

CENTRAL UNIVERSITY OF HIMACHAL PRADESH
[ESTABLISHED UNDER THE CENTRAL UNIVERSITIES ACT 2009]
PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA - 176215 (HP)
www.cuhimachal.ac.in

Course Code: SWR 407

Course Name: Social Group Work

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives: Having successfully completed this course, a student should be able to:

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

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%
 - a. Assignments: 10%
 - b. Group Work Activity: 10%
 - c. Group work Report: 5%

Course Contents:

UNIT - I: Understanding Concepts of Social Group Work (8 Hours)

- Concept and Importance of Groups
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group
- Types of Groups: Common Interest Groups, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group
- Definition of Social Group Work
- Characteristics of Social Group Work
- Application of Social Group Work in Different Fields

UNIT - II: Social Group Work Theories, Principles & Skills (8 Hours)

- Theories Applicable to Group Work Practice - Psychoanalytical Theory, Learning Theory, Field Theory, System Theory & Conflict Theory
- Principles of Group Work and Skills required in Social Group Work

UNIT - III: Process and Techniques in Social Group Work (8 Hours)

- Stages in Group Development: - Forming, Storming, Norming, Performing, Termination, and Evaluation.
- Role of Social Worker in Different Stages of Group Development.
- Techniques of Working with Group; Group Counseling, Focus Group Discussion, Group Decision-Making.
- Programme Media, Role Play, Group Diagnosis

UNIT - IV: Group Dynamics & Use of Programme Planning (8 Hours)

- Programme Planning in Social Group Work
- Role of Social Worker in Programme Planning
- Steps in Understanding Group Process
- Communication & Leadership in Group Process
- Group Dynamics: Interaction, Group Cohesiveness, Group Conflict, Group Culture & Group Development

UNIT - V: Recording and Evaluation in Group Work (8 Hours)

- Importance of Recording in Social Group Work
- Social Group Work Practice in community & agency settings
- Roles in Social Group Work Practice & and in Multi-disciplinary Teams
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution

Prescribed Text Books:

1. Gitterman, A., & Salmon, R. (2009). *Encyclopedia of Social Work with Groups*. New York: Routledge.
2. Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007). *A Hand Book of Social Work with Groups*. Jaipur: Rawat Publications.
3. Hepworth, D. H., Strom-Gottfried, K., Rooney, G. D., Rooney, R. H., & Cengage Learning. (2017). *Direct social work practice: Theory and skills*. Boston: Cengage Learning.
4. Lang, N. C. (2010). *Group work practice to advance social competence: A specialized methodology for social work*. New York: Columbia University Press.
5. Lindsay, T., & Orton, S. (2014). *Groupwork Practice in Social Work*. London: SAGE Publications.
6. Siddiqui, H.Y. (2008). *Group Work - Theories and Practices*. Jaipur: Rawat Publications.
7. Zastrow, C. (2010). *Social Work with Groups*. Jaipur: Rawat Publications.

Suggested Extra Readings:

8. Levin, M., & Vinik, Abe. (2012). *Social Action in Group Work*. New York: Routledge.

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Course Code: SWR 434

Course Name: Social Work and Human Rights

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives: After completing this course the students will be able to:

- Develop an understanding about the scientific approach to human inquiry
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice
- Develop attitudes and skills appropriate for research
- Acquire the skills for data analyses and research writing

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%
 - a. Presentation: 5%
 - b. Assignment: 5%
 - c. Project Work: 15%

Course Contents:

UNIT - I: Social Work & Human Rights: Concepts, Nature & Scope (4 Hours)

- Social Work and Rights
- Concept, Nature & Scope of Human Rights.
- History of Human Rights.
- State & Human Rights Theory.

UNIT II: Regulating Human Rights (4 Hours)

- Declaration, Covenant, Convention and Treaties
- International Covenant on Civil & Political Rights

- The Human Rights Committee
- Universal Declaration of Human Rights

UNIT - III: Human Rights in Indian Condition (4 Hours)

- Indian constitution and Human Rights.
- Human rights in Indian constitution: part III of constitutional provisions
- Human rights in Indian constitution: Part IV of Indian constitution.
- Role of NCW in implementing Human rights in India

Unit –IV: Implementing Agencies in India (4 Hours)

- Implementing Human Rights in India
- Role of NGOs for implementing Human Rights
- Role of NHRC in India
- Role of SHRC for implementing Human Rights.

UNIT - IV: Globalization and Human Rights (4 Hours)

- Globalization and Human Rights.
- Globalization merits and demerits.
- Migrant Labourers Developed World & Human Rights.
- Environment & Human Rights.

Prescribed Text Books:

1. O’Byrne, Darren (2011 3rd reprint) Human Rights: An Introduction, New Delhi, Pearson Education Ltd.
2. Reichert, E. (2003) Social Work and Human Rights, Jaipur, Rawat (Originally Published from Columbia University Press) .

Suggested Extra Readings:

1. Study Material from IGNOU
2. Material Published by NHRC.

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Course Code: SWR 498

Course Name: Project Formulation & Report Writing

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives: The course is designed to:

- To introduce the students about Project Proposal.
- To introduce the Basic Concepts & Skill for the Project Proposal.
- To provide an overview of Techniques and Skill Required.
- To equip about the ability to write good reports.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment(CIA) : 25%
 - a. Project Proposal:10%
 - b. One Minute Paper: 10%
 - c. Assignments: 5%

Course Contents:

UNIT-I: Projects – Meaning (8 Hours)

- Project - Meaning and definition; Project vs. Process; Project vs. Programme
- Key Features of projects – *Uniqueness; Goals & Objectives; Resources; Budgets; Activity Schedules or Gantt Charts; Critical Path; Participation of stakeholders; issues of quality & deadlines; Risks & Uncertainties; Trade-offs*
- Classification and types of projects – *Action Projects, Research Projects, Projects for organizing conferences, workshops & training programmes*

UNIT-II: Project Formulation & Writing a Good Project (6 Hours)

- Meaning - Stages in project formulation
- Projects Appraisal – *Meaning, Need of Feasibility Study; Social & Environmental Cost Benefit Analysis; Appraisal in terms of technical and organizational aspects; Logical Frame Analysis (LFA); Network analysis*
- Writing a Project Proposal - components
- Checklist for developing a Project Proposal

UNIT-III: Project Management, Monitoring & Evaluation (8 Hours)

- **Project life cycle:** *Conceptualization; Identification & Formulation; Selection of Problem or area of intervention/research; Vision & Mission Statements; Planning – Baseline study, Work-Break Down Structures, Deliverables & Milestones; Resource Mobilization; Organizing, Project Execution, Project Monitoring & Control, Project Closure*
- Factors of Successful Projects
- Project monitoring and evaluation: Aims, Objectives, Purposes, Indicators etc.
- Creating Management Information System (MIS)
- Benefits of project management
- Challenges faced in designing & managing projects

UNIT-IV: Budgeting & Fund Mobilization (4 Hours)

- Budgeting - Meaning, Steps, Important items in a Budget; Capital or Fixed Expenses & Recurring Expenses
- Resource Mobilization – community resources; Grants of Central and State Government; International funding sources; Loans & Donations;
- Fund Raising Methods & Techniques
- Elements of a Good Budget - *Desirability, Feasibility, Possibility, Continuity and Impact*
- Guiding Principles of Budgeting

UNIT-V: Report Writing (4 Hours)

- Types of Reports – Annual or Term Reports, Feasibility Reports, Instructional Manuals, Progress Reports, etc.
- Documentation & reporting
- Writing reports, letters and minutes of meetings
- Skills in Report Writing

Prescribed Text Books:

1. Bowden, J. (2008). *Writing a Report*. Oxford: How to Books Ltd.
2. Gido, J., Clements, J. P., & Baker, R. D. (2018). *Successful Project Management*. Boston, USA: Cengage Learning.
3. Richardson, G. L., & Jackson, B. M. (2019). *Project Management Theory and Practice*. Boca Raton, FL: CRC Press.
4. Richman, L. L., & American Management Association. (2011). *Successful project management*. Saranac Lake, N.Y.: American Management Association.
5. Spolander, G., & Martin, L. (2012). *Successful Project Management in Social Work and Social Care: Managing Resources, Assessing Risks and Measuring Outcomes*. London: Jessica Kingsley Publishers.
6. Straw, G. (2016). *Understanding project management: Skills and insights for successful project delivery*. London: Kogan Page.

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Course Code: SWR 701

Course Name: Social Work with Individuals

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- Understand social casework as a method of social work practice.
- Develop capacity to understand and accept the uniqueness of individuals and work towards strengthening personality of clients by fostering skills of self-help.
- Understand the process involved in social work in individualized situations.
- Develop self-awareness and skills in working with individual clients as well as family systems

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment (CIA): 25%

Course Contents:

UNIT - I: Nature and Development of Social Casework (8 Hours)

- Social Casework: Meaning, Objectives & Importance
- Historical development of Social Casework
- Contribution of Mary Richmond & Friendly Visitors
- Clients in casework: Voluntary & involuntary clients, hard-to-reach clients, target & tangential clients

- Basic casework concepts: Social roles, Social functioning, Need, Adjustment, Adaptation, Social Environment, Person-in-environment.

UNIT – II: Principles and Components of Social Casework (8 Hours)

- Principles of Social Casework
- Components: Person, Problem, Place and Process
- Process: Intake, Study, Diagnosis, Treatment and Termination
- Client – Caseworker Relationship
- Use of Authority in Social Casework
- Cultural context of casework practice

UNIT - III: Approaches to Social Casework (8 Hours)

- Psychoanalytical Theory
- Diagnostics and Functional Approaches
- Problem solving approach
- Task-Centered Approach
- Crisis Intervention
- Systems Approach
- Psycho-Social Treatment in Social Casework
- Eclectic Approach

UNIT - IV: Tools of Social Casework (8 Hours)

- Counseling
- Transactional Analysis
- Interviewing
- Recording in Social Casework; The Casework Report
- Similarities and differences between Social Casework, Counselling, and Psychotherapy

UNIT - V: Areas of Social Casework Practice (8 Hours)

- Social Casework with children in adoption, correctional, and mental health settings
- Social Casework in crisis situations like rape, conflicts, disaster and other calamities
- Social Casework with oppressed groups, religious minorities, and other socially and economically disadvantaged groups

Prescribed Books:

1. Biestek, F. (1961). *The Case Work Relationship*. London: Loyola University Press.
2. Hamilton, G. (1951). *Theory and Practice in Social Case Work*. New York: Columbia University Press.
3. Mathew, G. (1993). *An Introduction to Social Casework*. Mumbai: TATA Institute of Social Sciences.
4. Perlman H. H. (2011). *Social Casework: A Problem Solving Process*. New Delhi: Rawat Booksellers.
5. Robert, W. & Roberts H. N. (2000). *Theories of Social Case Work*. Chicago: University

of Chicago Press.

6. Timms, N. (1972). *Recording in Social Work*. London: Routledge Publications.
7. Upadhyay, R.K. (2003). *Social Case Work: A Therapeutic Approach*. New Delhi: Rawat Publications.

Suggested Extra Readings:

7. Barber, J. G. (1994). *Beyond casework*. Basingstoke, Hampshire: MacMillan Press.

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Course Code: SWR 402

Course Name: Contemporary Social Problem

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives: After completing this course the students will be able to:

- Develops an understanding about the social problems prevails in our society.
- Develop an understanding about the problems relating to Child and Welfare Services
- To develop an understanding of different issues as it affects individuals and groups.
- To expose students with ongoing strategies and programmes to eradicate poverty.

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

7. Mid Term Examination: 25%
8. End Term Examination: 50%
9. Continuous Internal Assessment (CIA): 25%
 - a. Presentation: 10%
 - b. Assignment: 10%
 - c. Class Test / Quiz: 5%

Course Contents:

UNIT - I: Social Problem: Concept and Approaches (6 Hours)

- Concept, Characteristics, Reactions, Types and Causes of Social Problem.
- Theoretical Approaches to Social Problems.
- Methods of Studying and Stages in the Development of Social Problem.
- Rural & Urban Problem.
- Solving Social Problem.
- Social Problem and Social Change in India.

UNIT - II: Social Problems (6 Hours)

- Poverty.
- Unemployment.
- Alcoholism & Drug Addiction.
- Old Age & Destitution.
- Corruption and Lokpal Bill.

UNIT - III: Communalism, Secularism and Regionalization (6 Hours)

- Concept of Communalism in India.
- Theories of Communal Violence.
- Secularism and Regionalization.
- Role of Police.

UNIT - IV: Violence against Women (6 Hours)

- Violence against Women.
- Type of Violence.
- Women's Harassment.
- Women Welfare Services.

UNIT – V Child's Social Issues (6 Hours)

- Child Abuse.
- Child Labour.
- Youth Unrest and Agitation.
- Juvenile Delinquency.
- Child Welfare Services

Prescribed Text Books:

1. Ahuja, Ram, (2007), Social Problems in India. Second Edition, Jaipur, Rawat Publications.
2. Jha, Jainendra Kumar Ed., (2009), Encyclopedia of Social Work, Volume-3, Social Welfare and Social Work, New Delhi, Anmol Publications.

Suggested Additional Readings:

1. Ahuja, Ram, (2000), Criminology, Jaipur, Rawat Publications.

LECTURE PLAN

Lectures	Topics	Prescribed Text Book	Chapter No.
Lecture – 1	Concept, Characteristics, Reactions, Types and Causes of Social Problem	Book – 1	Chapter – 1
Lecture – 2	Theoretical Approaches of social problems Methods of Studying and Stages in the Development of Social Problem	Book – 1	Chapter – 1
Lecture – 3	Rural & Urban Problem Solving Social Problem	Book – 1	Chapter – 1
Lecture – 4	Social Problem and Social Change in India	Book – 1	Chapter – 1
Lecture – 5	Poverty	Book – 1	Chapter – 2
Lecture – 6	Unemployment	Book – 1	Chapter – 3
Lecture – 7	Alcoholism & Drug Addiction	Book – 1	Chapter – 14,15
Lecture – 8	Old age & destitution	Book-2	Chapter-24
Lecture – 9	Corruption and lokpal Bill	Book – 1	Chapter – 18
Lecture-10	Concept of Communalism in India.	Book – 1	Chapter – 5
Lecture-11	Theories of Communal Violence	Book-1	Chapter – 5
Lecture – 12	Secularism and Regionalization.	Book – 1	Chapter – 5
Lecture – 13	Role of Police.	Book – 1	Chapter – 5
Lecture-14	Nature, Extent and Characteristics of Violence Against Women.	Book-1	Chapter – 9
Lecture-15	Type of Violence, Women’s Harassment.	Book-1	Chapter – 9
Lecture-16	Women Welfare Services	Book-2	Chapter – 20
Lecture – 17	Child Abuse	Book – 1	Chapter – 16
Lecture – 18	Child Labour	Book – 1	Chapter – 17
Lecture – 19	Youth Unrest and Agitation	Book – 1	Chapter – 16
Lecture – 20	Juvenile Delinquency. Child Welfare Services	Book – 2	Chapter – 19

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Course Code: SWR 404

Course Name: Social Welfare Administration

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objective: Having successfully completed this course, a student should be able to:

- Develop understanding of social welfare administration as a method of social work profession.
- Understand various components of social welfare administration.
- Acquire competence in the administration of social welfare and development services.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

Evaluation Criteria:

10. Mid Term Examination: 25%
11. End Term Examination: 50%
12. Continuous Internal Assessment : 25%
 - a. Assignment: 05%
 - b. Group discussion: 10%
 - c. Presentation: 10%

Course Contents:

UNIT - I: Social Welfare Administration	(4 Hours)
• welfare and development organizations: Nature, types and functions	Social
• welfare administration: Meaning, history, principles and changing context	Social
• Work Administration: Meaning, features and assumptions	Social
• distinction between business administration, social welfare administration and social work administration	D
• relation of social welfare administration with other methods of social work	R
UNIT - II: Structure of Social Welfare Administration	(5 Hours)
• Service Providers: Governmental, Private, NGO	S
• Administrative structures at different Levels: Central, State, District, Block & Panchayat	A

- Administrative structures of NGOs engaged in provision of human services A
- Registration of welfare agencies: Laws relating to NGOs, Trusts, Co-operative Societies, organizations under Section-8 of Companies Act 2013, FCRA. R

UNIT - III: Components of Administration

(8 Hours)

- Planning Plannin
- Organizing and Staffing Directin
- Coordinating and Supervision Reporti
- Budgeting Public
- Relations and networking Monito
- Control & Evaluation Systems

UNIT – IV: Strategies and Mechanism of Administration

(6 Hours)

- Decision Making: Process and Types; need assessment Decisio
- Communication in Administration Role of
- Risk and Management of Volunteers in service delivery; Beneficiary & Peoples' participation in service delivery Volunta
- Window and Social Work Communication Johary

UNIT – V: Project Formulation & Project Management

(7 Hours)

- Types & nature of Projects
- Project Formulation: Steps and basic principles; Grant Writing
- Project Management: Process, Stages, strategies, skills
- Fund Raising & resource mobilisation – need, sources, ethical issues; grant-in-aid; loans

Text books:

1. Goel S.L; Jain, R.K., Social Welfare Administration Vol.2, Deep & Deep Publications: New Delhi 1998.
2. Bhattacharya, S. (2006). *Social work administration and development*. Jaipur: Rawat Publications.
3. Kettner, P. M., Moroney, R., & Martin, L. L. (2013). *Designing and managing programs: An effectiveness-based approach*.
4. Klein, K. (2013). *Fundraising for social change*. San Francisco, Calif: Jossey-Bass.

Reference Books:

5. Bean, Philip, Approaches to Welfare, Routledge & Kegan Paul:London, 1983.
6. Prasad, R. (1982). *Social administration: An analytical study of a state*. Delhi, India: Shree Pub. House.
7. Encyclopedia of Social Work in India, Publication Division GOI: New Delhi 1968,
Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).

Reference Articles:

1. Tsui, M.S., & Cheung, F. (January 01, 2009). Social Work Administration Revisited. *Journal of Social Work*, 9, 2, 148-157.