# Social Work Programmes

## Master of Social Work (M.S.W.)

### **CHOICE BASED CREDIT SYSTEM SEMESTER PATTERN**

Study of higher courses MSW is in great demand worldwide now days. Social work grew out of humanitarian and democratic ideals, and its values are based on respect for the equality, worth, and dignity of all people. Since its beginning over a century ago, social work practice has focused on meeting human needs and developing human potential. Human rights and social justice serve as the motivation and justification for social work action.

Professional Social Workers work with, on behalf of, or in the interests of people to enable them to deal with personal and social difficulties and obtain essential resources and services. Their work may include, but is not limited to, interpersonal practice, group work, community work, social development, social action, policy development, research, social work education and supervisory and managerial functions in these fields. The field of practice for professional Social Worker is expanding day by day.

### **Programme Objectives:**

1. It seeks to provide the participants the knowledge, skills and information in the field of social, psychological, economic, culture and development through a participatory and an interdisciplinary approach.

2. Social work profession addresses the barriers, inequities and injustices that exist in society. Its mission is to enhance people's capacity to function in harmony with nature, fellow human beings and self to realize integration.

3. To provide education and training in social work to those desirous of making a career in social work practice.

4. Initiate and support action for social responsibility, redistribution of resources and facilitation of problem solving and conflict resolution, with a focus on sustainable development, social justice, gender justice and equity.

5. Demonstrate an understanding and appreciation for human diversity, to engage in nondiscriminatory culturally sensitive practice that seeks social and economic justice for clients, without regard to age, class, caste, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation.

The course will be a mixture of theory and assignments. By the end of this course, the students are expected to be familiar with theoretical and practical aspects of Economics and acquire analytical skills to address various prevalent problems of the society. The course curriculum is autonomous. The syllabus is structured in Choice Based Credit System (CBCS) to make student learn from other interested areas to his/her credit. The result of the degree will be based on CGPA system of the University.

#### Course Description:

Master is in two years including five papers of 100 marks each (3 credits) in each semester. For each paper, there will be internal evaluation for 20 marks. And one paper of 100 marks for field work in each semester. Special workshops, films and visits will be organized as part of the course. It is mandetory to complete supervised dissertation (with viva voce) as part of this course. Student may choose theory paper with research paper as a choice against dissertation.

#### **Features of the course:**

- Well designed and comprehensive coursework (Including life Skill learning's )
- Periodic evaluation of the curriculum to keep pace with the growth in the subject.
- Obligatory project work enhance research attitude in students.
- proactively engages students to put new knowledge into practice and to assess their own progress.
- Activities and assessments embedded throughout the content help to ensure that students understand concepts rather than only memorize facts.

### **Eligibility for Admission:**

For Master of Social work Degree Bachelor's Degree in any discipline with a minimum of 35% mark. The basis of selection shall be the marks secured in the entrance examination as per University norms.

Reservation of seats and other concessions will be in line with the University rules and norms. Medium of Instructions: The medium of instruction at the MSW degree course shall be in Marathi, Hindi and English.

Scheme of Examination: There will be University Examination of Eighty (80) Marks for each Theory Paper and Internal of 20 Marks for each Paper.

**Details of Internal Work of Theory Papers (per semester):** 

Sr.	Particulars	No. of	Marks
No.		Test/Assignment/Seminar	
1	Class Test/ Term	Two (Per paper)	10
	Papers/Quizzes or etc.		
2	Home Assignment/ Group	One (Per paper)	5
	Magazine/Book Publication		
3	Seminar/Group	One (Per paper)	5
	Assignment/Poster Exhibition		
	Presentations/Write-ups/Book		
	Review		
	Total Marks		20

**Note:** Each course teacher has autonomy to evaluate and give credit independently in other acceptable methods too.

Final Evaluation System: Evaluation system is based on cumulative Grade Point

Average (CGPA) for the credit earned by the student semester wise

### Marks for each course would be converted to grades as shown in table 1.

Conversion of M	farks to Grades	<b>Conversion of Grade Point into</b>		
Credit System		СРІ		
Marks Obtained	Grade	Grade	СРІ	Final Grade
		point		
100 to 75	O: Outstanding	10	9.00 - 10.00	0

74 to 65	A : Very Good	09	8.00 - 8.99	А
64 to 55	B : Good	08	7.00 - 7.99	В
54 to 50	C : Average	07	6.00 - 6.99	С
49 to 45	D : Satisfactory	06	5.50 - 5.99	D
44 to 40	E : Pass	05	4.50 - 5.49	E
Below 40	F : Fail	00 or fail	4.00 - 4.49	F

The descriptions for each of the grades are as follows:

## **Grade Proposed Norms**

**O: Outstanding:** Excellent analysis of the topic. Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, neat and systematic organization of content, elegant and lucid style:

A: Very Good: Excellent analysis of the topic. Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, neat and systematic organization of content, effective and clear expression;

**B:** Good: Good analysis and treatment of the topic. Basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression;

C: Average: Some important points covered. Basic knowledge of the primary material, logical

**D: Satisfactory:** Some points discussed. Basic knowledge of the primary material, some organization, acceptable language or expression.

**E: Pass:** Any two of the above

**F: Fail:** None of the above

a. A student failed to score minimum 40% marks in each head of passing and in aggregate shall be given F grade.

b. A student who passes the Social Work Practicum but fails in Term End Examinations of a course shall be given F grade. However Internal marks shall be retained for further declaration of result.

c. Student with F Grade in a course would be granted credit for that course but not the Grade for that course.

d. Student fails in Social Work Practicum, but passes in theory examination will not get admitted to next semester.

# <u>Format - A</u> MSW Course Framework

Sr.No	Course	Type of Courses, Choice &	Internal	University	Total	Credits
		Option	Marks	Marks	Marks	
		Semester - I			1	•
	Foundation Courses (Any Two)	G-Fc : Generic Foundation	40	160	200	6
1	G-1. Sociology for Social Work	Course				
2	G-2. Psychology : Human Growth	Any TWO out of Three				
3	and Development					
	G-3. Ecology, Environment and					
	Social Work					
4	G-4. Social Work Profession	GC : Generic Compulsory	20	80	100	3
	History and Ideology for Social	Core Domain Course				
	Change					
5	G-5. Social Work Profession	GC : Generic Compulsory	20	80	100	3
	Working with Individuals	Method Course				
6	G-6. Social Work Research :	GC : Generic Compulsory	20	80	100	3
	Fundamentals	Method Course				
7	Social Work Practicum	Compulsory 194 Hours	100		100	6
		Observational Visits – 06				
		Minimum Five Visits				
		(10 hours; 10 Marks)				
		ii) Concurrent Field Work				
		Practicum (180 hours; 70 Marks)				
		iii) Skill Laboratory Workshops.				

		Minimum four sessions (Total 4 hours; 5 Marks) iv) Internal viva voce (15 Marks)				
		Total	200	400	600	21
		Semester - II	1			
8	<b>G-7.</b> Psychology for Social Work	<b>GCM :</b> Generic Compulsory Method Course	20	80	100	3
9	<b>G-8.</b> Social work Profession Contemporary Ideologies Ares and ethics	<b>GCM :</b> Generic Compulsory Method Course	20	80	100	3
10	<b>G-9.</b> Social Work Profession Working with Groups	<b>GCM :</b> Generic Compulsory Method Course	20	80	100	3
11	<b>G-10.</b> Community Organization and Social Action	<b>GCM :</b> Generic Compulsory Method Course	20	80	100	3
12	<b>G-11.</b> Social Work Research Advanced	<b>GCM :</b> Generic Compulsory Method Course	20	80	100	3
13	Social Work Practicum	Compulsory 234 Hours i) Concurrent Field Work Practicum (180 hours; 70 Marks) ii) Skill Laboratory Workshops. Minimum four sessions (Total 4 hours; 5Marks) iii) Rural camp of 7 days duration (Total 50 hours; 10 Marks) iv) Internal viva voce (15 Marks)	100		100	6
		Total	200	400	600	21
		Semester - III				
14	<b>G-12.</b> Integrated Social Work Practice and Social Policy	GC : Generic - Compulsory	20	80	100	3
15	SC-1. Specialization (FCW-1, HRM-1, MPSW-1, URCD-1, TD-1)	<b>SC :</b> Specialization Compulsory	20	80	100	3
16	SC-2. Specialization (FCW-2, HRM-2, MPSW-2, URCD-2, TD-2)	SC : Specialization Compulsory	20	80	100	3

17	<b>EC-1.</b> Elective Course	A) NGO Management -1	20	80	100	3
	( Any one out of FOUR)					
		B) Social Work with Dalit -				
		1				
		C) Social Work with				
		Adolescent and Youth-1				
		D) Human Rights and				
		Social Justice - 1				
18	Social Work Practicum	PC : Practicum Compulsory	100		100	6
19	Research Project (30 Hours= 1	<b>DC</b> : Dissertation Compulsory	100		100	6
	Credit ) Research hours 180					
	( 30 Hours x 6 credits = 180 Hours)					
		Total	280	320	600	24
		Semester – IV				
20	<b>G-13.</b> Social Legislation Planning	GC : Generic – Compulsory	20	80	100	3
	and Development					
21	SC-3. Specialization	SC : Specialization Compulsory	20	80	100	3
	(FCW-1, HRM-1, MPSW-1, URCD-1,					
	TD-1)					
22	SC-4. Specialization	SC : Specialization Compulsory	20	80	100	3
	(FCW-2, HRM-2, MPSW-2, URCD-2,					
	TD-2)					
23	<b>EC-2.</b> Elective Course	A) NGO Management -2	20	80	100	3
	( Any one out of FOUR)	B) Social Work with Dalit-				
		2				
		C) Social Work with				
		Adolescent and Youth-				
		2				
		D) Human Rights and				
		Social Justice - 2				
24	Social Work Practicum	PC : Practicum Compulsory	50	50	100	6
25	Research Project (30 Hours= 1 Credit )	<b>DC :</b> Dissertation Compulsory	50	50	100	6
	Research hours 180					
	( 30 Hours x 6 credits = 180 Hours)					

	Total	180	420	600	24
	Total Marks	860	1540	2400	90

# <u>Format - B</u>

# **Core structure of MSW Course**

Sr.No	Courses	Type of Courses	Number of courses
1	Foundation Courses	Generic – Optional	2 - out of 3
2	Core Domain Courses	Generic – Compulsory	10
3	Core Domain Courses	Specialization – Compulsory	4 – out of 20
4	Elective Courses	Elective Domain	2 – out of 8
5	Practical Courses	Practical – Compulsory	4
6	Research Courses	Dissertation – Compulsory	2
		Total Courses	24 (out of 47)

# <u>Format - C</u>

# MSW course Structure & Outline

Sr.	Theory / Field work	Marks	Credits
No			
1	Theory papers		
	Semester-I : 3 Credit x 02 Foundation Paper = Total 02 {6Credit} x 100Marks	200	06
	Semester-II-IV : 3 Credit x 16 Theory Paper = Total 16 {3Credit} x 100Marks	1600	48
2	Filed Practicum {Field Work} {Marks 100 x Semester 4} { 6 Credit x 4 Sem} Concurrent of Continuous Block Field Work or Combined { 15 Clock Hrs per week X 12 Week = 180 Hours)	400	24
3	Research Project { Dissertation } {to be submitted in IV semester } {180 hoursx 2 Sem =360 Hours) }	200	12
	Total Marks	2400	90

# Social Work Programmes (CBCS Pattern) Master of Social Work (M.S.W.)

#### **GUIDELINE FOR SOCIAL WORK PRACTICUM**

Practical training is a distinct feature and an integral part of social work education. The specific requirements of the fieldwork training will be made available to the trainee social workers. This practical training is given to the students during the two years of study through various programmes such as orientation programme, observation visits, concurrent field work, block placement training, study tour and mini research.

The main objective of the Social Work Practicum is to develop 'self' as an agent effecting change and transformation in the society. Field work comprises of the following:

- Concurrent field work
- Block fieldwork
- · Social Work skill labs/ workshop
- Observation visits

• Rural camp/study tour Students are to be involved in intervention during emergency situations like riots, cyclone and earthquake and specific time-bound, issue-based campaigns

## Field Practicum (Field Work):

In order to offer flexibility to the respective affiliated centers- Institutes/ Colleges/ Schools of Social Work can develop the field practicum modules according to available field of opportunities in their region. The field work in all semesters will include the following components -concurrent or block field work or a combination of both; rural camp; study tour; final block placement. However rural camp and study tour will be compulsory to each college.

General Objectives of fieldwork:

1. To gain an understanding of social realities and problems as they play out in society and the civil society's response to it.

2. To understand, appreciate and develop ability to critically evaluate the programmes and policies in the developing context.

3. To acquire skills of systematic observation, critical analysis and develop a spirit of inquiry

4. To learn and implement social work interventions

- 5. To develop skills of recording
- 6. To imbue values and ethics of social work profession through field practicum.
- 7. To develop an appreciation of social work intervention in these programmes by recording

#### **Fieldwork rules and regulations**

Concurrent Fieldwork is the core curricular activity of the M.S.W. course. Hence, 100% attendance of the student is mandatory. In case of absenteeism on any count, additional fieldwork needs to be planned and scheduled. Work hours should be completed. Working days: A student has to work on two days a week for concurrent fieldwork. The students shall be in their respective for 7.5 hours per fieldwork day. Every week 15 hours of concurrent fieldwork (7.5 hours + 7.5 hours) on the two days is mandatory. However it may be three days per week to mat mandate of 180 hours. Compensation of fieldwork is admissible only on the grounds of prolonged illness /disability/reasonable cause, as decided by the members of the faculty in a department meeting.

Work Hours: Total work hours of concurrent fieldwork 15x12 = 180 hours in a semester. These work hours should be completed in about 24 visits. Work hours of 180 are mandatory for the assessment. In calculating the fieldwork hours the time spent by students in writing the fieldwork reports may also be taken into consideration. However time spent on travelling will not be included in the total time spent in the field. If the fieldwork agency is working on a holiday declared by the University, the students shall follow the MSW Syllabus CBCS, 2016-17

#### **Guideline for Field work**

1. Marks: Total marks 400, per semester 100 marks (Total 24 credits, 6 Credits per semester)

2.. Field work shall be conducted at a welfare agency/organization/ industry/ community/ Govt. / NGO recognized by the training Institution. Every student shall be supervised by an experienced /professional social worker from the agency and a faculty member/professional supervisors duly appointed by the Institute.

3. A weekly individual / group conference of at least 30 minutes, related to field work of every student, shall be conducted by the field work supervisor. Field work shall be evaluated internally by the assigned Field Work Supervisor and Agency Supervisor.

4. In order to ensure and maintain quality standards in field work practicum, each center should develop standardized monitoring and evaluation criteria, rules and mechanisms. It is mandatory on the part of students to comply with all the rules and norms designed and adopted by the respective centers. Maintaining Field work Journal, written reports/records or documents, Diary/any other prescribed document by the student is a mandatory requirement.

5. Attendance: 100% attendance at Field work is compulsory.

6. A student failing in field work at any semester will be considered as 'Fail' in that semester. However a student who has failed in field work may reappear for the Field Work only twice in the subsequent period, in the same or next semester. In such case his/her credits in theory subjects will be carried forward, subject to the above clauses and/or clearing theory papers as per passing rules and standards. In such failure and repeater case center may provide opportunity through concurrent or Continuous Block Field Work or in combination.

7. Field Work Modules: Field Work Core Components. PG centers will have internal flexibility to decide components and evaluation criteria and weightage for marks, within the given frame work.

8. Revaluation: In any case, there is no provision of revaluation or moderation of field work/ research/ term paper or internal assessment (CA) marks, at the university level.

#### **Orientation programme :**

MSW I students will be oriented to the social work profession soon after their admission. Duration of the programme shall be of two days. Attendance in the orientation programme is compulsory. This programme shall comprise of speakers drawn from practitioners, professional social workers from the field and from academia. The MSW programme includes concurrent and block fieldwork, rural camp, study tour, extension work as part of the curriculum which is compulsory for all the students. The students have to bear the expenses of the above mentioned field activities.

#### **Observation Visits**

Six observation visits (minimum 5 Visit is mandatory) for the MSW semester-I students is mandatory. For the M. S.W. I (semester I) agency visits related to all the fields of social work will be conducted. Soon after the completion of orientation/observation visits, a student workshop on "Orientation to fields of social work" will be conducted to share the orientation visit experiences and learning. Students should submit observation visit report to the concerned faculty supervisor.

#### **Skill Labs/Workshops**

The faculty members shall decide on appropriate, need based skill labs/workshops for the students. The theme, duration, external experts and budget shall be decided by the faculty members in the Department meeting and executed accordingly.

#### **Rural Camp**

In the beginning of the semester students should attend 7 days rural camp. Expected learning during rural camp should be with the following aspects:

- 1) **Rural camp** for 7 days is compulsory for the M.S.W Second Semester. in a village or tribal area. Minimum 50 hours actual working in the rural camp is mandatory.
- 2) Micro-planning activity and Participatory Rural Appraisal (PRA) activity shall be the part of social work ruralcamp.
- **3**) Students should prepare a social work rural camp report and submit it to their respective faculty supervisor.

#### **Objectives of the Rural Camp:**

a) Understand the social system with the dynamics within.

b) Analysis of the regional social system, the approaches, and the strategies of intervention used by the government and non-government organisations.

c) Understand the nature of government intervention in relation to various groups (caste, tribe etc.) in the region, and the related structures of decision-making and intervention.

d) Develop the capacity to critique the interventions of both the voluntary organisations and the government agencies in relation to the specific group.

e) Through experience in group-living the student should learn to appreciate its value in terms of self-development, interpersonal relationships, sense of organisation, management and taking on responsibility.

f) Acquire skills in planning, organising, implementing through the camp, for example: conscious use of time, communication skills, team spirit, handling relationships, conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, tasks, coping skills in problem situations, cooperation and coordination.

g) Learners are fully involved in planning, implementing the plans and presenting their experience in a workshop on return from the camp.

h) The learners should be encouraged to take on concrete tasks towards meeting basic/civic needs of the people.

i) Learners should integrate classroom learning with their interventions in the rural camp.

#### **STUDY TOUR**

Study tour needs to be arranged in the MSW fourth semester. The purpose of study tour is to expose the students to a wide range of organizations across specializations in different parts of the country. This enable those to acquire information about new strategies and trends practiced in various organizations in relation to different issues. Study tour also aims at providing information about employment opportunity and conditions in various places. A theme will be identified by students and faculty and relevant organizations and location will be chosen by the faculty and students. It is arranged and planned by the students with support from the faculty members. The tour can be completed within/outside the state. Students should prepare educational tour report and submit to the faculty supervisor within a week of return from the tour. The presentation and study tour viva-voce are conducted for the assessment of students. The following are important aspects of the study tour: Duration is 7 to 8 days and is compulsory for the M.S.W. semester IV.

The study tour shall be planned in urban/rural areas Visits to organizations appropriate to specializations offered by the Department in the academic year. It is mandatory to visit minimum 5 organization, it may be Government of Voluntary organization, but it should be out of district.

EVALUATION: External examiners (both from the academia as well as practitioners from the field) should be the members of the viva-voce board along with the internal examiners. Agency supervisor's suggestions need to be used for fieldwork evaluation process. Self evaluation is compulsory before final fieldwork evaluation. Students are expected to make their own assessment and their expected percentage of marks. In the second step of evaluation supervisor shall make detail assessment and award marks/grades. Field work viva-voce should be conducted at the end of semester in presence of external expert academician / practitioner of the respective specialization

#### DISSERTATION WORK/RESEARCH PROJECT

The students are placed under a supervisor for the research project work. The students start the project work in the third semester itself. Each student identifies a research problem defines the problem, does review of literature, formulates objectives, prepare a proposal, formulates the research problem; constructs a tool for data collection. After the completion of the third semester and before starting the fourth semester, the students should collect the data. In the fourth semester the students complete the data processing and complete the writing part of research study and submit the final copy for evaluation. At the end of the semester IV, Viva-Voce is conducted by two examiners, one being an external examiner and the other would be the Research Supervisor.

#### **BLOCK PLACEMENT**

MSW last semester students must to undertake Block Placement (Internship) of one month duration. Internship is one of the components of social work practicum, wherein after the completion at the end of fourth semester of the required field work, an opportunity is provided to the learner to strengthen his/her skill and knowledge base in his/her area of interest. It is also designed to give an experience of a job situation of short duration (one month) to students in a range of organizations.

The student shall be placed in an agency of their choice, which could be a nongovernment organization, government organization, social movement, or advocacy group depending upon the students' choice as far as possible, at the end of the 4th Semester. There shall be no credits awarded for such Block Placement (Internship). However, it shall be obligatory on the part of the college, where the student is pursuing his/her studies, to issue a certificate to those students who successfully complete such Block Placement (Internship) to that effect, provided the student produces such internship completion certificate which is issued by the agency. College has to collect all the original certificate from all students and submit to university. Failure to submitting this original certificate, University can block the result of concerning college.

### MSW –Semester I Generic Foundation G 1 SOCIOLOGY FOR SOCIAL WORK Max. Marks: 100 (80 + 20)

#### Unit I - Sociology and related concepts :-

Meaning, Definition, scope and significance of Sociology, itsrelationship with Social Work, Concepts of Society, Community,Institution and Social structure; Meaning and types of Group – Primaryand secondary group, in groups and out groups, reference groups.

#### Unit I I- Indian Society, Culture and Socialisation: -

The structure and composition of Indian Society : villages cities, rural-urban linkages, tribes, weaker section, dalits, women and minorities, population profile and related issues. Culture: Meaning and contents – traditions, customs, values, norms,folklore and mores; Socialization: meaning, stages and agents.

#### Unit I II- Social Movements in India :-

Meaning, factors essential for a movement, Dominant Social Movements in India, Social reform movements and contributions of social reforms, Peasant movement, Trade union movement, impact of social movements on the society.

#### Unit I V- Issues and Problems in Indian Society :-

Structural: Poverty, inequality of caste and gender, disharmony – religious, ethnic and regional, minorities, backward classes and dalits. Familial: Dowry, domestic violence, divorce. Disorganizational : Crime and delinquency, white collar crime, corruption, drug addiction, suicide

#### Unit V- Globalization and Society :-

Nature of globalization, characteristics of globalization, the role of information and communication technology; Agencies of globalization, Multinational Corporations,

nation – state, media, market, NGO's, Social consequences of globalization; Market as a social institution

#### **Reference :-**

Acharya, Shankar (2003) India's Economy – Some Issues and Answers, New Delhi
Academic Foundation

2. Adinarayan, S. P. (1964) Social Psychology, New Delhi : Allied

3. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi :Commonwealth Publishers

4. Bhatnagar, Ved (1998) Challenges to India's Integrity : Terrorism, Casteism, Communalism, New Delhi : Rawat Publication. Delhi : Rawat Publication

5. Dennis Lorraine Bratt (Third) Psychology of Human Behaviour for nurses, G. D. Makhiya, Delhi : India Offset Press.

6. Desai, A. R. (1978, Reprinted 1994) Rural Sociology in India, Bombay : Popular Prakashan

7. Doshi, S. L. & Jain, P. C. (1999) Rural Sociology, Jaipur : Rawat Publications.

8. Flippo, Osella and Katy, Gardner (2003) Contrivations to Indian Sociology, MigrationModernity and Social Transformation in South Asia, New Delhi : Sage Publication

9. Gandhi P. Jagadish (1982) Indian Economy - some issues, Institute

10. Hall, Calvin S., Lindzey Gardurs, Campbell, John B. (2007) Theories of Personality, National Print -0 - Pack.

11. Joshi, J.M. (1979)Theory of Value, Distribution and Welfare Economics, New Delhi : Vikas Publishing House Pvt. Ltd.

12. L Dodge Fernald Psychology (Six perspectives), Harvard University, Sage Publication.

13. Lal, Shyam & Saxena, K.S. (1998) Ambedkar and Nation Building, New Delhi : Rawat Publication.

14. Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd.

15. Mohanty, Manoranjan (2004) Class, Caste, Gender – Readings in Indian Government and Politics, New Delhi : Sage Publication

# MSW –Semester I Generic Foundation G 2 PSYCHOLOGY : HUMAN GROWTH AND DEVELOPMENT Max. Marks: 100

(80 + 20)

#### Unit :- I Life Span Development :

Meaning of Growth and development; Principles of development; Factors Influencing development; heredity, environment, motivation learning etc. Methods of studing development; crosssectional, longitudinal and other sequential techniques:observation, field study, interview.Happiness and Unhappiness during the life span.

#### **Unit :- II The Prenatal Period**

Characterristics of the prenatal period, How life begins, Importance of conception, Attitude of significant people, Thebasics of genetics, Newboen reflexes, Hazards.

#### Unit :-III Infancy,

Motor development in infancy; Adjustment during infancy, Early deprivation and enrichment, language Development and critical period hypothesis, Emotional changes: Attachment; search for identity.

#### Unit IV Babyhood, Childhood

Emotional Behaviouur in babyhood, Socialization, Beginning of morality, Family relationship,Personality development in Babyhood, Hazards, Chilhood physical development, Skills, Emotions Moral Development, Personality Development, Sex role typing, Hazards, Speech development, moral attitude and behavior, Hazards.

#### **Unit V Puberty**

Characteristics, Causes, growth spurt, Body Changes, Effects, Deviant maturing, Hazards.

#### **Reference :-**

1. Baran, R. A. (2001). Psychology. New Delhi: Pearson Education Pvt. Ltd. Behaviour. Singapore: Thomson Wadsworth

2. Benjamin, L. T. (1997). History Of Psychology: Original Sources and Contemporary

3. Bernstein, D. A., Roy, E. J., Wickens, C. D. and Srull, T. K. (1988). Psychology. Boston:

4. Borkar P. M. (2009). Manasashastrai Manavi vad va Vikas. Nagpur: Pimpalapure

5. Ciccarelli, S. & Meyer, G. E. (2006). Psychology. New Delhi: Pearson Education.

**6.** Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York : McGraw Hill Inc.

**7.** Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India : D. B. Taraporevala Sons and Co. Pvt. Ltd.

**8.** Coon, D. & Mitterer, J. O. (2007). Introduction to Psychology: Gateways to Mind and Diamond Publication.

**9.** Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and IBH Publishing Co.

**10.**Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd.

**11.**Mangal, S. K. .(2007) General Psychology, New Delhi : Sterling Publisher Pvt. Ltd.

**12.**Munn, Norman (1962) Introduction to Psychology, Boston : Houghton Mifflin Company.

13.Sherif, Muzafer and Sherif, Carolyn W. (1969) Social Psychology, NewYork.

### M.S.W. - Semester I Generic Foundation G 3 Ecology, Environment and Social Work Max. Marks: 100 (80 + 20)

Unit 1: The Concepts and Perspectives: Ecology, Environment and Society- their linkages; History of Man, Environment- Environment and Society; Changing patternsfrom survival needs to emerging consumerism, Energy intensive Life-styles; Perspective on environment- Marxist, Ruso, Indian thought and Environmenttraditional and Gandhian

Unit 2: Development Processes and Environment: Technology, Industrialization, Urbanization and Globalization- their impact on Environment; Commercialization of Agriculture, changing land use patterns and the rural society; Construction of Dams and its consequences- displacement, relocation and rehabilitation; Deforestation and Ecological Imbalance.

**Unit 3: Environmental Issues and Consciousness:** Environment degradation and pollution of Natural Resources- Air, Soil, Water, Population, Sanitation, Housing, Encroachments over Common Property Resources, Energy crisis and Rural Poverty

**Unit 4: Environment Consciousness-** NGOs, Social Workers and Ecological Movements (Global level, People's initiatives to save their environment- Chipko Movement, Manv Bachao Jangal Bachao movement, Mitti Bachao Andolan, Movements against big dams-Narmada and Tehri, Eco farming-natural farming efforts), Forestation programmes and policies.

Unit 5: Environment Action and Management: State and the Environment preservation, Rio Summit and its implications, Government Policies and programmes, Environmental Legislation- needs and importance; Grassroots Organization, Women and Conservation of Environment; people controlled and jointly managed systems, Waste Management.

#### List of Basic Readings

1. Arnold, David and Ramchandra Guha (eds.), *Nature, Culture, Imperialism; Essays on the Environmental History of South Asia,* Delhi, OUP, 199.

2. Centre or Science and Environment, *The State of India's Environment: the Citizens Reports Vol. I-IV*, New Delhi.

3. Chopra Ravi, natural Bounty-Artificial scarcity, Peoples Science Institute (PSI), Dehradun.

4. Dansereau, Pierre, *The Human Predicament* 1. The Dimensions of Environmental quality in Human Ecology in the Common Wealth Proceedings of the First Common Wealth Conference on Development and Human Ecology, Malta 18-24, London, Charles Knight and Co. Ltd. P.1.

5. Dogra B, Forests and People, 1980.

6. Fukoka, One Straw Revolution.

7. Gadgil Madhav, *Ecology*, Penguin Books, New Delhi.

8. Gadgil, Madhav and Ramchandra Guha, *This fissured Land: An ecological History of India*, Delhi, OUP, 1994.

9. Gadgil, Madhav and Ramchandra Guha, *Ecology and Equity; the use and Abuse of Nature in Contemporary India,* Penguin, Delhi, 1995.

10. Goldsmith, E. And Hildyard, N. (ed.) *the Social and Environmental Effects of Large Dams; Vol. I-III (Overview, Case studies and Bibliography)*, Wadebridge Ecological Centre U.K.

# MSW –Semester I Core Domain G 4 SOCIAL WORK PROFESSION: HISTORY AND IDEOLOGIES FOR SOCIAL CHANGE

Max. Marks: 100

(80 + 20)

#### Unit I - Indian History Of Social Work Profession :-

Introduction, Attributes of Profession, Beginning of social work education, Welfare versus development orientation in social work, Professionalization of social work values, education and knowledge, Professional associations, Interface between professional and voluntary social work

#### Unit II - Indian History Of Ideologies For Social Change :-

Introduction, Hinduism, Buddhism, Jainism, Islam in India, Christianity in India.

#### Unit III - Indian History Of Social Movements For Social Change :-

Bhakti movement, Sufi movement, Sarvoday movement And Gandhian Ideology, Dalit movement.

#### Unit IV - Indian History Of Modernism For Social Change :-

Introduction, Ideology of Indian Constitution, Welfarism, Human rights, Democracy, Socialism.

#### Unit V - Concept Of Social Work Profession :-

Introduction, Concept and definition, Objectives and process of social work, Functions/roles of social worker, Brief introduction to Methods of social work.

#### **Reference :-**

1. Agrawal, M. S.; 1998, Ethics and Spirituality Shimla, Indian Institute ofAdvanced Study.

2. Desai, M., 2000, Curriculum Development on History of Ideologies for Social Change and Social Work, Mumbai; Social Work Educational and Practice Cell.

3. Diwakar, V. D. (rd) 1991, Social Reform Movements in India; A Historical Perspective, Bombay, popular Prakashan.

4. Encyclopaedia of Social- 1987 ,Encyclopaedia of Social Work in India, New Delhi; Minstry of Welfare.

5. Encyclopaedia of Social- 1987, Encyclopaedia of Social Work, Slver Spring, Maryland, National Association of Social Workers.

6. Gangali, B. N. 1973, Gandhi Social Philosohy, Delhi; Vkas Publishing House.

7. Panikar, K. N. 1995, Culture, Ideology Hegemony; Intellectual and Social consciousness in colonial India, New Delhi; Tulika.

8. Tanksale, Prajkta, 2000, Vyavsayik samajkarya, Shri. Sainath Prakashan, Nagpur.

 9. Tata Institute of Social Science Social Work Educations forum (1997), Declaration of ethics professional social workers, The Indian Journal of Social Work, 58(2), 335-341.

### MSW –Semester I Core Domain G 5 SOCIAL WORK PROFESSION: WORKING WITH INDIVIDUALS Max. Marks: 100 (80 + 20)

Unit I - Social Casework as a Method of Social Work :- Concept and Definitions, Philosophical assumption and case work values, Components of casework:- a) Personclient, significant others, b) Problem- need, Identification, Psychosocial problem, c) Placeagency, objectives, functions, policies and resources, d) Processcasework intervention.

Unit II - Principles of Social Casework & Role of Social Worker :- Principles of Social Casework, Role of Social Worker, Personal Attributes/Qualities of Social Worker.

#### Unit III - The process of intervention with client system and target system :-

Study, Continuous Assessment and analysis, Psycho-social diagnosis, Intervention, Follow-up, Termination.

#### Unit IV - Approaches of Social case work :-

Psycho-social Approach, Psychoanalytical Approach, Problemsolving Approach, Behavior Modification Approach Crisis Intervention, Eclectic Approach

#### Unit V - Tools and Techniques in Social Case Work :-

Casework interview-meaning, importance, phases, skills, Home visit-meaning, importance, Observation-meaning, types, importanceM, Listening- importance, causes of poor listening, strategies of effective listening; Environmental Modification, Case worker –client relationshipobjective, characteristics, Communication - verbal, non-verbal, Recording-Importance, need, Types and principles of recording, Techniques of case work: supportive, resource enhancement and counseling.

#### **Reference :-**

1. Hepworth, Dean H. & Rooney, Ronald H.; Theory and skill in social Work, Cengage Learning India Pri. Ltd., New Delhi, 2010.

2. Mishra, R. D. & Mishra, Bina; Social Work Profession in Indian, New Royal Book, Co-publication, Lukhnow, 2010.

3. Raju. G. P.; Role of Development, Skills and Social Wrk, manglam Publications, Delhi. 2011.

 Sachdev, Suresh, A Textbook Social Work, Dominant Publisher & Distributors Pvt. Ltd, New Delhi. 20212

5. Tanksale, Prajkta; Gatkarya Bhag 1, Shri. Mangesh Prakashan, Nagpur, 2004.

 Tanksale, Prajkta; Gatkarya Bhag 2, Shri. Mangesh Prakashan, Nagpur, 2004.

7. Tanksale, Prajkta; Samaj Karyakarta (Ek Vyavsayik), Shri. Mangesh Prakashan, Nagpur, 2004.

8. Tanksale, Prajkta; Vyaktisahyya karya Bhag 1, Shri. Mangesh Prakashan, Nagpur, 2004.

Tanksale, Prajkta; Vyaktisahyya karya Bhag 2, Shri. Mangesh Prakashan, Nagpur, 2004.

10.Tanksale, Prajkta; Vyaktisahyya karya Bhag 3, Shri. Mangesh Prakashan, Nagpur, 2004.

11.Upadhya, R.K.; Social Case Work, Rawat Publication, Jaipur, 2003.

12.Walsh, Joseph; Direct Social Work Practice, Cengage Learning India Pri. Ltd., New Delhi, 2010.

13.Zastrow, Charles H.; Evaluating Social Work Practice, Cengage Learning India Pri. Ltd., New Delhi, 2010.

### MSW –Semester I Core Domain G 6 SOCIAL WORK RESEARCH: FUNDAMENTALS Max. Marks: 100 (80 + 20)

#### Unit I - Scientific Method, Social Research & Social Work Research :-

Meaning and characteristics of scientific method, Goals of research; Difficulties in the study of Social phenomenon, Use of research in Social Work Practice, Distinction between social research and social work research and types of social work research, Steps in Social Work Research: identification of problem; need assessment; selection of social work research design; baseline study; intervention; assessment of intervention effects/impact.

#### Unit II - Basic Elements of Research :-

Concepts : Meaning, difficulties in defining, operational definitions, Basic Research Questions: Meaning, need, importance, Hypothesis : Meaning, attributes of a sound hypothesis, role in Explanatory research, hypothesis testing, Theory, constructs, variables, indicators : Meaning and utility in research

#### Unit III - Research Designs in Social Work Research :-

Meaning, types and importance of Research Designs, Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity, Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity), Qualitative and quantitative research designs- grounded theory, Case study, ethnography and phenomenology, Other research approaches supportive to social work research, Action research; Participatory research.

#### Unit IV - Sampling in Research :-

Purpose of sampling, Concepts related to sampling –population/ universe, sampling , frame and sampling unit, Meaning of probability and non-probability sampling, Types

of probability and non-probability sampling -- advantages and disadvantages, Techniques and procedures in sample selection.

#### Unit V - Graphic Presentation and Statistics :-

Use of Graphs and Diagrams in research, types and importance, Meaning, importance and limitations of Statistics in research, Types of Series- Simple, Discrete and Continuous, Meaning and use of Proportions, Ratios, Percentages, Measures of central tendency (mean, median, mode) and Measures of dispersion (range, quartile deviation, mean deviation, standard deviation and its coefficient)

#### **Reference :-**

1. Allen, Rubin & Babbic, Eark, Methods for Social Work Research, Rawat Publication, Jaipur.

2. Ghosh, Amit; 2011. Social Research, Blestar Indore.

3. Jain M. K.; 2011, Research Methodology, University Publication, New Delhi-110002.

4. Koly, Lakshimnarayan ; 2007, Research Methodlogy, Y. K. Publishers, Agra.

5. Mahajan, Sanjeev; 2010, Social Research Methods, Arjun Publication House, Delhi.

6. Mukharji, Ravindra Nath;2001, Socia research & Statictics, Vivek Publication, Jawahar Nagar, Delhi-7.

7. Mukharji, Ravindranath;1988, Social Research And Statistics, Vivek Publication,T,U.A., Javahar Nagar, Delhi.

8. Pande, G. C.;1989, Research Methodlogy in Social Sciences, Amol Publication, Pvt. Ltd. New Delhi.

 Phophalia, A. K. ;2010, Modern Research Methodlogy, Paradise Publisher, Jaipur.
10.Poonia, Virender & Poonia, Meenakshi;2009, Research Methodlogy and Statistical Method, Vishvabharti Publication, New Delhi (India).

### MSW - Semeter II Paper I G 7 Supportive Domain PSYCHOLOGY FOR SOCIAL WORK Max. Marks: 100 (80 + 20)

#### **Unit I: Theories of Development :**

Bronfenbrenner's ecological approach to development, Piaget's approach to Congnitive development; Freud's psycho-analytic theory, Erikson's Psychosocial theory, Bandura's cognitive social learning theory, Skinner's operant conditioning theory and kohlberg's theory of moral development.

#### Unit :- II Adult Development :-

Daniel Levinson's conception of adult development; Early adulthood, leaving home, choosing a carrer, establishing close relationship, starting a family. Middle adulthood: Midlelife transition, the empty nest phenomenon. Aging : Theories of aging : Death, Dying and Beravement:

#### Unit III Old Age: Personal and Social development

Adjustment, changes in motor abilities, mental Abilities, interest, Vocational Adjustment and family adjustment, Geographic mobility in the old age, Hazards

#### **Unit :- IV Development of Intelligence :-**

Definitions of intelligence, Recent advances in defining intellience. Sternberg and Gardner, Representative intelligence tests, computation and distribution of I.Q. as Predictor of academic, occupational and psychological adjustment; Development of creativity, Emotional intelligence.

#### Unit :- V Development of Personality :-

Approaches to personality : Psychoanalytic approach, Trait approach, Type approach, Humanistic approach, learning approach; Measuring personality: self report tests and projective tests.

#### **Reference :**

1. Baran, R. A. (2001). Psychology. New Delhi: Pearson Education Pvt. Ltd. Behaviour. Singapore: Thomson Wadsworth

2. Benjamin, L. T. (1997). History Of Psychology: Original Sources and Contemporary

3. Bernstein, D. A., Roy, E. J., Wickens, C. D. and Srull, T. K. (1988). Psychology. Boston:

4. Borkar P. M. (2009). Manasashastrai Manavi vad va Vikas. Nagpur: Pimpalapure

5. Ciccarelli, S. & Meyer, G. E. (2006). Psychology. New Delhi: Pearson Education.

**6.** Clifford, Morgen and King, Richard (1975) Introduction to Psychology, New York : McGraw Hill Inc.

**7.** Colman, James C. & Broen William E. (1972) Abnormal Psychology and Modern life, India : D. B. Taraporevala Sons and Co. Pvt. Ltd.

**8.** Coon, D. & Mitterer, J. O. (2007). Introduction to Psychology: Gateways to Mind and Diamond Publication.

**9.** Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and IBH Publishing Co.

**10.**Hurlock, Elizabeth (1976) Personality Development, New Delhi :Tata McGraw Hill Publishing Co. Ltd.

**11.**Mangal, S. K. .(2007) General Psychology, New Delhi : Sterling Publisher Pvt. Ltd.

**12.**Munn, Norman (1962) Introduction to Psychology, Boston : Houghton Mifflin Company.

# MSW - Semster II Paper II G-8 Core Domain SOCIAL WORK PROFESSION: CONTEMPORARY IDEOLOGIES, AREAS AND ETHICS

Max. Marks: 100 (80 + 20)

#### Unit I - Contemporary Ideologies Of Social Work Profession :-

Marginalization of vulnerable groups and limitations of professional social worker, Emerging ideologies of professional social work,Social work values, spirituality and social work,Contemporary social work ideologies in different countries

#### Unit II - Indian History Of Postmodernism For Social Change :-

Introduction, Neo-liberalism, Globalization, Feminism, Resurgence of the civil society.

#### Unit III - Approaches On Social Work Practice :-

Welfare approach, Remedial and therapies approach, Conflict oriented approach, Social development approach.

#### Unit IV - Some Areas Of Social Work Practice: -

Brief introduction to Urban, Rural and Tribal Community Development, Family and Child Welfare, Medical and Psychiatric Social Work, Labour Welfare, Gerentological Social Work, Disaster Management.

#### Unit V - Ethics In Social Work :-

Concept and philosophy of ethics, Ethical responsibilities in social work,Ethical decision making and dilemmas in micro and macro social work practice.

#### **Reference :-**

1. Agrawal, M. S.; 1998, Ethics and Spirituality Shimla, Indian Institute of Advanced Study.

2. Desai, M., 2000, Curriculum Development on History of Ideologies for Social Change and Social Work, Mumbai; Social Work Educational and Practice Cell.

3. Diwakar, V. D. (rd) 1991, Social Reform Movements in India; A Historical Perspective, Bombay, popular Prakashan.

4. Encyclopaedia of Social- 1987 ,Encyclopaedia of Social Work in India, New Delhi; Minstry of Welfare.

5. Encyclopaedia of Social- 1987, Encyclopaedia of Social Work, Slver Spring, Maryland, National Association of Social Workers.

6. Gangali, B. N. 1973, Gandhi Social Philosohy, Delhi; Vkas Publishing House.

7. Panikar, K. N. 1995, Culture, Ideology Hegemony; Intellectual and

Social consciousness in colonial India, New Delhi; Tulika.

8. Tanksale, Prajkta, 2000, Vyavsayik samajkarya, Shri. Sainath Prakashan, Nagpur.

9. Tata Institute of Social Science Social Work Educations forum (1997),

Declaration of ethics professional social workers, The Indian Journal of

Social Work, 58(2), 335-341.

# MSW - Semster II Paper III G-9 Core Domain SOCIAL WORK PROFESSION: WORKING WITH GROUPS Max. Marks: 100

(80 + 20)

#### Unit I - Introduction to Social Group Work:-

Concept of group and importance of groups in human life cycle, Definition of social group work, Characteristics of social group work, Historical development of social group work.

#### Unit II - Theories and Principles in Group Work:-

Theories applicable to group work practice, Values and principles of Group Work, Social group work in different fields and role of group worker, Types of groups in social group work practice- open and closed groups, social treatment groups, task oriented groups, Developmental groups ( self help groups and support groups ).

#### Unit III - Group Dynamics and Group Work Process:-

**Group Dynamics**:- meaning,interaction,realationship, group bond, sub-groups, Isolation ,decision making group conflict and group control;

**Group Process:-** Understanding group process, Analysis of group interaction, leadership and its development, communication in group

**Group Work Process:-** Factors involved in group formation, Stages in group development: pre-group stage, orientation stage, problem solving stage, termination stage, Role of social worker in different stages of group development.

# **Unit IV - Use of Programme in Social Group Work and Skills of Group Worker :-**

Concept of programme, Principles of programme planning Importance of programme in group work practice, Programme planning and implementation ,Skills For group development ,Skills For programme planning , Skills For programme implementation

#### Unit V - Recording in Group Work and Evaluation of Group Work :-

Importance of recording in group work, Principles of recording, Types of recordingnarrative, process and summary, Importance of continuous evaluation in group work, Types of evaluation, Methods of evaluation.

#### **Reference** –

1. Hepworth, Dean H. & Rooney, Ronald H.; Theory and skill in Social Work, Cengage Learning India Pri. Ltd., New Delhi, 2010.

2. Mishra, R. D. & Mishra, Bina; Social Work Profession in Indian, New Royal Book, Co-publication, Lukhnow, 2010.

3. Raju. G. P.; Role of Development, Skills and Social Wrk, manglam Publications, Delhi. 2011.

 Sachdev, Suresh, A Textbook Social Work, Dominant Publisher & Distributors Pvt. Ltd, New Delhi. 20212

5. Tanksale, Prajkta; Gatkarya Bhag 1, Shri. Mangesh Prakashan, Nagpur, 2004.

6. Tanksale, Prajkta; Gatkarya Bhag 2, Shri. Mangesh Prakashan, Nagpur, 2004.

7. Tanksale, Prajkta; Samaj Karyakarta (Ek Vyavsayik), Shri. Mangesh Prakashan, Nagpur, 2004.

Tanksale, Prajkta; Vyaktisahyya karya Bhag 1, Shri. Mangesh Prakashan, Nagpur, 2004.

Tanksale, Prajkta; Vyaktisahyya karya Bhag 2, Shri. Mangesh Prakashan, Nagpur, 2004.

# MSW - Semster II Paper IV G-10 Core Domain COMMUNITY ORGANIZATION AND SOCIAL ACTION Max. Marks: 100 (80 + 20)

#### Unit I - Introduction to Communities :-

Meaning, Definition, objectives & functions of communities; Types of community & f eatures, Meaning and Process of community integration and disintegration

#### Unit II - Community Organization As a Method of Social Work :-

Concept, meaning & definition of community organization, Principles of community organization, Steps and process of community, organization, community organization in different settings (rural, tribal, urban, vulnerable groups, displaced people, disaster & response, sustainable development).

#### Unit III - Models & Approaches of Community Organisation:-

An overall understanding of various Models of community organization (Social planning, Locality Development, Social Action), Approaches to community organization; Gandhian Approach, Structural change Approach, System change Approach, Political activist Approach.

#### Unit IV - Strategies, Skills and Roles in Community organization :-

**Strategies :** Capacity building, Networking, Committee formation, cadre-building, leadership development, Importance of Public Relation-Techniques;

**Skills:** Information Gathering and Assimilation skill, Participatory and Non participatory Observation skill, Analytical skill, Organizing skill, Resource mobilization skill, Planning monitoring and evaluation skill, **Roles** of community organizer: Guide, enabler, expert and therapist.

#### Unit V - Social Action and Advocacy :-

Community power structure, Meaning definition and sources of power; Empowerment, Meaning, importance and process of empowerment.

**Social Action :** Meaning definition and strategies for social Action based on important Social movements.

**Social Advocacy**– meaning & strategies of Advocacy.

#### **Reference :-**

1. Dubois, Brenda & Milag, Kanta K.; Social Work an empowering Profession, 3rd ed. ,Alyn & Bacon Bostan, Londen, Toronto, Sidney,1996.

2. Menon, Sujata; Principles of Social Work Practice, Y King Books, Jaipur Publication, 2011.

3. Mishra, P.D. & Mishra Bina; Social Work Profession in India, New Royal Bok Co-Publication, Likhnow. 2010.

4. Nagpal, Hans; Social Work in Urban India, Rawat Publication, New Delhi. 1996.

5. Patel, A. K. & Dubey, M. V.;Political Social Work, Cresent Publication, New Delhi. 2010.

6. Sachdev, Suresh, A Text Bok of Social Work, Daimond Publisher & Distributers, New Delhi. 2012.

7. Sarkar, Sanjeev; Direct Social Work Practice: Theory & Skills; Y King Books, Jaipur Publication, 2011.

8. Sen, S. K.; Social Work Practice, Book Enclave Publication, Jaipur, 2007.

9. Zastrow, Charles H.; Evaluating Social Work Practice, Cangage learning India Private Limited, New Delhi, 2010.

### MSW - Semster II Paper V G-11 Core Domain SOCIAL WORK RESEARCH: ADVANCED Max. Marks: 100 (80 + 20)

#### Unit I - Measurement in social work research :-

Levels of measurements –nominal, ordinal, interval and ratio, Scaling procedures-Likert, Thurstone, Guttman, and Bogardus; need for Scale, Problems and tests of Reliability and Validity, Quantification of qualitative data

#### Unit I I- Data Collection and Data Processing: -

Methods and Tools of Data Collection: meaning, types, advantages and disadvantages, Coding, master sheet, tabular presentation, Uni-variate, bi-variate, tri-variate and multivariate analyses of data.

#### Unit I II- Computer Usage and Ethics in Research:\_

Use of Computer, Inter-net, Statistical Package for Social Sciences (SPSS) in research, need, advantages and disadvantages, Ethics in Social Work Research—Meaning, need and importance; ethical responsibilities of researcher, Personal attributes of a researcher.

#### Unit I V- Research Report writing :-

Structure of reports for differing readership, planning outline of report, chapterisation, Precaution for accuracy and neatness, Standard formats for citation, referencing, footnotes and bibliography, Preparing Research Abstract. Dissemination of research findings.

#### Unit V- Inferential Statistics and application :-

Meaning, utility and limitations, Correlation—Pearsons's coefficient (r), Spearman's coefficient (Rho), Measures of association, tests of significance (chi-square test, t-test), Analysis of variance (ANOVA)

#### **References:-**

1. Allen, Rubin & Babbic, Eark, Methods for Social Work Research, Rawat Publication, Jaipur.

2. Ghosh, Amit; 2011. Social Research, Blestar Indore.

3. Jain M. K.; 2011, Research Methodology, University Publication, New Delhi-110002.

4. Koly, Lakshimnarayan ; 2007, Research Methodlogy, Y. K. Publishers, Agra.

5. Mahajan, Sanjeev; 2010, Social Research Methods, Arjun Publication House, Delhi.

6. Mukharji, Ravindra Nath;2001, Socia research & Statictics, Vivek Publication, Jawahar Nagar, Delhi-7.

7. Mukharji, Ravindranath;1988, Social Research And Statistics, Vivek Publication,T,U.A., Javahar Nagar, Delhi.

8. Pande, G. C.;1989, Research Methodlogy in Social Sciences, Amol Publication, Pvt. Ltd. New Delhi.

9. Phophalia, A. K. ;2010, Modern Research Methodlogy, Paradise Publisher, Jaipur.

10.Poonia, Virender & Poonia, Meenakshi;2009, Research Methodlogy and Statistical Method, Vishvabharti Publication, New Delhi (India).

11.Roy, Parsnath; 1999, An Introduction to Research Methods, Laxminarayan Agrawal Agra-3.

12.Sharma, Ramnath & Sharma, Rajendrakumar ; 1995, Methods and Techniques of Social Survey, Atlanti Publication & Distrubutors.

13.Singh, Jaspal; 2011, Instruments of Social Research, Rawat Publication, New Delhi.

14.Sinha, V.C & Divedi, R.S.;1988, Social Research and Statistics, National Publication House, New Delhi.