of Social Workers in Promoting Mental Health.

**BIBLIOGRAPHY:**

Bhatia H R 1972 Abnormal Psychology - Bombay- Oxford IBH Publications.  
 Colurn J C 1978 Abnormal Psychology and Modern Life, Bombay -Tarapuriwala  
 English O S & Pearson Emotional Problems Of Living-London: George Allen and Alwin Ltd.  
 Hurlock E B (1975) Developmental Psychology  
 Munal (1969) Introduction to Psychology-Bombay Oxford- IBM Publication.  
 Majondifforn T (1975) Introduction to Psychology, New Delhi – Tata McGraw Hill Co. Ltd.  
 Page, James D (1982) Abnormal Psychology, New Delhi - Tata McGraw Hill Co Ltd.  
 Young Kimbal (1952) Personality and Problems for Adjustment, London: Routledge&Koged Paul  
 Abraham Spering & H S Gill Psychology Made Simple Ruch E L Psychology and Life  
 Rayner E B Human Development  
 Kuppuswamy B Child Behaviour and Development  
 Murfatia J C Emotional Problems of Children  
 Linda L David off Introduction to Psychology

**5. COMMUNITY ORGANISATION****UNIT I**

Community Organization - Definition, Objectives. Historical Background of Community Organization. Community Organization as a method of social work. Community Organization in UK and USA. Concept of community development. Similarities and differences between Community Organization and community development. Community Organization – Scope, Philosophy, and Goals and models of community organization

**UNIT II**

Methods of Community Organization: Planning, Education, Communication, Community Participation, Collective decision-making, leadership development. Resource Mobilization, Community action, Promotion, Co-ordination. Phases of Community Organization: Study, Analysis, Assessment, Discussion, Organization of Action, Evaluation, Modification, and Continuation.

**UNIT III**

Skills in Community \_-Organization -Organizing conferences, committee meetings, Training, communication, consultation, negotiation, conflict resolution, networking and Use of relationship.

**UNIT IV**

Application of Community Organization in different fields - health, correctional, Educational, rural and urban, industrial etc. Community welfare councils and community Chest.

**UNIT V**

Social Action: Definition Objectives Principles, Methods and Strategies. Social action and social movement, social action for social development. Scope of social action in India. Enforcement of social legislation through social action.

**BIBLIOGRAPHY:**

- Agarwal R.C 1994 Women's lib In India, social Welfare, January, Vol.20, No.10
- Arthus Dunham Kant.K (1987) Community Organization New Delhi; Arnold Publications.
- Berger & Specht (1969) Community Organizing New York University School Social Work
- Bhatia H.R: Elements of Social Psychology, 3rd Revised Edition, Somaiya Publications Pvt. Ltd.Bombay.
- Biddle Williams W Encouraging Community Development. Light And Life Publishers. New Delhi, 1976.
- Biklen, Bouglas P Community Organizing - Theory & Practice, Prentice. New Jersey.
- Brara J. S. (1983): The Political Economy of Rural Development New Delhi. Allied Publications.
- Brishco, C. & David. Thomas: Community Work - Learning and Supervision, George Allen and Unwin Ltd. London.
- Chetana, Kalbagh: Social And Economic Dimensions Of Women's Development. Women's Struggles For Equality And Emancipation
- Clarance Kind Cox, M. Etal (Eds) 1974 Working with People in Community Action Strategies of Community Organization A Book Of Readings Illaxa. Illinoscis P.E.Peacock Publishers Inc.
- D'abreo Desmond.A (1989) From Development Worker for Activist Mangalore; Deeds.
- De Souza, Alfred: The Politics of Change and Leadership Development. The New Leader in India &, Africa.
- Etienne Gilbert (1985) : Rural Development In Asia Meetings With Peasants. New Delhi. Saga Publications.
- Friere, Paulo Pedagogy of the Oppressed
- Gandhi.M.K Sarvodya Ahmedabad Sarvodya.
- Gangrade, K.D Community Organization in India. Popular Prakash, Bombay
- Gchlawat J. K. Strategies For Rural Development
- Harper, E Dunham, A Community Organization in Action, Association Press, New York.
- Harper. E Dunham.A. : Community Organization in Action, Association Press New York.
- Hillman Community Organization and PlanrLing
- Hunter Schaffer and Ira Kaufman Community Organization Action Holt Renchart &. Winston, Inc. Sydney.
- Jain.P (1985) Gandhian Ideas, Society Movement on Creativity Jaipur; Rawat Publication
- Jain.S.C Rural Development Institutions and Strategies Jaipur; Rewat Publications.
- King, Clarence: Working With People In Community Action, Association Press, New York.
- Kramer, Ralph M. & Specht Harry: Readings in Community Organization Practice, Prentice - Hall, Inc. Englewood Cliffs, New Jersey
- Kuppusamy Social Change in India, Vikas Publishing House (P) Ltd. New Delhi.
- Kurien. C.T (198 1) Dynamics of Rural Transformation New Delhi: Orient Longmart.
- Mehta, Sushila Study of Rural Sociology in India. S. Chand Co.Ltd. New Delhi.
- Milson, Fred An Introduction To Community Work. Routledge Kegan Paul, London.
- Mishre, S.N., Sharma, K.N Participation & Development, Nbo Publishers, Sharma Distributors, New Delhi.
- Mukerji B 1961 Community Development in India, Culcutta: Orient Longmans

- Nanda- B.R. Indian Women from Purdah to Modernity Vikas Publishing House, New Delhi.
- Olson, -Marvin, E. The Process of Social Organization. Oxford & Ibh Publishing Co, New Delhi.
- Pillai Devadas Aspects of Changing India Popular Prakashan (P) Ltd, Bombay.
- Pilluih Ivan.D (1971) Schooling Society Penguin Books.
- Polson -And Sunderson Rural Community Organization New York: John Willey & Sons.
- Poplin, Dennis, E. Communities - A Survey of Theories and Methods Of Research, Macmillan Co. New York.
- Rao, MSA Social Movement In India -Vol. I & 11. Manohar Publishers, New Delhi.
- Rao, V-S.A Prophecy Heritage In Social & Cultural Movements, Social Action, 31 April -June 1981.
- Reddy, Narayana G. Rural Elite and Community Work -A Sociopolitical Perspective. Chugh Publications, Allahabad, India
- Roberts W.R. (Eds) 1985: New York Columbia University Press.
- Rose Murray G. Community Organisation: Theory, Principles  
Practive. Harper International Edition, Harper Row Publishers, New York.
- Sanders, Invin T. Making Good Communities Better. Allied Pacific (P) Ltd. Bombay
- Sangeeta Dasgupta towards A Post Development Era
- Schumacher E.F 1973 Small Is Beautiful, London: Blond and Briggs.Shape Siddiqui  
Working with Committees
- Singh 1986 Rural Development Principles Policies Management New Delhi: Saga  
Publication
- Soloman Bardara B. 1976: Black Empowerment Social Work In Oppressed Communities,  
New York- Columbia University Press.
- Specht H. Kramir P-M: Readings in Community Organization Practice Englewood Cliffs:  
Prentice Hall.
- Srivastava, S.K. (Ed) Traditions & Modernization – Processes of Continuity & Change In  
India. Indian International Publication, Allahabad.
- Sundaram. K.S. 1984 Anti Poverty Rural Development In India. L.K. Publications.
- SWDCAP and ASSWI: Mforldng with the Poor Mahila SWDCAP
- Taylor Samuel H : Theory And Practice Of Community Work
- Thoman David N 1976: Organizing For Social Change London: George Allen and Unwin
- Walter A- Friedlander: Concepts and Methods of Social Work; 1977 2<sup>nd</sup> Ed., Prentice - Hall  
of India Pvt. Ltd., Delhi.
- Water A. Friedlander 1977 Concepts Arid Methods of Social Work: 2n Ed, Prentice Hall of  
India Pvt. Ltd., Delhi.
- Zaltman, G., Philip Kotler, Creating Social Change

## 6. FIELD WORK PRACTICUM

- Field Work training has to be undergone in an NGO where scope for social work practice exists.
- Field Work training of 20 sessions (8 hours per day) is essential.
- A Detailed report on the Agency's history, Programmes carried out by the agency, Administrative set up, Focus area of the agency and Activities carried out by the student trainee has to be submitted.



- Group work, Case work and community organisation programmes shall be practiced and organised by the student trainee.
- The report should have a minimum of 50 pages.
- A certificate from the NGO certifying the student trainee and attendance (originals) details has to be submitted along with the Report.
- The Report should be neatly bonded along with the field work report and certificates.

## Second Year

### 7. SOCIAL WORK RESEARCH & STATISTICS

#### **UNIT I**

Introduction - Concept and Purpose of research. Social work research - Concept, Definitions, objective, functions, Characteristics, scope and limitations. Social work Research and social research. SWR in India; Scientific method in social work research.

#### **UNIT II**

Problem Identification and Formulation of Hypothesis. Research Design- concept, Type, Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study, Multi Design, Participatory Research and Single Subject Research.

#### **UNIT III**

Sampling - Its importance - types of sampling Tools of Data Collection - Sources of data: Primary and secondary. Observation, Mailed questionnaire and Interview schedule - Meaning, construction, advantages and limitations. Interview - Nature and importance, Type- of interviews. Uses of scaling techniques.

#### **UNIT IV**

Method of Analysis: Quantitative Analysis and Qualitative Analysis, Content Analysis and case analysis. Statistical Analysis. Use of computer for SWR, SPSS. Reporting: Format and references.

#### **UNIT V**

Statistical application: Measures of central tendency - Mean, median, mode. Measures of Dispersion - Standard Deviation. Testing of hypothesis - Chi-square test, T-test, Coeff. Of Association and correlation. (Product moment correlation and rank order correlation).

#### **BIBLIOGRAPHY.**

- LaIdas DK 2000 Practice of Social Research. New Delhi: Rawat Publications  
 Blalock, Hubert M.Jr.) Social Statistics (New York: Mc Graw Hill)  
 Casdey KJ Kury D.A 1989 Data Collection In Developing Countries New York: Henry Holt And Company  
 Festinger, et al Research Methods in the Behavioural Sciences (New York: The Dryden Press)  
 Goode, William, J. And Paul, K. Hatt: Methods in Social Research (New York: Mc Graw Hill)  
 Gopal, M.B. An Introduction to Research Procedure in Social Sciences Bombay: Asia Publishing House  
 Labovitz, Sanford and Hagedorn, Introduction in Social Research New York, Robert McGraw Hill  
 Mc Millen, Wayne Statistical Methods for Social Workers (Chicago: The University Of Chicago press)

Moser, C. A Survey Method in Social Worker (London: Heinemann)  
 Polansky, Nonnan, A. (Ed) Social Work Research (Chicago: The University Of Chicago Press)  
 Ramachandran.P-1990 Issues In Social Research In India, TISS, Bombay.  
 Ramachandran, P. -1993 Survey Research for Social Work Bombay,  
 Institute for Community Organization Research  
 Rubin, Allen and Babbie, Earl 2001 Research methods for 'social work. (USA Wadsworth)  
 Selltitz, et al Research Method in Social Relation  
 Young, Pauline, V. Scientific Social Surveys and Research

## 8. SOCIAL WELFARE ADMINISTRATION

### **UNIT I**

Social welfare administration – concept, meaning, definition, need, scope and functions.  
 Social welfare administration – Voluntary and Governmental organizations- Central and State social welfare boards and their functions.

### **UNIT II**

Evolution of social welfare administration in India, Methods and models- Family and Child welfare, youth welfare, services for the handicapped, disaster relief, school social Services.

### **UNIT III**

Societies Registration Act, 1860, Procedure under the Tamilnadu Societies Registration Act, 1975-registration, need and importance. Foreign Contribution (regulation) Amendment Act 1985, Indian Trust Act, 1881, the duties and responsibilities of office Bearer and the executives, the role of the general body and the governing board.

### **UNIT IV**

Social legislation: concept, meaning, definition, needs and scope. Social legislation as an instrument for social control, social change, social justice, social defence and social reform. Indian constitution: importance, fundamental rights and directive principles of State policy, Indian constitution and social legislation

### **UNIT V**

Personal laws: Laws related to children: Adoption, Guardianship and Maintenance, Laws Related to women: dowry, Immoral Traffic, Domestic violence. Hindu laws related to Marriage and divorce, Special Marriage Act, Laws to safeguard SC / ST, Juvenile Delinquency and mentally ill, Introduction to Indian penal code - criminal procedure Code, court, prisons, probation and parole. Legal aid-Public Interest litigation (PIL)- Right to Information Act.

### **References:**

Batattacharia sanjay 2006 Social work administration and Development, New Delhi, Rawat.  
 Choudry .D. Paul 1991: Voluntary social welfare in India, New Delhi, sterling.  
 Choudry D.Paul; 2000 Social Welfare Administration, Lucknow, Atmaram and sons  
 Friedlander.W.A 1958 Introduction to social welfare New Delhi, Prentice Hall.  
 Gangarde, Y.D. 1978 Social Legislation in India Vol I andII, New Delhi, concept.  
 Goel .S.L& Jain R.K: 1998 Social Welfare Administration (Vols I&II)  
 Kulkarni.P.D 1978 The central social welfare Board New Delhi: Asia.  
 Pandey S.K. 2007 Social welfare Administration, New Delhi, Mahaveer and sons  
 Rameshwari Devi 2001 Social welfare Administration, Jaipur, Mangal deep publication, Jaipur.  
 Sachdeva: D.R. 1978 Social Welfare Administration in India, Allahabad, Kitab Mahal.

## 9. MANAGEMENT OF ORGANISATION

### UNIT I

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

### UNIT II

Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project Implementation.

### UNIT III

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

### UNIT IV

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

### UNIT V

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

### References:

- Clark, John 1991 Voluntary Organisations: Their Contribution to Development, London, Earth Scan.
- Eade Deborah and Litingen Ernst. (Ed) 2006 Debating development-NGOs and the Future, New Delhi: Rawat.
- Ginbery, Leon.H 2001 Social Work Evaluation -Principles and Methods, Singapore, Allyn and Bacon.
- Kandasamy.M 1998 Governance and Financial Management in Non – Profit Organization, New Delhi, Caritas India.
- Kapoor, K.K(Ed) 1986 Directory of Funding Organizations, New Delhi, Information and News Network.
- Kumar, A 2003 Social Change through NGO's, New Delhi, Anmol Publishers.
- Mukherjee, 1995 Participatory Rural Amitarva(Ed) Appraisal: Methods and Application In Rural Planning, New Delhi, Vikas.
- Mukherjee, K.K 1986 Voluntary Organization:and Mukherjee Some Perspectives, Sutapa Hyderabad, Gandhi Peace Centre.
- Mukherjee, Neela 1995 Participatory Rural appraisal and Questionnaire Survey, New Delhi: Concept.
- Robin Lall 2004 The Dynamics of NGO's New Delhi, Dominant Publishers.
- Sakararan and 1983 Hand Book for the Rodrigues Management of Voluntary Organisation Madras, Alfa.
- Sooryamoorthy Rsnd 2006 NGOs in India-A cross Sectional study Gangrade K.D New Delhi: Rawat.
- Vetrivel Surendra 1999 Participation – Concept, Kumar Approach and Techniques, New Delhi, Vetri.

## 10. WORKING WITH SPECIAL CATEGORIES OF PEOPLE-WOMEN, CHILDREN, DISABLED, YOUTH, AGED, LABOUR & SC/ST

### UNIT I

Concept of Welfare: Welfare State –meaning, need, elements.

Weaker section: Meaning, importance of welfare of the weaker sections. Constitutional provisions for weaker sections.

### UNIT II

**Scheduled caste:** Definition – Ecological distribution – Demographic, social and Economic characteristics of Scheduled Castes – Problems of the Scheduled Castes - Ideologies relating to the development of weaker section – Programmes and policies of Government and Non governmental organizations for the welfare measures of Scheduled Castes and its effects and impact.

**Scheduled tribes:** Definition, characteristics, problems of Scheduled tribes – Types of Tribal movements – Causes of tribal unrest – Approaches to solve tribal problems – Welfare programmes of the government and their beneficiaries and failures.

### UNIT III

**Bonded labour:** Definition, meaning, features, causes, measures taken by the Government to abolish it - Differently abled: types, welfare and rehabilitative measures taken by the government and NGO's – Role of Social Workers in the welfare of weaker sections.

### UNIT IV

**Status of women and empowerment:** Status of women in ancient age – Medieval age – Modern age – Problems of Women in modern India – Development and welfare of Women – Empowerment of women – Constitutional provisions to safeguard the interest of women – Role of NGO's in the empowerment of women – Impact of globalization of Women development.

### UNIT V

#### **Youth and Aged:**

**Youth:** Meaning, Definition. Problems faced by youth, demography, National Youth Policy, Nehru Yuva Kendra, Government Programmes for Youth(Rural, Urban),Role of NGO's in the Empowerment of Youth.

**Elderly:** Meaning, Definition. National Policy for Elderly People. Problems faced by Aged, demography, Government schemes and programmes for the Aged.

#### **References:**

- Borede P.T 1968 Segregation and Desegregation in India – Socio Legal Study, Bombay: Man kolas.  
 Dabra C.D 1984 Development of Weaker Sections: New Delhi:  
 Dubey S.N and 1976 Administration of Policy and Programmes Mundra Ratna for Backward class in India, Bombay: Somaiya.  
 Government of India 1999 Economical and educational Development of scheduled castes New Delhi: Govt of India.  
 Mukhepadhyaya 1998 Women's health on public policy Swapria and community action, New Delhi: Manohar.  
 Nair T. Krishnan 1975 Social work education and Development of weaker section, Madras school of social work  
 Puroshothaman 1998 The Empowerment of women in Sangeetha India, New Delhi: Sage.  
 Shankar Rao CN 2006 Sociology of Indian Society, New Delhi: S.Chand.

## 11. RURAL & URBAN COMMUNITY DEVELOPMENT

### **UNIT I**

Rural Community: Definition, meaning, Characteristics of rural Community, rural poverty, – rural development approach: Rural community development: Definition, meaning, objectives & scope. Rural Community development after independence: Constitutional Provisions – overview on Five year plan policies in Rural development.

### **UNIT II**

Panchayati Raj: Local Self Government in ancient India: Moguls Period and British Period – Panchayath Raj after independence: Constitutional Provisions, Balwant Rai Metha Committee Report, Ashok Metha Committee Report, Main features of Panchayath Raj legislation (73<sup>rd</sup> Amendment), structure of panchayath raj system (Two Tier and Three Tier systems), Functions of Panchayath: Civic amenities, social welfare activities and Development work, resource of panchayath – State Control over Panchayath Raj institution – Problems of Panchayath raj system.

### **UNIT III**

Role Of CAPART and NABARD in rural development. A very brief idea on IRDP, DWACRA, TRYSEM. Swarna Jayathi Gram Swarozgar Yojana, Sampoorna Gram Rozgar Yojana (SGRY), Indra Awas Yojana (IAY), IWDP, THADCO schemes – Namathu Gramam – Tamil Nadu Government social welfare schemes – Suggestions to improve the qualitative impact of the government programmes.

### **UNIT IV**

**Urban Community:** Meaning, characteristics, rural – urban linkages and contrast. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis.

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

### **UNIT V**

**Urban Development Administration:** National, state and local levels; Urban services and urban deficiencies; 74<sup>th</sup> amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration, Corporations, Municipalities, Town Panchayats, metropolitan development authorities (CMDA), slum clearance board, housing board, HUDCO, UNCHS, JNNURM, Nehru Rozgar Yojana (NRY)

### **References:**

- Agarwal and Singh 1984 The Economics of under development, Delhi: Oxford University.  
 Aruna sharma and 1995 Planning for rural development Rajagopal Administration, New Delhi: Rawat  
 Bhadouria And 1986 Rural Development Dua Strategies Perspectives, Delhi: Anmol.  
 Brashmanda P.R 1987 Development process of Panchamuki V.R (Ed the Indian economy, Bombay: Himalaya.  
 Dahama O.P. 1982 Extension and rural welfare, Agra: Ram Prasad and Sons.  
 Das Basanti 2007 Governmental programmes of rural Development, New Delhi: Discovery.  
 Dubey M.K 2000 Rural and urban Development, New Delhi, Common wealth.

Gopalakrishna 1985 Technological change for Asari.V. Rural Development in India, Delhi, B.R. Kulkarani,P.D and 1997 Social Issues in Development, Nanavati mehar.D. New Delhi: uppal. Jain, Sures Chandra 2005 Indigenous for rural development New Delhi: concept. Joshi R.B. and Narwani G.S 2005 Panchayat Raj in India New Delhi: Rawat. Ledwith Margret 2006 Community Development New Delhi: Rawat. Midgely,James 1995 Social Development: The development perspective in social welfare, New Delhi: Sage Mudgal Rahul 2006 Rural Development policies and Management, New Delhi: Sarup & Sons. Publication Division 2000 India: A reference manual, in India New Delhi: Ministry of Information and Broad Casting. Rajeswari Dayal 1962 Community Development Programme in India, Allahabad: Kitab Mahal Singh. D .R. 1990 Panchayati Raj and Rural Organizations: Allahabad, Charugh. *M.S.W -2009-10 -Colleges Annexure No. 40 B Page 22 of 48 SCAA - Dt.21.05.2009* Thakur,B.N 1988 Sociology of Rural Development, New Delhi: Ashish. Vijay C.M 1989 Rural Development Administration in India, Jaipur :prateeksha.

### **References:**

Aray & Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery. Bhattacharya B 2006 Urban Development in India New Delhi: Concept. Clinard, Marshall B 1970 Slums and Community Development. New York : The Free Press. Diddee, Jayamala 1993 Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat. Mitra, Arup 1994 Urbanisation, slums, informal sector employment and poverty. B.R. Publications, New Delhi. Phadke .V.S, etal. 2007 Urbanisation,Development and Environment,New Delhi:Rawat. Ramachandran 1989 Urbanisation and Urban System in India. Oxford University Press, New Delhi. Sabir Ali (Ed) 2006 Dimensions of Urban Poverty, New Delhi: Rawat. Singh.R.B.(ed) 2006 Sustainable Urban Development New Delhi:Concept. Sinha Rekha and Sinha U.P 2007 Ecology and quality of life in Urban Slums, New Delhi: Concept. Sudha Mohan 2005 Urban Development and New Localism New Delhi: Rawat. Stanly, Selwyn 2005 Social problems and issues: Perspectives for Intervention. Allied Publication, New Delhi. Thudipara, Jacob Z. 2007 Urban Community Development. New Delhi:Rawat. UN Habitat (2003). The Challenges of Slums. Earthscan Publications Ltd, London. UN Habitat (2003). The Slums of the World: The Faces of Urban Poverty in the new Millenium. United Nation’s Centre for Human Settlement, Nairobi. Vibhooti, Shukla (1988). Urban Development and Regional Policies in India. Himalaya Publication, Bombay. Rangaswamy, Vimala (1967) International Conference of Social Work: Urban Community Development – Its implications for Social Welfare, New York. Wiepe, Paul (1981) Tenants and Trustees. Mac Millan, Delhi.

-----

## 12. MINI RESEARCH PROJECT

### **Mini Research Project on any social issues and Viva-Voce**

#### **FORMAT OF THE RESEARCH REPORT**

##### **PRELIMINARY SECTION**

- (i)
  - 1. Title Page
  - 2. Name of the Institution
  - 3. Name of the Researcher
  - 4. Month & year
- (ii)
  - 1. Acknowledgement
  - 2. Expressing Gratitude/Thanks by the Student
- (iii) **Contents**
  - 1. List of Tables
  - 2. List of Figures
  - 3. List of Appendixes ( all including page numbers)

#### **CHAPTER – I-A: INTRODUCTION**

- 1. General introduction of the field/subjects from which the problem (Topic) selected
- 2. Theoretical and practical background of the problem

##### **Statement of the Problem**

Statement of the research problem which necessitates the study and its significance

- Logical explanations & justification regarding the choice of the topic
- Usefulness of the study in the present scenario

##### **OBJECTIVE**

###### **General Objective:**

Aim of the Study

###### **Hypothesis:**

Hypothesis if any

#### **CHAPTER I-B-RESEARCH METHODOLOGY**

##### **Research Design**

Description of the design and the justification for choosing the design

##### **Universe**

The entire population of the study to be stated

##### **Sampling strategy**

Statement of the sample size

Method of sampling (technique) most appropriate for the study/ Justification  
(Stating why it suited for the study)

### **Tools of Data collection**

Choice of a particular mode of data collection which would accomplish the objectives and test the hypothesis.

### **Sources of Data**

- a. Primary – Description of the actual respondents ( Field Investigation)
- b. Secondary- other sources like informal discussions, manuals, documents that contribute to the study.

### **Pre-Testing**

The effectiveness of the tool of data collection to be justified(tested) 10% of the sample size to be used for the test.(Typed Tool)

### **Actual Data Collection**

When and how the data was collected(Duration)

### **Research Experience**

Statements of limitations and restrictions that the researcher recognizes, with respect to the awareness, bias, openness, geographical limitations etc.

### **Definition of the Terms**

Operational definition of the terms Researchers definition or meaning of geographical area/ organisation/ terms, etc, used in the study.

### **Organisation of Project Report**

Chapterisation

## **CHAPTER II: REVIEW OF LITERATURE**

- a. Survey of the existing volumes of similar and related subjects
- b. The nature of the problem and related subjects which throw light on the significant sub topics to be explored
- c. Portrayal of the theoretical background with the help of books/articles/periodicals/documented report, etc.

## **CHAPTER III: PROFILE OF THE AGENCY/FIELD AREA**

Brief history, organisation structure

## **CHAPTER IV: ANALYSIS AND INTERPRETATIONS**

- a. Logical analysis of every question and researchers interpretation on them.
- b. Explanation with the help of tables, figures, graphs, mathematical calculations
- c. Cross tables wherever applicable, which links dependent with independent variables
- d. Illustrations wherever applicable



**Format of Presenting**

Table No:

Title of the Table:

Introduction of the Table:

Presentations of the Table:

Analysis

Interpretation

Statistical Application-if any

**CHAPTER V: FINDINGS & CONCLUSIONS**

- a. The researcher’s findings based on the analysis to be stated
- b. The researcher’s suggestions & recommendations to be included based on the findings

**APPENDIX**

**REFERENCES**

Books/Journals/Articles from where data has been quoted/taken/ referred

**BIBLIOGRAPHY**

All the Books/Journals/Documents used for the purpose of study. A copy of the Questionnaire or Interview Schedule to be attached.

\*\*\*\*\*