MSW – Programme - Semester – I

GI

Social Work Profession

Learner Objectives:

1. Understand the concept, definition, objectives and functions and methods of social work.
2. Develop knowledge of history and development of social work in India and abroad.
3. Understand the current trends of social work practice in India.
4. Develop understanding about the fields of social work.
5. Develop understanding about the influence of various social movements in contributing to the perspectives of social work practice in India.
6. Understand domains in social work education in India.

1. Concept Social Work
   Concept, Definition, Objectives and Functions of Social Work, and Methods of Social Work

2. History and Development of Social Work in India and Abroad
   Charity, Philanthropy, social situations, Poverty, problems of immigrants, orphanhood, squalor, war victims etc, and Social reform movements, Remedial social work, Development-oriented social work, Social activism, Human Rights Perspective.

3. Update on Social Work Practice in India
   Welfare approach, Remedial and therapeutic approach, Social development approach, Conflict-oriented approach.

   Social work, Social welfare, Social service, Social services, Social development, Social change, Social action, Human rights, Social exclusion (marginalization, exploitation, oppression), Empowerment.


7. Perspectives of Social Work Practice in India
   i. Ideological Influences of social reform movements, advent of Missionary (Serampore Missionaries-1785 onwards), Gandhi, Tilak, Gokhale, Karve, Phule, Shahu, Ambedkar thoughts, Marxist perspectives, Feminist perspective, Subaltern perspectives (Dalit and Adivasi) and Post-modernism influence.

8. Development of Social Work Education in India
Bibliography

G – I Social Work Profession

Recommended Readings:

General References:
9. Jha, Jainendra Kumar Encyclopedia of Social Work (1,2,3,4), New Delhi : Anmol Publication
Methods of Social Work - I:
Work with Individuals and Families (Social Casework)

Learner Objectives:

1. To understand the case work method and its application in practice
2. To equip learners with theoretical knowledge for work with individuals and families
3. To develop competencies in learners to use the method in practice while working with individual clients and families.
4. To equip learners with values and skills necessary for working with individuals and families.

Topics:

1. History and Development of Social Casework in U.K., U.S.A and India:
The Almoners, Jane Addams, Ida Canon, Lydia Rappaport, Mary Richmond, Florence Hollis, H.H. Perlman.

2. Social Casework as a Method of Social Work
   i. Concept and Definitions
   ii. Components of casework (Perlman's model)
      a. Person—client, significant others and collaterals
      b. Problem—need, impaired social functioning
      c. Place—agency, objectives, functions, policies and resources.
      d. Process—casework intervention

3. Principles of Social Casework Practice
   i. Begin where the client is.
   ii. Individualization
   iii. Purposeful expression of feelings
   iv. Controlled emotional involvement
   v. Acceptance
   vi. Non-judgemental attitude
   vii. Client self determination
   viii. Confidentiality

4. Tools of Working With Individuals and Families
   i. Intake-record/sheet and the intake interview (client engagement)
   ii. Casework interview
   iii. Home visit—collatoral contacts.
   iv. Recording and its types—narrative, process, problem oriented record keeping
   v. (PORK) Subjective—objective assessment plan (SOAP), use of case work records as tool of intervention.
   vi. Case worker—client relationship
   vii. Knowledge of resources (networking)
   viii. Communication—verbal, non-verbal, eye contact, body language.
   ix. Case presentation as tool of professional development.
5. **The process of intervention with client system and target system**
   a. Study
   b. Continuous assessment and analysis
   c. Psycho-social diagnosis
   d. Intervention
   e. Follow-up
   f. Termination
   g. Case presentation based on field work practice

6. **Essentials of Working With Individuals and Families**
   a. Skills for working with individuals and families
   b. Techniques for working with individuals and families
   c. Qualities in the caseworker

7. **Models of Casework Practice**
   a. Social diagnostic (Richmond)
   b. Supportive and modificatory (Hamilton)
   c. Problem solving (Perlman)
   d. Crisis intervention (Rappaport)
   e. Classified treatment method (Florence Hollies)
   f. Competence based approach (Elleen Grabrill)

8. **Scope of Casework in Practice**
   i. Working with individuals and families in primary and secondary settings
   ii. Social casework & counselling –similarities and differences
   iii. Limitations of the method

**Bibliography**

**G II Work with Individuals and Families (Case Work)**

**Recommended Readings:**


General References:

2. Banerjee, Gauri Rani (1973) Papers on Social Work – An Indian Perspective, Bombay : Tata Institute of Social Sciences
Learner Objectives:

1. Understand the place of group work in social work intervention
2. Understand group work as an instrument of change/development in individual in groups
3. Understand use of programme as a tool for group development
4. Develop skills to work with different stages and record the process
5. Understand relevance of group in different set up

1. Understanding Concepts of Social Group Work
   i. Concept of group and its importance of groups in human life cycle.
   ii. Definition of social group work
   iii. Characteristics of social group work
   iv. History and development of social group work

2. Social Group Work Method
   i. Theories applicable to group work practice
   ii. Values and distinctive principles of Group Work
   iii. Social group work in different fields
   iv. Types of groups in social group work practice- open and closed groups; social treatment groups (Re-socialization, groups, therapeutic groups, T-groups); task oriented groups (forum, committees and work team); developmental groups (self help groups and support groups)

3. Group Work Process
   i. Steps in group formation
   ii. Stages in group development :- pre-group stage, orientation stage, problem solving stage, termination stage.
   iii. Role of social worker in different stages of group development.

4. Use of Programme in Social Group Work
   i. Concept of programme
   ii. Principles of programme planning
   iii. Importance of programme in group work practice
   iv. Programme planning and implementation

5. Skills of Group Worker
   i. For group development
   ii. For programme planning
   iii. For programme implementation

6. Understanding the Individual in the Group Processes and Group as a Totality.

7. Group Process and Dynamics
   i. Steps in understanding group process
   ii. Analysis of group interaction
   iii. Leadership and its development in group process
   iv. Communication in group
   v. Group dynamics: - group bond, sub-groups, group conflict, confrontation, apathy and group control
8. Use of Techniques and Tools in Group Work
   i. Use of relationship
   ii. Conflict resolution
   iii. Verbal and non-verbal communication
   iv. Purposeful creation of environment
   v. Fishbowe technique

9. Recording in Group Work
   i. Importance of recording in group work
   ii. Principles of recording
   iii. Types of recording - narrative, process and summary
   v. Bales’ categories of interaction process analysis

10. Evaluation of Group Work
    i. Importance of continuous evaluation in group work
    ii. Types of evaluation
    iii. Methods of evaluation

Bibliography

G III - Working with Groups

Recommended Reading:


General Readings :

8. Garland, J.A. Group Work Reaching out, People places and Power
G IV
Psychology for Social Workers

Learner Objectives:
1. Understand the fundamental components of human behaviour.
2. Gain insight into factors contributing to development of personality.
3. Understand growth and development of individual at various stages in the life span.
4. Understand the processes of adjustment and not-adjustment and its impact on human behaviour.

Topics:
1. Nature and Scope of Psychology.
   Concept of Human Behaviour, Schools of Psychology: Structural, functional, behaviourist.
   Various definitions of Psychology: Science of mind, behaviour, consciousness, subconscious processes and motivation. Normal, abnormal, clinical, educational, industrial, experiemmental, developmental, child and adult psychology.

2. Factors Influencing Human Behaviour
   i. Heredity - concept, mechanism and influence of heredity on human behaviour
   ii. Environment – concept and influence of social, physical and family environment
   iii. The self and the self concept.

3. Psychological Processes in Behaviour
   i. Needs and Motives.
   ii. Emotions
   iii. Perception
   iv. Intelligence
   v. Learning and motivation

4. Social Bases of Behaviour
   i. Social perception –attitudes, prejudices, biases, stereotyping
   ii. Individuals in groups –group norms, group conformity vs. deviation.
   iii. Propaganda, rumours and the social affects.

5. Processes of Adjustment
   i. Concept and factors
   ii. Stress and frustration
   iii. Conflicts
   iv. Coping mechanisms
   v. Defence mechanisms

Theories of Human Development
   vi. Freud’s Psycho-Sexual theory
   vii. Erickson’s psycho-social theory
   viii. Adler’s theory

6. Principles and Areas of Human Development
   Social, emotional, cognitive and physical. Stages in Life Span Approach from Conception to Old Age, Characteristics, needs, tasks and problems at each stage.

7. Maladjustment and Intervention
   i. Behavioural problems in children
   ii. Personality problems
   iii. Social deviation and addiction
   iv. Psychological Counselling
   v. Psychological testing and its relevance to treatment
   vi. Measurements in psychology.
Bibliography

G – IV Psychology For Social Workers

Recommended Readings:


General References:

Learner Objectives:

1. Understand the role of individual in the society and importance of various social institutions and their impact
2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender
3. Understand the socio-economic and political factors and their impact on society
4. The various social problems and its impact on the society, various issues and challenges
5. Develop the clarity about social issues and challenges in the social work field

1. Sociological perspective and importance of sociology for social work practice.

2. Individual, society and culture
   i. Society as system of relationships
   ii. Concept of Culture, traditions, customs, values and norms
   iii. Socialization- meaning, theories of socialization, process and agents.
   iv. Social Porcessess.

   i. Social institutions – marriage, family, religion, kinship, caste, class, occupation,economy, polity, education and legal system
   ii. Social control – concept of social control, conformity and deviance; agents of social control
   iii. Social structure- systems of social stratification, caste, class, occupation,culture,tribe and gender. Issues related to social stratification.
   iv. Social functioning: Pattern maintenance and tension management, goal direction,adaptation and integration

4. Social Mobility: Nature and characteristics of social mobility, types of social mobility; factors contributing and restricting social mobility. Strategies of upward mobility. Social work and social change.


6. Definition, Nature and Scope of Economics
   ii. Economic System – Capitalism, Socialism, Communism
   iii. Mixed economy – Public Sector, Private Sector a critique of the systems.
   iv. Supply and demand,effort at reversing adverse cycles, Microcredits and management.
   iv. Theories of population::Malthus.
7. Social Disorganization and social problems.
   a. Meaning, nature and factors responsible for social disorganization
   b. Classification of social disorganization- individual, family, community and societal
disorganization.
   c. Marital conflict, family violence, divorce, dowry deaths suicide, superstitions,
generation gap, ageing, orphanhood, destitutes, child abuse, juvenile
delinquency, childlabour, commercial sex work and human trafficking.
   d. Addictions Drug peddling, beggary, un-employment squatter settlement and
dulms.
   e. Caste conflicts

8. Impact of globalization on Indian Economy. - Strategies of intervention at micro and
macro levels.
   - Issues and challenges – Occupations, livelihood, work, corporate and unorganised
sector
   - Implication of current socio- economic context on the unorganised sector
   - Urbanization – changing socio demographic profile legislative rights of people -
issues of displacement and rehabilitation.
   - Role of Welfare State, its need and importance in the changing scenario

9. Polity and Governance: The democratic ideology and process, Impact of plolity on
social system.

Bibliography

G – V : Social Sciences for Social Workers

Recommended Readings :
Commonwealth Publishers
Prakashan
Modernity and Social Transformation in South Asia, New Delhi : Sage Publication
and Research, Vellore
Pvt. Ltd.
and Politics, New Delhi : Sage Publication
Publication.
Challenge, New Delhi : Sage Publication.

General References:

5. Hall, Calvin S., Lindzey Gardurs, Campbell, John B. (2007) Theories of Personality, National Print – 0 – Pack
7. L Dodge Fernald Psychology (Six perspectives), Harvard University, Sage Publication.
General References:

Learner Objectives:

1) Develop an understanding about the scientific approach to human inquiry
2) Develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice
3) Develop attitudes and skills appropriate for social work research
4) Develop skills for use of library and documentation in research work
5) Acquire the skills for data analyses and research writing

Social Research and Social Work Research

1. Scientific Method, Social Research & Social Work Research
   i. Meaning and characteristics of scientific method
   ii. Goals of research
   iii. Basic elements of social research- concepts, constructs, variables, hypothesis, theories, operational definitions
   iv. Distinction between social research and social work research
   v. Steps in the process of research- problem selection, formulation and planning, field investigation, data editing & classification, data processing and analysis, report writing.

2. Social Work Research
   i. Use of research in social work: intervention research and practice based research; Difference between social science research and social work research.
   ii. Types of social work research – need assessment studies, situational analysis, monitoring and evaluation, impact assessment, policy research
   iii. Steps in Social Work Research: identification of problem; need assessment; selection of social work research design; baseline study; intervention; assessment of intervention effects/impact.

3. Research Designs in Social Work Research
   i. Scientific Social Surveys
   ii. Experimental study design, logic of experimentation, causation and control, randomization and matching internal validity
   iii. Types of experimental design (pre-experiment, true experiment, quasi experiment, external validity)
   iv. Qualitative and quantitative research designs- grounded theory, case study, ethnography and phenomenology
   v. Other research approaches supportive to social work research: Action research; Participatory research

4. Ethics in Social Work Research
   i. Need for ethics in research
   ii. Ethical guidelines in social science research and social work research.
5. **Sampling**  
   i. Purpose of sampling  
   ii. Concepts related to sampling – population, universe, sampling frame and sampling unit  
   iii. Meaning of probability and non-probability sampling  
   iv. Types of probability and non-probability sampling  
   v. Techniques and procedures in sample selection.

**Statistical applications and Report Writing**

6. **Basics of Single Subject Designs, Multiple subject designs and Evaluatory Research**

7. **Measurement in social research**  
   i. Levels of measurements – nominal, ordinal, interval and ratio  
   ii. Scaling- Likert, Thurstone, Guttman  
   iii. Problems and tests of Reliability and Validity  
   iv. Quantification of qualitative data.

8. **Data Processing, Classification and Analyses Plan and Use of Statistics**  
   i. Coding, mastersheet, tabulation plan  
   ii. Univariate, bivariate, trivariate and multivariate analyses of data  
   iii. Measures of central tendency (mean, median, mode) and dispersion  
   iv. Inferential Analyses: measures of association, tests of significance (chi square, t-test,) analysis of variance (ANOVA)

9. **Statistical Package for Social Sciences (SPSS)** – introduction, basic steps, defining data, data entry, data transformation, data analysis, graphical (diagrammatic) presentation, statistical application using SPSS.

10. **Report:ing Research** Structure of reports for differing readership, planning outline of report, editing for accuracy and neatness, standard formats for referencing, footnotes and bibliographies, preparing research abstract. Dissemination of research findings.

**Bibliography**

**G – VI Social Work Research & Statistics**

**Recommended Readings :**

1. Ahuja, Ram (2001) Research Methods, Jaipur : Rawat  
17. Young, Pauline (Asian students edition 1960) Scientific Social Surveys and Research, Japan: Asia Publishing House

General References :

15. Scott Miller, A., Developmental Research Methods, Sage Publication
Learner Objectives:

1. Understanding the process of self-awareness and relevance of self-awareness for personal and professional development.

2. Develop practice based skills and positive life skills for competence in personal life and professional practice.

3. Understand and uphold professional values and ethics.

1. Self and Self Awareness
   i. Significance of understanding self
   ii. Meaning of self: self concept, self esteem, self image and self acceptance
   iii. Self as "being" and "becoming"
   iv. Factors affecting self: attitudes and values
   v. Understanding one's own emotions and self defeating behaviour.

2. Techniques of understanding self: (Intra and interpersonal)
   i. Transactional Analysis
   ii. SWOT analysis
   iii. Jo-Hari window
   iv. Mirror reflection techniques
   v. Six thinking Hats techniques

3. Self Development
   i. Concept and need for self development.
   ii. Difference in real self and ideal self.
   iii. Setting goals for self development.
   iv. Achievement orientation and striving behaviour.
   v. Use of yoga, meditation for self development.

4. Communication for effective functioning
   i. Concept, definition and principles of communication
   ii. Elements of communication
   iii. Types of communication
   iv. Blocks and distortions in communication
   v. Developing skills for effective interpersonal relationships: Listening, observation, use of appropriate language, facilitation, responding
   vi. Written communication skills: formal writing and creative writing
   vii. Public speaking: planning, preparation, presentation

5. Development of Professional Self
   i. Concept of professional personality
   ii. Professional values and value conflict
   iii. Professional ethics and ethical dilemmas

6. Attributes of Professional Personality
   i. Qualities & traits
   ii. Values and attitudes
   iii. Creativity
   iv. Habits
   v. Skills

7. Stress and Burnout in Professional Practice
i. Causes and impact of stress  
ii. Stress management  
iii. Causes and impact of burnout  
iv. Prevention of and coping with burnout

8. Professional Integrity, Competence and Internalization of professional values.  
Honesty, Professional knowledge, Lifelong Learning, Critical thinking, Ethical decision making, Self –Understanding, Acceptance of self and others, Self control.

Bibliography

G - VII - Personal and Professional Development

Recommended Readings:

General Reference:


G VIII
Methods of Social Work III
Work with Communities: Community Organization and Social Action

Learner Objectives:
1. Develop understanding regarding community organization as a method of social work
2. Understand the critical elements of community organization practice
3. Enhance the understanding of the roles of the agencies and community organizer
4. Enhance critical understanding of the models and strategies for community organization
5. Develop perspective and skills for participatory processes in the community and civil society

1. Understanding Community
   i. Concept of community:- Sociological, cultural and social work perspective of community - geographical and functional community.
   ii. Functions of community.
   iv. The process of community integration and disintegration.

2. Community Organization as Practice Method
   i. Concepts :- Definitions of community organization : a critique, community mobilization, community participation, outreach, working with groups; community welfare, community development, community centres and services;
   ii. Principles of community organization
   iii. Processes in community organization- steps and processes
   iv. Approaches and Modes: directive vs. non-directive, external agent and internal resource; and Rothman's Models of community organization.

3. Strategies in Community Organization Practice and Role of Community Organization Practitioner
   i. Role of community organization practitioner in community centres (the guide, enabler, expert and social therapist) and in Rothman's models.
   ii. Strategies and techniques in community organization: PRA and related techniques, formation and capacity building of CBOs, capacity building of community level institutions (e.g- PRI), strategies for capacity building of the marginalized groups, committee formations, leadership and cadre building and networking.
   iii. Skills required in community organization practice: interaction skills, information gathering and assimilation skills, observation skills, analytical skills, skills in listening and responding skills; organizing skills, resource mobilization (external and internal) skills, conflict resolution skills
   iv. Planning, monitoring an evaluation in community work.
   v. Recording:- community profiling, recording (administrative and process records; PORK, SOAP, data banks, monitoring report, evaluation reports) and documentation of the community organization processes.( documentation of the best practices, case studies)
4. Community organization as a Para-political Process
Community organization as a para-political process, Concept of power, sources of power, Understanding community power structure, Powerlessness and empowerment, Cycle of empowerment, Challenges in participation.

5. Community Organization Practice in the Context of Various Settings
Health, Education, Residential institutions, Livelihood and work, Natural resource management, Sustainable development, Working with tribal population, Working with rural and urban vulnerable communities, Displaced population and rehabilitation, Community organization in risk education and disaster response, Peace and peace building.

6. Social Action
Social work and social action, History of social action in India, Radical or emancipatory social work; Rights based approach, Different forms of protest, various contributions to the theory of social action (Lees, Saul Alinsky, Paulo Friere, Mahatma Gandhi (Sarvodaya) and Siddique.) Strategies for social action from various social movements.

7. Advocacy
Concept of advocacy as a tool: Strategy for advocacy; Campaigning; Lobbying; Use of media and public opinion building in advocacy; and Coalition and Network building; Linking up protest movements with development work.

**Bibliography**

**G VIII Working with Community : Community Organization and Social Action**

**Recommended Readings :**

17. Rao, MSA (1979) Social Movements in India, New Delhi : Vol. 1 and 2, Manohar,

General Reference :


**Recommended Journals**


Social Action, A Quarterly Review of Social Trends and Social Action Trust, Delhi.

Seminar, New Delhi.
Family Sociology and Working with Families

Learner Objectives:

1. To understand the family as a social institution
2. To understand the impact of Globalization on family & social system.
3. To sharpen the skills, techniques & interventions required for working with family.
4. To understand the Governmental efforts for strengthening the families.

1. Family as a social institution
   - Concept of family
   - Types of family
   - Functions of family
   - Family dynamics – power, myths, role and patriarchy in family
   - Concept of Marriage
   - Review of changing situations in marriages and marital relationship

2. Life span approach in understanding family.
   - Characteristics, goals, needs, tasks and problems of each stage in the family life cycle (Evelyn Duwall and Eric Ericsson)

3. Family and the household
   - Family and gender, equity and equality.
   - Displacement and disaster generated changes in the family (war, conflict, riots and natural calamities) and its implications.
   - Vulnerability of families, marginalised families due to poverty, caste, cultural inequalities.

4. The Family in the context of Social Change
   - Concept and characteristics of social change.
   - Impact of migration, industrialization, urbanization, liberalization, privatization and globalization on family –changing functions, values, relationship, communication.

5. Quality of Life and Family
   - Concept of quality of life
   - Indicators of quality of life
   - Family and Millennium Goals

6. Work with families: interventions, techniques and skills
   a) Family centred social work – problem solving approach.
   b) Life enrichment programmes – developmental approach.
   c) Programmes for family empowerment and protection of human rights
d) Efforts of government in strengthening families – Policy, Legislation and programmes. (Brief review)


**Bibliography**

**FCW 1 : Family Sociology & working with families**

**Recommended Readings :**

General References:

3. Family Life Education in India, (1969) (Perspectives Challenges & Application)
5. LSS O’Malley India’s Social Heritage, Kanpur : Vikas Publishing House Pvt. Ltd.
FCW –II

Socialization of the Child and Child Welfare

Learner Objectives:

1. To understand the concept & process of socialization
2. To understand the situation of children in India
3. To understand the history & philosophy of child welfare in India
4. To understand the national & international efforts for child welfare
5. To know the child related laws.
6. To know the programmes & services for child welfare
7. To understand & acquire the skills for working with children

1. Socialization of Child
   - Concept and process of socialisation
   - Goals of socialisation
   - Theories of socialisation
   - Child rearing practices
   - Agents of socialisation – family, school, peer group, neighbourhood, mass media, religion.
   - Socialization of children with special needs

2. The Situation of children in India
   - Demographic characteristics
   - Needs and Problems of children in India
   - Street child, destitute, delinquent, abandoned, orphaned, sexually abused, child labour, child trafficking, natural calamity affected children, HIV-AIDS affected and infected children, tribal child, child beggar, child prostitute, children from poverty groups, special problems of girl child, child labour

3. Child Health : A Situational Analysis
   - Causes of infant mortality and morbidity
   - Reproductive and child health, health of adolescent girls
   - Common childhood diseases
   - Nutritional deficiencies
   - Genetic disabilities

4. Child Welfare:
   - Historical review of child welfare in India
   - Changing philosophy of work with children
   - UN Declaration on the Rights of the Child and other international initiatives
- Review of Legislations for children to ensure child rights
  Juvenile Justice (Care and Protection of Children) Act, 2000
  Hindu Adoption and Maintenance Act
  Guardianship and Wards Act
  Child Labour (Prohibition and Regulation) Act 1986

5. Services for children
- Current initiative: Statutory and non-statutory services, Supportive service (for example, supplementary nutrition) Developmental services (for example, non-formal education) Remedial services (e.g. residential care, child guidance clinic), Child Right approach
- Challenges in developing comprehensive approach to child protection

- Communication – individual and group
- Use of creative activities
- Skills in Behaviour modification techniques
- Skills in Advocacy and campaigning for children

Bibliography

FCW II : Socialization of the Child and Child Welfare

Recommended Readings:


31. Rajhsinghani, Aroona: Handbook of Baby and Child Care, Bombay: Jaico Publishing House


General References :

MEDICAL & PSYCHIATRIC SOCIAL WORK

MPSW I

The Field of Medical and Psychiatric Social Work

Learner Objectives:

1. To orient learners to the field Medical & Psychiatric Social Work
2. To develop understanding and expected competence about the task, role and function of Medical & Psychiatric Social Workers in various settings.

1. Concept of Medical and psychiatric social work
   i. Evolution of medical and psychiatric social work in UK, USA and in India.
   ii. Functions of medical and psychiatric social workers.

2. Present practice and equipment of medical social work in various settings:
   a) General Hospitals, Government, Corporate and private, Specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps
   b) Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

3. Present practice and equipment of psychiatric social work in various clinical settings
   Mental health Institutions, psychiatric departments in general hospitals, private psychiatric clinics, half way homes, day care centres, sheltered workshops, child guidance clinics, Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.
   (Note: The course will be strengthened with visits to all organisations above.)

4. Practice of medical and psychiatric social work in facilitative settings:
   a) Social Work in Schools.
   b) Social Work in Industry.

   1. Supportive services and networking for practice of medical and psychiatric Social Work. Teamwork in Medical and Psychiatric settings.
   2. Skills and techniques used in medical and psychiatric social work practice.
Bibliography

The Field of Medical and Psychiatric Social Work

Recommended Readings:


General References:

4. Mane, Purnima (1990) Setting in Child Gridances Clinic, Mumbai : Tata Institute of Social Service
5. Mane, Purnima Katy, Gandevia (1993) Mental Health In India, Mumbai : Tata Institute of Social Sciences
6. Javeri D. R. (1996) Social Work in Hospital Set up, KEM Hospital, Mumbai
10. Sathe, R. V. (1897 Ed.) You and Your Health, India : D. Bhave Book Trust
11. Werner David (1994 Ed.) Where there is no doctor, New Delhi : VHAI (Voluntary of Health Association of India)
MPSW II

Advanced Medical Information for Medical & Psychiatric Social Workers

Learner Objectives:

1. To equip students with basic knowledge of human anatomy & physiology
2. To orient them to advanced medical information
3. To equip the students for their role as Medical Social Workers

Topics:

1. Anatomy and Physiology of the human body.
   a) Respiratory System
   b) Digestive System
   c) Central Nervous System
   d) Cardio Vascular System
   e) Skeleto-Muscular - System
   f) Geneto- Urinary System
   g) Reproductive System (male and female)
   h) Endocrine System (in brief)

2. Infectious diseases: Etiology, prevention, presentation, investigations and treatment of Tuberculosis, Leprosy, Sexually Transmitted Diseases (bacterial and viral) HIV, AIDS, Hepatitis, Poliomyelitis, Amoebiosis, Dysentry and Worm infection, Rabies

3. Infectious Diseases of Childhood -
   a) Chicken Pox, Mumps, Rubella, Roseola, Dyptheria, Tetanus, Meningitis, Encephalitis
   b) Respiratory infections – common cold, influenza, pneumonia
   c) Skin infections.
   d) Nutrition and Health - Protein calorie malnutrition, Kwashiorkar, Merasmus, Vitamin A and D deficiency diseases/conditions/Arithmia


7. Human Blood, chemistry and components of blood
   a) Blood groups and cross-matching
   b) Immuno-Hematology
   c) Rhesus factor
   d) Measurement in pathological tests Blood tests for diagnosis of infectious and debilitating conditions diseases and AIDS, HIV
8. **Disease Conditions related to the reproductive system**
   - Pregnancy, Child Birth – normal and complications, Gynecological conditions – Prolapse uterus, Ectopic pregnancy, Molar pregnancy etc., Infertility – causes and Treatment, Menopause – symptoms, treatment, implications

9. **Cancers**
   - Types, presentation, treatment (including side effects) Cancers of reproductive organs, cancer breast, cancers of the mouth, abdomen, Bone cancer etc.

10. **Conditions of the geneto urinary tract**
    - Prostate related benign and malignant conditions, urinary incontinence, renal failure

11. **Conditions of the Gastro Intestinal tract**
    - Acidity, Ulcers, irritable bowl syndrome Piles, issues

12. **Other Medical conditions requiring intervention**
    - Burns, Poisoning including snake bite Psoriasis, Pellagra Jaundice (conceptual + alcohol + neonatal)

**Bibliography**

**MPSW II – Medical Information for Medical Social Workers**

**Recommended Readings :**


**General References :**

12. King Maurice, King F., Martodipoero S. (1979) Primary Child Care, Oxford University Press
URBAN AND RURAL COMMUNITY DEVELOPMENT

URCD - I

Urban, Rural and Tribal Social Systems

Learner Objectives:

1. Understand Urban, Rural and Tribal social systems and their problems
2. Understand the change processes in Urban, Rural and Tribal Communities
3. Understand issues and their implications on Urban, Rural and Tribal Communities
4. Understand the challenges for interventions by community workers

Understanding Urban, Rural and Tribal Communities

1. Distinct Characteristics of Urban, Rural and Tribal communities.

2. Changing Patterns of Social Institutions in Urban, Rural and Tribal communities
   – family, marriage, kinship, religion, caste.

3. Economic systems and changing patterns
   i) Occupational Patterns
   ii) Stratification
   iii) Resources: access, control and use.

4. Factors Leading to Change and their Impacts on Urban, Rural and Tribal Communities
   - Urbanization, Migration, Dispersion of industries, Changing relations with land, Forest, Water resources, Development of transport and communication, Influence of liberalization, privatization and globalization.


Issues, Implications and Challenges

6. Issues
   All issues to be discussed within the framework of their implications and challenges for intervention in the context of urban, rural and tribal communities
   i) Economic issues: Poverty, Unemployment and Inequity in resource access.
   ii) Environmental issues: Ecological imbalance, Degeneration of resources, pollution, waste disposal and sanitation
   iii) Socio-Cultural issues: Inequality (class, caste and gender), Cultural invasion and changes in life styles and culture, Impact of global culture on local communities, Caste polarization, Communalism and regionalism
   iv) Infrastructure and amenities: Water, Energy (power and fuel), Housing, Road, Transport & Communication, Health care services, Education
v) Displacement: Forest eviction, Development Projects (Highways, Dams, Special Economic Zones, Firing Range, Large scale industries, Malls and Commercial Complexes, etc.)

7. **Challenges before the Community Worker** in addressing problems/issues of Rural, Urban and Tribal communities.

**Bibliography**

**URCD – I Urban, Rural and Tribal Social Systems and Issues**

**Recommended Readings:**


General References:

7. David Harrey (1973) Social Justice and the City: Edward Arnold
32. R. Ramchandran, Urbanisation and Urban System in India, Delhi, 1989
36. Sarai Readers, Nos 1 to 5, Delhi, 2001 onwards
43. Singh, Andrea Menefee (1976) Neighborhood and Social Network in Urban India, Marwah- New Delhi
50. Vidya Bhushan, Dr. Sachdeva, D. R.: An Introduction to Sociology, Allahabad : Kitab Mahal
URCD - II

Governance and Community Development

**Learner Objectives:**

1) Understand the context, meaning and relevance of decentralised governance for urban, rural and tribal areas.
2) Develop knowledge about the structure and functioning of governing bodies at various levels.
3) Understand contemporary issues and challenges in accessing governance bodies for people’s development.

**Rural and Tribal Governance**

1. **Democratic Decentralization**
   
   i) Meaning, objectives and importance
   
   ii) Governance: meaning and structures

2. **Concept & Evolution of Panchayati Raj**
   
   - Historical development of the concept, national level committees in the evolution of Panchayati Raj (Balwantrai Mehta, Ashok Mehta, Singhvi committees)
   
   - Panchayati Raj in Maharashtra

3. **The Constitutional 73rd Amendment**
   
   - Background of and obstacles to its passage
   
   - Review of 73rd Constitutional Amendment

4. **The Functions of Panchayati Raj Institutions:**
   
   Structure, functions and powers at each level, revenue sources, committees in village level Panchayati Raj bodies, gram sabha (including mahila gram sabha), its role and importance, Community participation in governance.

5. **PESA (Panchayat Extension in Scheduled Areas):** Context of its emergence and its significance; issues and challenges in its implementation for tribal self rule

6. **Role of PRIs in rural & tribal development**

**Urban Governance**

7. **History of Urban Local Self Government in India**

8. **Types of Urban Local Self Government in India**
   
   i) Municipal Corporation, Municipal Council/Nagar Palika
   
   ii) Sources of Revenue
   
   iii) Structure, powers and functions at each level
   
   iv) Committees and their functions
v) System of elections to Urban Local Self Government
vi) Ward Committees and citizen participation
vii) Relation of Urban Local Self Government with bodies of Governance at the state level issues

8. **74th Constitutional Amendment** Review of content and implementation

9. **Role of Urban LSG bodies in Urban Development**

10. **Contemporary Issues and Potentials through Local Self Government**
    Women’s participation; participation of marginalized groups (SC & ST & minorities); political parties; autonomy and control; factionalism in governance.

11. **Challenges in developing partnerships** between elected bodies, bureaucracy and civil society.

**Bibliography**

**URCD – II Governance and Community Development**

**Recommended Readings:**

1. Alochana (2007), Gender, Women and Panchayat Raj, Pune : Alochana Centre for Documentation and Research on Women
8. Lele, Medha Kotwal, Kulkarni, Vandana Power and Empowerment, Pune : Alochana Centre for Documentation and Research on Women
15. Sharma, B. D. (undated) Fifty years of Anti-Panchayat Raj, New Delhi: Sahyog Pustak Kutir

General References:
3. Bhattacharya, S.N. Community Development-An Analysis of the Programme in India, Kolkata: Academic Publisher
6. Jeo, Kalyani: Human Rights and Women’s Rights
7. Mukerji, B. (1967 Revised Ed.) Community Development in India, New Delhi: Orient Longmans
Learner Objectives:

1. Develop an understanding of management theories and approaches, and gain insight into global perspectives of management.
2. Understand the role, responsibilities and functions to be handled by the managers.
3. Develop the skills required to program the managerial functions.
4. Develop the knowledge of changing socio-economic, political and industrial environment and its impact on industrial organisation.


2. Managerial Role, Functions & skills: Managerial Role, levels of management, functions, managerial skills of an effective manager.

3. Planning: Meaning, Definition, Features of Planning, Planning process, Types of planning, Strategic planning and Management.


6. Communication: Concept, nature, goals, basic-principles and key elements of effective communication, types, methods, channels and barriers of communication, Drafting skills, interpersonal communication and its role in organization.

7. Controlling: Meaning, concept, Features, Importance of Control, Characteristics of an effective controlling systems, types of control, dimension of control, break even analysis, budgetary control, PERT, CPM, Social Audit, TQM.

8. Managing Change: Concept of Change, dilemma of change, factors/agents of change, resistance to change, overcoming resistance to change, impact of change on organization and employees, planned change, types of planned change. Management of change and Organizational Development.

10. Management global perspective and role of managers: Changing concepts, socio-economic, political and industrial environment, global economy & market, MNC’s, TNC’s, impact of Liberalization, Privatization and Globalization- downsizing, outsourcing, mergers and acquisitions and its impact on industrial organizations, manpower and management.

Case studies: Selected case studies on above topics- role and functions of management/manager, communication, change management, conflict management, and global issues- LPG.

BIBLIOGRAPHY: HRM – I  FUNDAMENTALS OF MANAGEMENT

Recommended Readings:


General References:

HRM – II

EMPLOYEE WELFARE

Learner Objectives:

1. Develop the knowledge of employee welfare: pre-independence, post independence and its changing nature in the era of globalization.
2. Understand the importance of Health, Hygiene and problems related to industrial hazards, occupational diseases and its safety management.
3. Knowledge of various government organisations working for employee welfare.
4. Develop insight of employee welfare programme and its relevance to work culture and productivity.


6. Health & Hygiene and Safety management: Industrial hygiene and occupational health. Health at work and at home, problems of hygiene and industrial safety in the factory, mines, plantations, safety management -policy & programmes, safety climate, role of safety officer.


9. **The Maharashtra Labour Welfare Board & Centers**: Structure and functions, objectives, programmes and its contribution to the well being of the working class.

10. **Workers’ Education**: Concept, goals and organization structure, history of the Workers’ Education scheme and its implementation. Critical review of WE scheme in India.

11. **Quality of Work Life**: meaning, Criteria, various aspects, measures of QWL. Obstacles, Programmes & Strategies for enriching QWL.

12. **Social Work In industry**: concept, evolution, goals, scope and application of social work method, tools, techniques and intervention strategies, its application and limitations, role of social work in welfare, problem solving, employees counseling, rehabilitation of employees, CSR activities. 

**Case studies**: Selected case studies on welfare, accident, role of welfare officer, disaster management, social work in industry.

---

**BIBLIOGRAPHY**

**HRM II  EMPLOYEE WELFARE**

**Recommended Readings :**

5. Vaid, K. N. (1970) Labour Welfare in India; Delhi : Shri Ram Centre for IR & HR

**General References :**

TW-1 : Tribal Social System

Learning Objectives:
The specific objective of this course is to enable the student to understand the concept, meaning and definition of tribe, their social condition, culture, custom, power system, population.

1) Identity of Tribe
   A) Definition & concept of tribe
   B) Characteristics of tribe
   C) Population Strength
   D) Numbers & Distribution – demographic, geographic
   E) Major tribes in Maharashtra and India
   F) Women status in tribes

2) Tribal Society & Organization
   A) Tribal village – nature, structure, habitat & characteristics
   B) Tribal family, marriage
   C) Kinship
   D) Yovagrah
   E) Sub-division
   F) Clan organization

4) Tribal Traditions & Culture
   A) Tribal, Customs, Folkways, faiths, Mores
   B) Dance – Drama – Instruments
   C) Historical reviews of Tribal Culture.
   D) Component of Tribal Culture
   E) Nature & Change in Tribal Culture

5) Tribal and Non-Tribal
   A) Relationships: - intra-tribal, Inter-tribal.
   B) Exchange of Culture
   C) Co-operation
   D) Exploitation
6) Introduction to Tribal Economic System.

A) Tribal Economic – Forest economy

B) Forest good – and recent legal provision.

C) Goods exchange method

7) Political System.

A) Tribal power structure: Traditional and current

C) The 73rd Constitutional amendment: Panchayati Raj and new Political Structure

Recommended Readings:
1. Gare G.M. social change among the tribal of western Maharashtra, 1974.
3. Tripati R.N. Ashish publishing house 8/81, Punjabi bag, New Delhi, 110028.
4. D.V.V.Ramana Road- Discovery publishing house New Delhi 110002. (India)
5. Tribal cultural and Economy – Ritu publication R.N. Mishra.
7. Social and political Envirment in India Dr. Subhash Naik – Everest publication.
10. Tribal culture Economy and health – Shahi Bairaathi – Rawat publications
TW – 2: Problems of Tribal Society

Learning Objectives:
To enable the student to understand the varies problems of tribal people. i.e. social, educational, Infrastructural, health & women.

1) Social Problems: Major causes and challenges to tribal society and Challenges in Relation to social exploitation migration communication (Oral and Written), Challenges in Relation to education dropouts, inadequate facility and resources, Challenges in Relation to cultured traditions. Costumes civil interaction, change in life style

2) Health Problems: Malnutrition, Sickle cell disease, Skin disease, Anemia, Goitre, Traditional health practice and approaches to treatment, HIV/AIDS, Health services, drinking water and health, sanitation problem,


4) Political Problems: status of political systems/problem, Challenges of unity and factions among Tribal communities. Tribal power structure (traditional)

5) Women’s Problems: Status of women in tribal community, workload and impact on health, educational status, illiteracy, adjustment, malnutrition, early marriage. Challenges related to physical and mental health, Psychological disorders, women in local self Government with specific reference to women in decision making positions, impact of a 73rd Amendment, developmental schemes and women’s situation, Case studis of MAVIM, DRDA, ICDS.

6) Infrastructural Problems: Isolation, Transport, communication, roads, recreation & related facilities

7) Retention of Tribal cultures in the context of social change and development.
Recommended Readings:

1. Gare G.M. Social Change among the tribal of western Maharastra 1974
2. Dynamics of tribal migration – Sonoli Publications New Delhi
4. Tribal culture economy and health shashi Bairathi – Rawat Publications
6. Patil R.N. Shish publishing house 8181, Punjabi Bagh, New Delhi – 110028
7. D.V.V. Ramona Rao – Discovery publishing house New Delhi –110002 (Indian) Tribal
   Development New Approaches
8. R.N.Mishra. Tribal cultural and economy – Ritu publication Indian economy –
9. V.K.Puri- Himalaya Punlishing House
10. Social and political environment in India Dr.Subhush Naik - Everest pumlication