

## PROGRAMME OUTCOMES (POs) OF MASTER OF SOCIAL WORK

- **Disciplinary Knowledge:** To enable the learners to demonstrate an understanding of the various concepts, philosophical dimensions, values and ethics, principles, methods, skills and techniques associated with social work as a professional discipline.
- **Critical Thinking:** To enable the learners to demonstrate an ability to develop critical thinking and reflective practice in relation to the literature on social work, borrowed literature from the West or having a colonial lineage, field work practice, peoples/clients discourses, policy documents, reflecting on judgments of the judiciary in the context of social justice etc. Students should have the ability to develop coherent arguments to examine oppressive discourses. The ultimate purpose is to learn evidence-based practice and sustainable people-centric social work interventions.
- **Communication Skills:** To enable the learners to develop appropriate communication skills – written and oral – in expressing themselves while relating to their clients. They should be able to use multiple and appropriate media to communicate while working with individuals, groups, communities and organizations, policy makers and the government machinery. They should be able to reflect on their own discourses they had with their clients so as to act ethically & responsibly in future. Learners should develop skills in interviewing, active listening, developing appropriate content for dissemination, participatory interactions, analytical and critical presentation of information. Learners should also demonstrate comprehensions skills in writing field work reports and maintaining field work records.
- **Problem Solving:** To enable the learners to build appropriate skills and competencies in oneself and in clients to understand the reasons behind personal problems and troubles, issues faced by specific social groups and communities, ability to develop scientific intervention plans based on the strengths of clients.
- **Analytical Reasoning:** To enable the learners to demonstrate the ability to verify the scientific base of data and information with a support of appropriate evidences. Learners have to develop skills in the application of constructivist research methodology to understand people's point of view.
- **Research Skills:** To enable the learners to develop and demonstrate the ability to conduct a scientific enquiry to understand clients strengths, problems and issues adopting a multi-dimensional perspective. Skills in conducting field-based surveys, qualitative research, application of participatory research methods, data analysis using computer applications in social sciences etc. Students should be able to develop research proposals, identify gaps in research through an extensive review of literature, able to practice ethical research methods, use multiple tools of data collection, practice triangulation and write a scientific research report based on evidences and active reflection at every stage of the research process.
- **Application of Indian Traditional Knowledge:** To enable the learners to develop the ability to discover, research, document century old reliable and practiced indigenous knowledge and knowledge systems. This will help respect one's own rich traditions and community-based sustainable practices and systems. A grounding or review of and interpretation of indigenous literature and recording oral traditions is essential to promote and propagate sustainable Indian knowledge and traditions of *seva*, social service, community and social life, Indian family systems, ecologically sound Indian belief systems, healthy practices that believe in physical,

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mental and emotional well-being as practiced in earlier days in Indian society. Help learners to co-create literature in highlighting and practicing Indian Social Work.

- **Cooperation/Teamwork:** To train social work practitioners to understand the importance and value of working in teams in the company of professionals from other disciplines/specializations so that the clients' issues and concerns are best understood in a more comprehensive manner and from a holistic perspective. This will help entail sustainable solutions and effective practice.
- **Scientific Reasoning:** To enable the learners to develop the ability to apply scientific logic and reasoning based on empirical facts and evidences. However, peoples' perspectives should also be given due consideration from a constructivist perspective in research.
- **Reflective Thinking:** To enable the learners to use reflexive practice methods so that they evaluate every action of theirs in relation to their direct or indirect relationships with clientele populations. They should also demonstrate their ability to reflect upon government policy and programmes; governance; social structures and social processes that perpetuate issues like poverty, oppression, social injustices, environmental problems etc.
- **Information/Digital Literacy:** To enable the learners to develop and demonstrate to use ICT tools and techniques to acquire knowledge from multiple online platforms like Swayam and engage or reach-out to clients at large. They should also demonstrate the ability to be selective in the use of various sources of data or information in terms of reliability and verifiability. Appropriate software skills should be developed particularly those which are open source and are accessible to the common man.
- **Self-Directed Learning:** To enable the learners to inculcate with the interest to believe in self-learning that goes beyond classroom teaching. This can be done through the adoption of traditional, participatory and peer-evaluation practices of written assignments, presentations, field work assignments, field work projects, research projects, social work intervention plans, etc.
- **Multicultural Competencies:** To provide opportunities to the students to work in multicultural contexts and enable them to study and understand the importance of knowing people belonging to diverse cultures. Ability to practice in diverse social and cultural settings will help develop respect for other cultures, social contexts and social practices.
- **Moral and Ethical Awareness/Reasoning:** To enable the learners to develop a belief in the need to behave in a morally sound and ethically appropriate manner while in the company of clients or working for clients. Principles of objectivity and confidentiality have to be practiced judiciously keeping in view social realities and cultural diversities. The learners should have the ability to reflect on their personal biases and prejudices that may impact practice. They should be able to bridge the divide of personal and professional self.
- **Leadership Readiness/Qualities:** To enable the learners to learn and demonstrate the ability to work in teams and lead teams but adopting a participatory process. They should be technically competent and mentally fit to take up leadership roles to counter oppressive systems and forces. Essential qualities of planning, visioning, motivating, inspiring, guiding, managing people and resources, effective practice etc. have to be adequately developed and demonstrated in the classroom and field work setting.
- **Lifelong Learning:** To enable the learners to believe in the principle and need for self-study and to constantly upgrade and update oneself in terms of knowledge, skills and appropriate attitude

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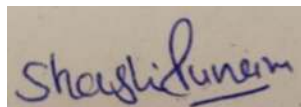


keeping in view changing times and new social issues and problems have to be established as an outcome of training in social work. Knowledge of diverse sources of information and learning is also essential.

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## **PROGRAMME SPECIFIC OUTCOMES (PSOs) OF MASTER OF SOCIAL WORK**

- To develop a cadre of social work professionals who have the right knowledge, skills and professional attitudes to work with various client groups and populations, especially the poor, the oppressed and disadvantaged.
- To imbibe students with the values of social work i.e. service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence
- To train the students in appreciating the need and importance of ethical practice and ethical behaviour while working with various clientele populations and organizations served.
- To develop in students a thorough & critical understanding of various concepts related to social problems, social issues, social development, social welfare, mental & public health, counselling & therapeutic interventions.
- To develop trained social work professionals who shall cater to the development and welfare sector of the state and country.
- To enable students to design and implement work interventions based on Indian traditional knowledge at various levels and in diverse settings of social work practice.
- To develop skills in problem-solving, problem assessment, analytical and critical abilities, data analysis using computer software, recording, report-writing, presentation, etc.
- To develop leadership skills in the trainees to act as leaders in initiating various development programmes and projects that will lead to effective implementation of interventions in the field setting.



## 1. Course Structure:

Semester	Name of the Course	Type of Course	Course Code	Credits
I	Social Science Concepts for Social Work	Major Course (IDC)	MSW 401	02
	Introduction to Social Work Theory and Practice	Major Course (IDC)	MSW 407	02
	History Philosophy and Fields of Social Work	Major Course	MSW 402	04
	Methods of Social Work: Social Casework	Major Course	MSW 403*	04
	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork	Minor Course	MSW 421*	04
	School Social Work and Counselling	Vocational / Skill	MSW 451*	04
	NGO Management	Vocational / Skill	MSW 452*	04
	Project Formulation	Vocational / Skill	MSW 453*	04
	Indian Knowledge System	IKS: University Wide	MSW 481	02
II	Administration of Welfare Services	Major Course (IDC)	MSW 408	02
	Environment and Social Work	Major Course (IDC)	MSW 409	02
	Methods of Social Work: Social Group Work	Major Course	MSW 404*	04
	Methods of Social Work: Community Organization and Social Action	Major Course	MSW 405*	04
	Methods of Social Work: Social Work Administration	Major Course	MSW 406*	04
	Methods of Social Work: Social Work Administration	Major Course	MSW 410*	02
	Field Work Practicum - II: Concurrent Field Work and Educational Tour	Minor Course	MSW 422*	04
	Block Placement Training	Vocational / Skill	MSW 454*	02
	Indian Knowledge System: Social Work	IKS: Departmental	MSW 482	02
III	Dynamics of Human Behaviour	Major Course (Elective)	MSW 411	04

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	Human Resource Management and Industrial Relations	Specialisation)	MSW 413*	04
	Working with Rural & Tribal Communities		MSW 415*	04
	Research Methodology	Minor Course	MSW 423	04
	Software based Data Analysis	Vocational / Skill	MSW 455	04
	Review of Literature, Research Proposal based on Field Work Practicum - III	Review of Literature, Research Proposal	MSW 471*	08
IV	Drug Abuse Prevention & Social Work	Major Course (Elective Specialisation)	MSW 412*	04
	Social Security, Labour Welfare and Related Legislations		MSW 414*	04
	Working with Urban Communities		MSW 416*	04
	Academic Writings	Minor Course (Theory)	MSW 424	02
	Paper Publications / Seminar-Conference Presentation at National Level	Minor Course (Practical)	MSW 425	02
	Data Analysis and Interpretation based on Field Work Practicum - IV	Vocational / Skill	MSW 456*	04
	Dissertation, Presentation and Viva-voce	Dissertation, Presentation and Viva-voce	MSW 472*	08

**\* Employability Course**

## 2. Course Credit Structure

**a. Total Credits: 80 Credits**

**b. Total Credits in each Semester: 20 Credits**

## 3. Entry and Exit Options in Master of Social Work Programme (2 Years)

Sr. No.	Entry Semester	Exit Semester	Conditions	Certificate, Diploma/ Degree/ Advance Diploma/ Others
1.	I	II	Candidate has to successfully complete the all courses offered in 1st to 2nd Semesters	PG Diploma
2.	I	IV	Candidate has to successfully complete the all	Degree

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			courses offered in 1st to 4th Semesters.	
3.	III	IV	Candidate has to successfully complete the all courses offered in 1st to 4th Semesters.	Degree

**4. Eligibility:** The students who have 3 Years Bachelor's Degree are eligible for admission in this programme.

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**Course Code: MSW 401**

**Credits: 02**

**Course Name: Social Science Concepts for Social Work**

**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 acquaint with basic social science concepts
- To understand the nature and development of human behaviour in socio-cultural context.
- To enable the students to integrate social science concepts to social work theory and practice

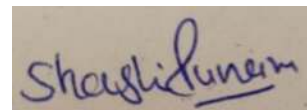
**Course Outcomes:** This course is offered to the students of other departments as an inter-disciplinary course. After this course the student will be in a position to understand the major social science concepts necessary for social work practice. This will also gain theoretical understanding of various socio-psychological phenomenon. This will enable them to understand the importance of theory in design and implement social work interventions for individuals, groups and communities.

**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:**

- Mid Term Examination: 20%
- End Term Examination: 60%



- Continuous Internal Assessment: 20%

**Course Contents:**

**UNIT - I: Orientation to Significant Sociological Concepts (4 Hours)**

- Social Structure and Social Institution and Social Groups
- Culture: Elements in Culture, Cultural Systems and Sub Systems
- Socialisation: Meaning, Socialization and Development of Self
- Social Conformity & Social Deviation
- Social Control

**UNIT - II: Social Institutions (4 Hours)**

- Family: Joint and Nuclear Family, Changing Structures and Patterns of Family.
- Religion, Role of Religion in Society, Secularism
- Application of sociological concepts in social work practice

**UNIT -III: Indian Polity (4 Hours)**

- The Indian Constitution: Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- Indian Judiciary and Judicial System
- Good Governance, Right to Information
- Panchayati Raj System, Urban Local Bodies

**UNIT- IV: Human Psychological (4 Hours)**

- Psychology: Meaning, Concept and its Branches
- Determinants of Human Behavior: Heredity & Environment
- Life Span Perspective of Human Development
- Concept and Theories of Cognition, Learning and Motivation, Personality

**UNIT- V: Mental Health and Process: Development & Assessment (4 Hours)**

- Mental Health
- Mental Retardation
- Defense Mechanism

**Prescribed Textbooks:**

*Shashi Kumar*

1. Nagla, B. K. (2008). Indian Sociological Thought (Illustrated ed.). Rawat Publications
2. Johnson, Harry M. (2007), Sociology: A Systematic Introduction, New Delhi, Allied Publishers
3. Ahuja, Ram. (2001), Indian Social System, Jaipur, Rawat Publications
4. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson Publications.
5. Morgan, C.Tand King, R.A.,(2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill.
6. Baron, A. Robert, (2001), Psychology, New Delhi, Pearson Publications.

**Course Code: MSW 407**

**Course Credit: 02**

**Course Name: Introduction to Social Work Theory and Practice**

**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

- Become familiar with the values and philosophy of social work profession
- Understand and differentiate social work and other related terms
- Understand the various methods of social work profession
- Understand the nature of social work practice in different settings

**Course Outcomes:** This course is offered to the students of other departments as an inter-disciplinary course. After this course the student will learn the origin and development of social work as a profession. The student will be acquainted with the ethical concerns associated with social work practice. The student will be familiarised with the professional status of social work in India and the methods of social work practice. The student will understand the role of social worker in diverse settings

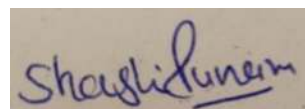
**Attendance Requirements:**

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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment (CIA): 20%



## **Course Contents:**

### **Unit I: Introduction to Social Work Profession** (4 Hours)

- Social Work: Definition, Philosophy and Purpose
- Historical Development of Social Work Profession
- Values, Principles and Ethical Concerns
- The National Commission for Allied and Healthcare Professions Act, 2021
- Social Work and other Social Science Disciplines

### **Unit II: Methods of Social Work Practice** (4 Hours)

- Introduction to Primary Methods
- Introduction to Secondary Methods

### **Unit III: Social Work and NGOs** (4 Hours)

- Non-Governmental Organisation: Concept and Types
- Functions of Non-Governmental Organisations
- Introduction to NGO Registration

### **Unit IV: Social Work Practice Areas-I** (4 Hours)

- Community Development: Rural and Urban
- Family and Child Welfare
- Addiction and Counselling
- Psychiatric and Medical Social Work

### **Unit V: Social Work Practice Areas -II** (4 Hours)

- Disability and Disaster Management.
- Environmental Social Work
- School Social Work
- Elderly and HIV/AIDS

## **Prescribed Textbooks:**

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1. Mishra, Prayag Din (1994), Social Work – Philosophy and Methods, New Delhi, Inter – India Publications.
2. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
3. Elizabeth A. Sehgal. et al. (2011), Professional Social Work, Jaipur, Rawat Publications.
4. Skidmore, et al. (1997), Introduction to Social Work, Boston, Allyn & Bacon.
5. Sheldon Brian, et al. (2010), A Textbook of Social Work, New Delhi, Routledge Publications.

**Course Code: MSW 402**

**Credits: 04**

**Course Name: History, Philosophy and Fields of Social 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:** The course is designed to

- Become familiar with the core values and philosophy of social work profession and be able to imbibe these values into their professional self.
- Understand and differentiate social work and other related terms
- Understand the context of emergence of social work as a profession
- Understand the nature of Social work practice in different settings

**Course Outcomes:** After this course the student will be in a position to understand theoretical framework of social work profession. After this course the students will learn the origin and development of social work as a profession. The students will be acquainted with the ethical concerns associated with social work practice. The students will be familiarised with the professional status of social work in India and in western countries. This course will enrich the methods of social work practice. The students will understand the role of social worker in diverse settings.

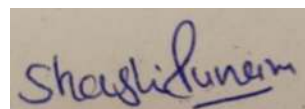
**Attendance Requirements:**

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: 20%



2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

**Course Contents:**

**Unit I: Introduction to Social Work Profession (8 Hours)**

- Social Work: Definition, Philosophy and Purpose.
- Values and Principles
- Methods of Social Work

**Unit II: Historical Development of Social Work (8 Hours)**

- Concept of *Sewa* in Bharat
- Development of Professional Social Work in U.K. and U.S.A.
- Social Service Traditions and Social Reform Movements in India.
- Contribution of Swami Vivekananda, Gandhi, Ambedkar and Phule

**Unit III: Social Work as a Profession (8 Hours)**

- Requirements of a Social Work Profession
- Social Work Functions and Roles of Social Workers.
- Competencies for Social Work Practice.
- Socio-cultural factors impacting social work.practice

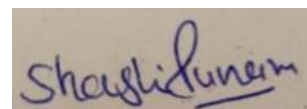
**Unit IV: Social Work Practice Areas-I (8 Hours)**

- Emerging Perspectives and Trends of Social Work Practice.
- Community Development: Rural and Urban
- Family and Child Welfare.

**Unit V: Social Work Practice Areas -II (8 Hours)**

- Disability and Disaster Management.
- Environmental Social Work
- School Social Work
- Elderly and HIV/AIDS.

**Prescribed Textbooks:**



1. Mishra, Prayag Din (1994), Social Work – Philosophy and Methods, New Delhi, Inter – India Publications.
2. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
3. Elizabeth A. Sehgal. et al. (2011), Professional Social Work, Jaipur, Rawat Publications.

**Supplementary Books:**

1. Skidmore, et al. (1997), Introduction to Social Work, Boston, Allyn & Bacon.
2. Sheldon Brian, et al. (2010), A Textbook of Social Work, New Delhi, Routledge Publications.

**Course Code: MSW 403**

**Credits: 04**

**Course Name: Methods of Social Work: Social Casework**

**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:** The course is designed to:

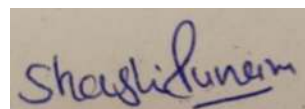
- To gain theoretical understanding of working with individuals.
- To study social case work as one of the primary methods of social work
- To understand the client-based study and interventions

**Course Outcomes:** After this course the student will be in a position to understand the historical development of social casework as a method of social work practice. The students will learn about the principles and process associated with social case work. By gaining an understanding of the therapeutic approaches to social case work, the student will be able to practice social case work in diverse settings.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%





## **Course Contents:**

### **UNIT - I: Social Case Work: An Introduction (8 hours)**

- Historical development of casework as a method of social work
- Meaning, concept, Objectives of social case work
- Philosophical & chief assumptions
- Components, Contribution of Mary Richmond & Friendly Visitors

### **UNIT - II: Case Work Process/Principles/Theories (8 hours)**

- Process in case work- Intake, Study
- Assessment
- Intervention
- Termination & evaluation
- Principles of case work

### **UNIT - III: Techniques and skill in Social Case work (8 hours)**

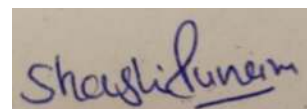
- Case work Relationship: Conceptual Framework
- Helping Techniques: Interviewing, listening, Rapport building Observation, home visit, Relationship
- Supportive techniques: Acceptance, empathy, Assurance, Facilitation, Encouragement & Reassurance
- Recording in Case work

### **UNIT – IV: Understanding the client System (8 hours)**

- Psychoanalytical Theory
- Psychosocial Theory
- Diagnostic School and Functional School of case work
- Counseling

### **UNIT – V: Therapeutic Approach to Social Case Work (8 hours)**

- Behaviour Modification Approach
- Problem Solving Approach
- Crisis Intervention Approach
- Electic approach



**Prescribed Textbooks:**

1. Mathew, G. 2011. An Introduction to Social Casework. Mumbai: Tata Institute of Social Sciences.
2. Perlman, H.H 2011.Social Casework:A problem-solving Process. Jaipur:Rawat.
3. Upadhyay,R.K 2010.Social Casework: A Therapeutic Approach. Jaipur:Rawat
4. Kadushin, A, &Kadushin, G.1997. The social case work interview: A guide for human service professionals. New York: Columbia University Press.
5. Biestek, Felix P. The casework: A psychosocial Therapy. New York: McGraw Hills.
6. Hollis, F. 1964. Casework: A Psychosocial Therapy. New York: McGraw Hills.

**Course Code: MSW 421**

**Credits: 04**

**Course Name: Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork**

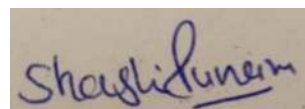
**Course Objectives:** The course is designed to

- To acquaint students with various settings of social work practice
- To enable them to practice the skills essential for social work practice
- To enable the students to apply social science concepts to social work practice
- Develop the ability to observe and analyse social realities understand the characteristics of Social systems and their dynamics;
- Appreciate society's response to people's needs, problems and social issues;
- Develop the ability to recognise the need for new programs initiated & participate in them;
- Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
- Develop the capacity self-direction growth and change through self-awareness;
- **Enhance writing skills to document practices appropriately.** Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

**Course Outcomes:** After this course the student will be in a position to understand the scope of social work practice in the diverse settings of social work practice. They will understand the problems faced by social workers in these settings. They will observe professional social workers practice the methods of social work. They will also get an opportunity to **practice their skills in real life situations.** The students will also learn the application of social work theory into practice.

### **Introduction on Field Work:**

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students



are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

### **Curricular Components & Requirements:**

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<b>Orientation:</b>	<ul style="list-style-type: none"> <li>• <b>10 hours</b> of one-hour sessions spread over one week in the beginning of the first semester.</li> <li>• Inductive orientation program provide the newly inducted students in social work have information relating to the importance and place of the practical in the masters level Social Work program, the purpose, functions and ethics and professional practice</li> </ul>
<b>Observation Visits:</b>	<p>Observation visits provide an exposure to students an understanding of the community and agency settings, facilities available &amp; services provided in response to people's needs. Community visits to urban and rural areas provide students an experience of community life and living; problems and issues faced by people; understanding peoples core needs which shall ultimately lead to the development of programs which students can implement in concurrent fieldwork when placed in communities.</p> <p>Visits are arranged to the following -</p> <ul style="list-style-type: none"> <li>• Villages &amp; Urban communities</li> <li>• NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>• Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;</li> </ul>
<b>Concurrent</b>	<ul style="list-style-type: none"> <li>• <b><i>Rural &amp; Urban Communities:</i></b> For concurrent field work practice,</li> </ul>

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<b>Field Work in:</b>	<p>students are placed in community settings to study and understand social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.</p> <ul style="list-style-type: none"> <li>• Students are required to work in community settings in the 2<sup>nd</sup> semester through placements done in NGOs so that they get to know structured ways of functioning of NGOs and the implementation of project-based activities undertaken.</li> <li>• Learners get to know the dynamics of relationships between the local communities &amp; the NGO concerned.</li> <li>• Learners also become conscious and aware about the organizational structures and functioning of NGOs as per the policy donor agencies or grant-giving organizations.</li> </ul> <p><b>Type of Agencies in which students are placed -</b></p> <ul style="list-style-type: none"> <li>• <b>NGOs</b> working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>• <b>Government Agencies</b> working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings etc.</li> </ul>
<b>Recording:</b>	<ul style="list-style-type: none"> <li>• Whether it is the reporting of <b>Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork</b> done, students have to record and submit separate reports immediately.</li> <li>• Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems</li> </ul>



	<p>&amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</p> <ul style="list-style-type: none"> <li>• Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</li> <li>• Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work done in the field.</li> <li>• At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled <b>“Consolidated Concurrent Fieldwork Report”</b></li> </ul>
<b>Fieldwork Conference</b>	<ul style="list-style-type: none"> <li>• Both <b>Individual Conference (IC)&amp;Group Conference (GC)</b> are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor.</li> <li>• Attendance in the fieldwork conferences is compulsory and internal assessment &amp; evaluation will be done at the end of the semester also on the basis of attendance &amp; participation of the learner in the conferences.</li> <li>• Instructions given by the respective supervisor in IC &amp; GC have to be recorded in the fieldwork diary of the learner.</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>• Attendance in field work is compulsory</li> <li>• The department has to organize at the minimum <b>15 hours of field work per week</b> conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.</li> </ul>
<b>Submission of Reports:</b>	<ul style="list-style-type: none"> <li>• Students are required to submit their fieldwork reports, field notes &amp; field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor</li> <li>• Submission of reports is the responsibility of the student concerned.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Submission of reports beyond the scheduled date/day shall be marked as <b>LATE SUBMISSION</b> in Red colour.</li> <li>• Learners have to ensure that their supervisor signs each report submitted mentioning date.</li> </ul>
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### **Evaluation Criteria:**

#### 1. End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports and Presentations
- Assignments relating to fieldwork
- Viva-voce

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**Course Code: MSW 451**

**Credits: 04**

**Course Name: School Social Work and Counselling**

**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:** The course is designed to:

- To provide a historical background of education in India
- To comprehend the structure of school education in India
- To familiarise with the terminology associated with school education
- To be able to apply the methods of social work in school setting
- To provide counselling to various stakeholders associated with school education

**Course Outcomes:** After this course the student will be in a position to understand the scope of social work practice in school settings. They will be able to practice the methods of social work in the school settings. They will be able to engage with major issues associated with schools in India like enrolment, drop-out. They will be able to work within the framework of the National Education Policy 2020.

**Evaluation Criteria:**

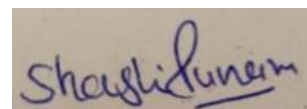
1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

**Course Contents:**

**UNIT - I: School Education in India**

**(8 Hours)**

- School Education in Ancient India
- Compulsory Education, Basic Education, Right to Education, Informal Education



- Structure of School Education System
- Education Policies in India
- Programme and Policies
- Issues and Concerns associated with Indian Schooling System

**UNIT - II: Quality in School Education (8 Hours)**

- Total Quality Management, Six Sigma
- School Records and MIS
- Curriculum Development and Learning Assessment
- Net Enrolment, Gross Enrolment
- Drop-out Rate
- Teacher-Student Ratio
- Teaching Learning Pedagogy
- Best Practices from NGO Sector: Azim Premji Foundation, Bharti Foundation, Akshay Patra, Vanvasi Kalyan Ashram

**UNIT - III: Social Work Practice in Schools (8 Hours)**

- Working with Stakeholders: Children with Special Needs, Out-of-School Children, Female Students, Students from Underprivileged Background, Parents, School Administration (Principals/Head Master/Mistress), Teachers, School Management, Local Community
- Inclusive Education
- Home Visit, Social Mobilisation, Conduct of Meetings
- Training and Fund Raising
- Participatory Research, Need Assessment and Evaluation

**UNIT – IV: Basics of Counselling (8 Hours)**

- Counselling: Definition, Need and Scope
- Types of counselling
- Attributes, Attitudes and Skills of a Counsellor
- Scope of counselling in social work practice
- Challenges and concerns of counsellors

*Shashi Kumar*

- Ethics in Counselling

**UNIT – V: Counselling: Process and**

**(8 Hours)**

- Relationship Building
- Assessment
- Goal Setting
- Intervention
- Assessment
- Termination

**Prescribed Text Books:**

1. Aldbridge, S., Rigby, S (2004). Counselling Skills in Context. London: Hodder and Stoughton

Shreshth Kumar

**Course Code: MSW 452**

**Credits: 04**

**Course Name: NGO Management**

**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:** The course is designed to:

- To enable the students to form and register an NGO
- To introduce the students to NGO Sector.
- To introduce the Basic Concepts of NGOs.
- To provide an overview of NGOs.
- To provide basic managerial skills of NGO.

**Course Outcomes:** After this course the student will be in a position to understand the major concepts necessary for NGO management. The students will understand the basic difference between Society, Trust and Corporate led CSR concept. They will know about the typology of NGOs. Student will be capable of registering her/his own NGO and manage various legal and logistical requirements. They will understand the tax exemption laws, proposal writing, budgeting and fund raising.

**Evaluation Criteria:**

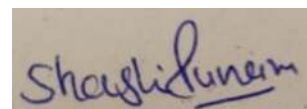
1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment (CIA): 20%

**Course Contents:**

**UNIT - I: NGOs – An Introduction, Concepts and Functions**

**(8 Hours)**

- Concepts, Typology of Non-Governmental Organization.



- Functions and Roles of Non-Governmental Organizations.
- Problem Definition and Solving

## **UNIT - II: Societies, Trusts and Companies**

**(8 Hours)**

- How to register a Society.
- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- Duties & Liabilities of Trustees; Income Tax-Exemptions & FCRA

## **UNIT - III: Project Proposal and its Evaluation**

**(8 Hours)**

- Strategy: Vision / Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.
- Proposal Writing
- Mechanics of Proposal Writings, General Lineation for Formulation of Project Proposals.

## **UNIT – IV: Budgeting**

**(8 Hours)**

- Definition, Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

## **UNIT – V: Fund Raising**

**(8 Hours)**

- Principles of Fund Raising.
- Searching & Role of Fund Raiser.
- Factors affecting Fundraising.

### **Prescribed Textbooks:**

1. Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal,
2. The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.

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**Course Code: MSW 453**

**Credits: 04**

**Course Name: Project Formulation**

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 Objective:** The course is designed to:

- To introduce students to project planning, formulation and implementation.
- To train learners in developing the skills for writing a good proposal.
- To orient learners about the nature of project management methods & techniques.
- To equip learners with the skill of maintaining records & generating reliable reports.

**Course Outcomes:** After this course the student will be in a position to understand the importance of project formulation in social work practice. They will understand the concepts associated with project formulation. They will be able to prepare projects of various kinds like implementation projects, evaluation projects etc as per the requirements of Government departments, funding agencies and Corporate Houses. They will also be able to seek funding and write the project reports.

Evaluation Criteria:

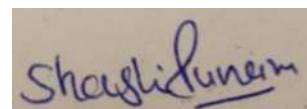
1. Mid Term Examination: 20%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 20%

Course Contents:

**Unit I: Introduction to Project Formulation**

**(8 Hours)**

- Introduction to Projects; Meaning of Project; Distinction between Project & Programme; Basic





- Components of a Project; Types of Projects – Action, Training & Research.
- Project Appraisal: Meaning & Types - technical, financial, social, economic, environmental,
- institutional approaches; Social Cost Benefit Analysis (SCBA) and Feasibility Studies. Logical
- Framework Analysis (LFA)

## **Unit II: Project Formulation**

**(8 Hours)**

- Methodology for Project Identification and formulation; Baseline Surveys.
- Steps in Project Formulation: Problem statement; statement of vision, mission and objectives;
- Work Break-down Structure (WBS); Preparation of Gantt Chart, Human Resources &
- Infrastructure requirement, Budgeting, Training & Development, etc.; Collaboration / Partner
- Agencies and their Roles.

## **Unit III: Fund Raising & Grant Writing**

**(8 Hours)**

- Fund Raising: Meaning, methods & techniques; Types of Assistance—Grants, Low-Interest Loans, and In-Kind Contributions; Seeking grants of government & international agencies; Private/Foundation and Corporate/CSR Funding Opportunities; Crowd Funding; Planning for Sustainability; People's Contribution.
- Grant-writing in different fields of Non-profit Practice: health, education, technology,
- social/human services, faith-based work, environment, economic development, etc.; Basic Elements of a Proposal (General Guidelines, Letters of Enquiry to funding Agencies): Cover Letter, Cover Sheet, Abstract, Statement of Need, Project Description, Partners & Stakeholders,
- Goals & Objectives, Administrative Capacity, Budget, Sustainability, Evaluation Plan.

## **Unit IV: Project Management**

**(8 Hours)**

Project Management: meaning & importance, steps; Life-cycle of a Project – Planning, Scheduling, Resource Mobilization, Staffing; Execution, Monitoring & Evaluation.

Techniques of Project Management - PERT & CPM.

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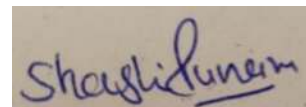
#### **Unit IV: Project Monitoring & Evaluation**

**(8 Hours)**

Project Monitoring & Evaluation (PME): Internal & External Monitoring; Participatory and non-participatory; Types of Evaluation - Concurrent, Phase-wise/Mid-Term and Terminal Evaluation/ Post-facto (at the end of the project); Indicators for monitoring & evaluation; Types of Reports.

#### **Prescribed Textbooks:**

1. Dale, R., & Dale, Reidar. (2004). Evaluating Development Programmes and Projects. Sage Publications India.
2. Gorsevski, E. W. (2016). Writing successful grant proposals. Rotterdam: Sense Publishers.
3. Horine, G. (2013). Absolute Beginner's Guide to Project Management. Indianapolis, Ind: Que.
4. Jason, L. A. (2006). Participatory community research: Theories and methods in action. Washington: American Psychological Association.
6. Kerzner, H. (2017). Project management: A Systems Approach to Planning, Scheduling, and Controlling. Hoboken, New Jersey : John Wiley & Sons, Inc.
7. Lester, A., & O'Reilly for Higher Education (Firm). (2017). Project Management, Planning and Control, 7th Edition. Butterworth-Heinemann: Oxford, UK.
8. Lock, D. M. (2014). Essentials of Project Management. Farnham Ashgate Publishing Ltd: Burlington, USA
9. Ramakrishna, K. (2010). Essentials of Project Management. PHI Publishing house: New Delhi.
10. Singh, K., Chandurkar, D., & Dutt, V. (2017). A Practitioners' Manual on Monitoring and Evaluation of Development Projects. Newcastle upon Tyne, UK: Cambridge Scholars Publishing.
11. Smith, N. B., & Works, E. G. (2012). The complete book of grant writing: Learn to write grants like a professional. Naperville, Ill: Sourcebooks.



**Course Code: MSW 481**

**Credits: 02**

**Course Name: Indian Knowledge Systems: University Wide**

**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

- Creating awareness amongst the youths about the true history and rich culture of the country;
- Understanding the scientific value of the tradition and culture of the Bhārata;
- Promoting the youths to do research in the various fields of Bhāratīya knowledge tradition;
- Converting the Bhāratīya wisdom into the applied aspect of the modern scientific paradigm;

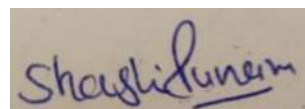
**Course Outcomes:** After this course the student will be in a position to understand the de-colonised perspective of Indian history. This will enable them to understand how knowledge was produced and transmitted in ancient India. Given the nature of course and diversity of the learners' fields, the course is designed to provide a broad-spectrum of Bhāratīya knowledge system. They will be acquainted with the rich tradition of Indian science and arts. It is also believed that after completion of this course the students will get a holistic insight into the understanding the working of nature and life.

**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: 20%



2. End Term Examination: 50%
3. Continuous Internal Assessment: 20%

Course Contents:

**Unit -I: Bharatiya Civilization and Development of Knowledge System (4 hours)**

Antiquity of civilization, Discovery of the Saraswati River, the Saraswati-Sindhu Civilization, Traditional Knowledge System, The Vedas, School of Philosophy (6+3), Ancient Education System, the Taksaila University, the Nalanda University

**Unit-II: Arts, Literature, and Scholars in Ancient Bharat (4 hours)**

Art, Music, and Dance, Nataraja- A Masterpiece of Bharatiya Art, Literature, Life and works of Agastya, Lopamudra, Ghosa, Valmfki, Patahjali, Vedavyasa, Yajhavalkya, Gargi, Caraka, Sushruta, Kanada, Kautilya, Panini, Thiruvalluvar, Aryabhata, Bhaskaracarya, Madhavacarya.

**Unit-III: Ancient Bhartiya Contribution towards Science & Mathematics (4 hours)**

Sage Agastya's Model of Battery, Vedic Cosmology and Modern Concepts, Concept of Zero and Pi, Number System, Pythagoras Theorem and Vedic Mathematics; Kerala School for Mathematics and History of Culture of Astronomy, Astronomical Calculation of day, year and Yuga.

**Unit-IV: Ancient Bhartiya Engineering, Technology & Architecture (4 hours)**

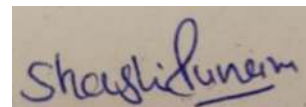
Pre-Harappan and Sindhu Valley Civilization, Juices, Dyes, Paints and Cements, Glass and Pottery, Metallurgy, Iron Pillar of Delhi, Rakhigarhi, Mehrgarh, Sindhu Valley Civilization, Marine Technology, and Bet-Dwarka.

**Unit-V: Ancient Bhartiya Contribution in Environment & Health (4 hours)**

Ethnic Studies, Life Science in Plants, Agriculture, Ecology and Environment, Ayurveda, Integrated Approach to Healthcare, Surgery, and Yoga, etc.

**Prescribed Textbooks:**

1. Chauhan, B.C. (2021). *Textbook on The Knowledge System of Bhārata*.
2. Raha, S. *History of Science in India*. Volume-1, Part-I, Part-II, Volume VIII.
3. National Academy of Sciences, India and The Ramkrishan Mission Institute of Culture, Kolkata (2014).
4. Kohli, P. (2006). *Pride of India- A Glimpse of India's Scientific Heritage*. Sanskar Bharti.





**Course Code: MSW 408**

**Credits: 02**

**Course Name: Administration of Welfare Services**

**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

- Develop understanding of welfare and related concepts
- Understand various components of social welfare administration
- Understand the legislative framework for registration of various welfare organisations

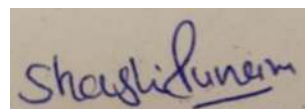
**Course Outcomes:** This course is offered to the students of other departments as an inter-disciplinary course. After this course the student will be in a position to understand the major concepts related to social welfare administration. They will gain an understanding of the major legislations pertaining to welfare administration in India. They will be able to register a welfare organisation and seek funds from various agencies to undertake welfare activities. They will be able to manage the various activities related with a development organisation.

**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:**

1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



## **Course Contents:**

### **UNIT - I: Conceptual Understanding**

**(4 Hours)**

- Social Welfare Administration: Nature and Scope
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services

### **UNIT - II: Components of Administration**

**(4 Hours)**

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting

### **UNIT - III: Structure of Social Welfare Administration**

**(4 Hours)**

- Administrative structure at Central&State Level
- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD).

### **UNIT - IV:Legislative Framework for Formation of Development Organization(4 Hours)**

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)

### **UNIT – V Project Planning and Development**

**(4 Hours)**

- Project Formulation: objectives and Stages
- Funding-raising, grant-in-aid

## **Prescribed Textbooks:**

1. Goel S.L.;Jain,R.K., Social Welfare Administration Vol.2,Deep &Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.
3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.

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4. Bean, Philip, Approaches to Welfare, Routledge&Kegan Paul: London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.



**Course Code: MSW 409**

**Credits: 02**

**Course Name: Environment and Social Work**

**Credits Equivalent:** 02 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

- Understand the connectedness between human life, living organisms and environment.
- Understand the environment problems nature and impact of development initiatives.
- Examine the utilization and management of natural resources.

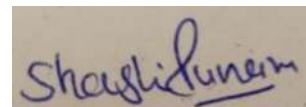
**Course Outcome:** This course is offered to the students of other departments as an inter-disciplinary course. After this course the student will be in a position to the major environmental concerns and the impact of human activities on environment. They will be acquainted with the concept of sustainable development and its importance in present times. They will be acquainted with the fundamentals of environmental impact assessment. They will be familiar with the major legislations related to environment protection in India. They will gain an understanding of the work done by Government and various organisations towards environment protection.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



## **Course Contents:**

### **Unit - I: Definition, Typology & Issues of Environmental Problems. (4 Hours)**

- Definition & Typology of Environmental Problems.
- Environment and Natural Resources.
- Anthropogenic Impact on Environment & Climate Change - Global Warming, Acid Rain, Green House Effect etc.
- Environmental Pollution: Sources, Treatment, Prevention (Soil, Water, Air, Noise)

### **UNIT - II: Human Population & Environment (4 Hours)**

- Population and Environment: Interrelatedness of Human Life, Living Organisms.
- Environmental & Human Health.
- Sustainable Development: Concept & Basic Aspects of Sustainable Development.

### **UNIT - III: Environmental Impact Assessment & Management (4 Hours)**

- Environmental Impact Assessment (EIA)
- Biodiversity & Wildlife Parks: Planning & Management
- Recycle & Waste Treatment

### **UNIT - IV: Environmental Protection Laws for Social Work (4 Hours)**

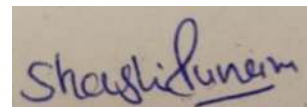
- The Environment (Protection) Act, 1986 and Rules 1986
- The Wildlife Protection Act, 1972 Amended 1991
- The Forest (Conservation) Act, 1980

### **UNIT - V: Social Work & Environment (4 Hours)**

- Role of Governments, NGOs and People's Initiatives for Environment Protection.
- Environmental Education

## **Prescribed Textbooks:**

1. Tiwari, Vijay Kumar, (2010). A Textbook of Environmental Studies, Mumbai, Himalaya Publishing House.
2. Saxena, H.M. (2006), Environmental Studies, Jaipur; Rawat Publications.



3. Murthy, D.B.N., (2005), Environmental Planning and Management, New Delhi, Deep & Deep Publications.

**Suggested Extra Readings:**

1. Rao, P.S.B. (2007), Environment Management and Audit, New Delhi, Deep & Deep Publications.
2. Fisher, W.F., (1997). Towards Sustainable Development, Jaipur, Rawat Publications.

**Course Code: MSW 404**

**Credits: 04**

**Course Name: Methods of Social Work: 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:** The course is designed 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

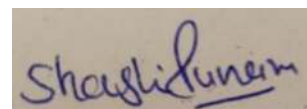
**Course Outcomes:** After this course the student will be in a position to understand the major social science concepts necessary for social work practice. Apart from understanding the basic intricacies about concept, definition, theories, types, development of social group work, the student will **develop the attitude and skills of intervening with the group conflict, group process**. A student will be able to appraise the group development and evaluate it.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment (CIA): 20%



## **Course Contents:**

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

- Concept and Importance of Groups
- 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)**

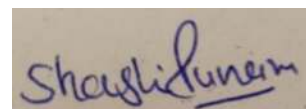
- Theories Applicable to Group Work Practice; Psychoanalytical Theory, Learning Theory, Field Theory, System Theory & Conflict Theory
- Skills and Distinctive Principles of Group Work
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group
- Common Interest Group, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group

### **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 Counselling, Group Discussion, Group Decision Making.
- Programme Media, Role Play, Group Diagnosis

### **UNIT - IV: Use of Programme and Dynamic of Group Process (8 Hours)**

- Programme Planning in 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 Group Work
- Group Work Practice in Agencies
- Role of Social Group Worker for the Satisfaction of the Social Needs and Development of Individual and Community.
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution

**Prescribed Textbooks:**

1. Mishra, P.D. (2008), Social Work – Philosophy & Methods, New Delhi, Inter-India Publications.
2. Siddiqui, H.Y. (2008), Group Work - Theories and Practices, Jaipur, Rawat Publications.
3. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
4. Zastrow, C. (2010), Social Work with Groups, Jaipur, Rawat Publications.
5. Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007), A Handbook of Social Work with Groups, Jaipur, Rawat Publications

**Course Code: MSW 405**

**Credits: 04**

**Course Name: Methods of Social Work: Community Organisation and Social Action**

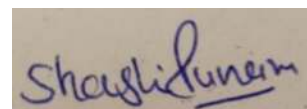
**Credits Equivalent:** *4 Credits (One credit is equivalent to 10 hours of lectures / organized classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ 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

- Develop understanding regarding community organization as a method of social work
- Understand the critical elements of practicing community organization
- Enhance critical understanding of the models and strategies for community organization
- Enhance the understanding of the roles of the agencies and community organizer
- Understanding Social Action as a method of Social Work
- Develop perspective and skills for participatory processes in the community and civil society

**Course Outline:** After this course the student will be in a position to fulfill the basic minimum requirement of social work education at post-graduate level, as this course is one of the primary methods of social work profession according to international as well as national course curriculum design. This course will broaden the scope of students' placement because many organisations while recruiting social worker in community development projects demands this course a mandate during MSW program. This course will develop perspective and skills for participatory processes in the community and civil society. After studying this course student will be able to understand community organization and social action as the basic methods of social work. They will also be acquainted with their role as community organizer. Students will be able to equip themselves with participatory approach and strategies in community organization and development.

**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:**

2. Mid Term Examination: 20%
3. End Term Examination: 60%
4. Continuous Internal Assessment: 20%

**Course Contents:**

**UNIT - I: Basic Conceptual Framework (8 Hours)**

- Community meaning and types: Rural, Urban and Tribal
- Community and Social Work Practice
- Community Work: Evolution, Definition, Objectives and Scope
- Process of Community Work
- Interface between Community work, community organization and community development

**UNIT - II: Community Organization (8 Hours)**

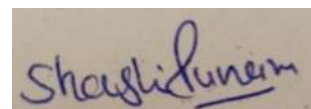
- Community Organization: Definition, concept and
- Steps in Community Organization
- Basic Assumptions of Community Organization
- Principles and Skills of Community Organization

**UNIT – III: Approaches and Models in Community Organization (8 Hours)**

- Approaches
- Models of Community Organization
- Strategies of Community Organization
- Peoples Participation

**UNIT -IV: Community Organization and Practice (8 Hours)**

- Networking and Coordination: Rationale, Meaning and Scope
- Intervention of NGOs
- Government intervention in Community Organization.





- Role of Community Worker

**UNIT - V: Social Action**

**(8 Hours)**

- Meaning, Concept, Objectives and Scope of Social Action
- Principles of Social Action
- Tactics and Methods of Social Action
- Social Action and Community Organization

**Prescribed Textbooks:**

1. Siddiqui, H.Y. (1997), Working with Communities, New Delhi, Hira Publications: New Delhi.
2. Ross. M. G., Community Organization, Harper Press:New York.
3. Siddiqui, H.Y., Social Work & Social Action, Har Nam Publications: New Delhi.
4. Goel S.L; Jain,R.K., Social Welfare Administration Vol.2, Deep &Deep Publications: New Delhi
5. Mukherji.B., Community Development in India, Orient Longman:New Delhi.

**Course Code: MSW 406**

**Credits: 04**

**Course Name: Methods of Social Work: Social Welfare Administration**

**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:** The course is designed 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.

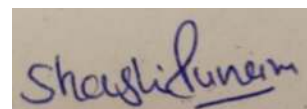
**Course Outcomes:** After this course the student will be in a position to understand the theories underpinning practice of social welfare administration. They will gain an understanding of the major legislations pertaining to welfare administration in India. They will be acquainted with the process associated with the various aspects of development organisation. They will be able to design funding strategies for various organisations. They will be able to write projects for development organisations and manage these projects. This course will pave the way for the students to gain employment in development sector organisations.

**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:**

4. Mid Term Examination: 20%
5. End Term Examination: 60%



6. Continuous Internal Assessment: 20%

**Course Contents:**

**UNIT - I: Conceptual Understanding**

**(8 Hours)**

- Social Welfare Administration: Nature and Scope
- Principles of Administration
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services, Public administration, Business administration and development administration.

**UNIT - II: Components of Administration**

**(8 Hours)**

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting
- Monitoring and Evaluation System
- Unity of Command, Centralization and Decentralization, Span of Control, Delegation and Supervision.

**UNIT - III: Structure of Social Welfare Administration**

**(8 Hours)**

- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD)
- Administrative structure of NGOs engaged in provision of human services

**UNIT - IV: Legislative Framework for Formation of Development Organization(8 Hours)**

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)
- The Companies Act (2013)
- Section 12(A) and 80 (G) of income tax act (1961)
- Foreign Contribution Regulatory Act (2010)

**UNIT – V: Project Planning and Development**

**(8 Hours)**

Shreshth Kumar

- Project Formulation: Objectives and Stages
- Decision-Making, Communication, Accountability and Transparency
- Funding-raising, grant-in-aid
- Social Marketing

**Prescribed Textbooks:**

1. Goel, S.L; Jain, R.K., Social Welfare Administration Vol.2, Deep & Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.
3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Approaches to Welfare, Routledge: London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.

**Course Code: MSW 410**

**Credits: 02**

**Course Name: Methods of Social Work: 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 Objectives:** The course is designed 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.

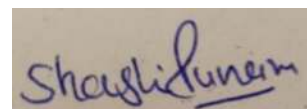
**Course Outcomes:** After this course the student will be in a position to understand the theories underpinning practice of social welfare administration. They will gain an understanding of the major legislations pertaining to welfare administration in India. They will be acquainted with the process associated with the various aspects of development organisation. They will be able to design funding strategies for various organisations. They will be able to write projects for development organisations and manage these projects. This course is will pave the way for the students to gain employment in development sector organisations.

**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: 20%
8. End Term Examination: 60%



9. Continuous Internal Assessment: 20%

**Course Contents:**

**UNIT - I: Conceptual Understanding (4 Hours)**

- Social Welfare Administration: Nature and Scope
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services, Public administration

**UNIT - II: Components of Administration (4 Hours)**

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting
- Monitoring and Evaluation

**UNIT - III: Structure of Social Welfare Administration (4 Hours)**

- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE)
- Administrative structure of NGOs engaged in provision of human services

**UNIT - IV: Legislative Framework for Formation of Development Organization(4 Hours)**

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Companies Act (2013)
- Section 12(A) and 80 (G) of income tax act (1961)
- Foreign Contribution Regulatory Act (2010)

**UNIT – V: Project Planning and Development (4 Hours)**

- Project Formulation: Objectives and Stages
- Funding-raising, grant-in-aid

**Prescribed Textbooks:**

1. Goel, S.L; Jain, R.K., Social Welfare Administration Vol.2,Deep &Deep Publications: New Delhi 1998.

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2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.
3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Appraoches to Welfare, Routledge & keganPaul:London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.

**Course Code:** MSW 422

**Credits:** 04

**Course Name:** Field Work Practicum - II: Concurrent Field Work and Educational Tour

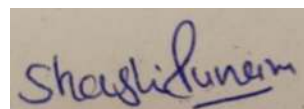
**Course Objectives:** The course is designed to

- To enable the students to practice methods of social work practice in various settings
- To enable them to practice the skills essential for social work practice
- To enable the students to develop the skills of critical analysis
- To enable the students to plan, design, implement and evaluate interventions in their respective field work setting
- Develop the critical abilities to understand social realities and community dynamics;
- Appreciate society's response to people's needs, problems and social issues;
- Use human rights perspective to understand various forms of injustice prevailing in society and the need for equity in all interventions;
- Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
- Develop the capacity self-direction growth and change through self-awareness;
- Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

**Course Outcomes:** After this course the student will gain a hands-on experience of social work practice. They will understand the various activities undertaken by social workers in the organisation they are placed for their field work. They will also gain an understanding of the community setting. They will learn how to interact with clients and initiate the social work process. They will also get an opportunity to practice their skills in social work settings. This course will prepare them to seek employment in various organisations.

### **Introduction on Field Work:**

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of





social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed, design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

### Curricular Components & Requirements:

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<p><b>Concurrent Field Work in:</b></p>	<ul style="list-style-type: none"> <li>• <b><i>Rural &amp; Urban Communities:</i></b> For concurrent field work practice, students are placed in community settings to study and understand social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.</li> <li>• Students are encouraged to work in close cooperation with various institutions of organizations working in the field of rural or urban development like Gram Panchayat, Block Development Office, Municipality, Community Health Centre, Anganwadi, DRDA (District Rural Development Authority) etc.</li> </ul> <p style="text-align: center;"><b><i>OR/AND</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>NGOs &amp; Government Agencies:</i></b> Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development. The basic <b>purpose of agency placement</b> is to understand the functioning of these institutions, the organizational structure, staffing pattern, distribution of roles and responsibilities, program design and implementation, resource mobilization and the direct delivery of services to the public or the clientele population.</li> </ul> <p><b>Students are placed in -</b></p>
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	<ul style="list-style-type: none"> <li>• <b>NGOs</b> working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>• <b>Government Agencies</b> working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;</li> </ul>
<b>Recording:</b>	<ul style="list-style-type: none"> <li>• Reports of <b>Concurrent Fieldwork</b> undertaken by students have to be recorded and submitted immediately in the following week as notified by the department.</li> <li>• Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems &amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</li> <li>• Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</li> <li>• Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work done in the field.</li> <li>• At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled <b>“Consolidated Concurrent Fieldwork Report”</b></li> </ul>
<b>Fieldwork Conference</b>	<ul style="list-style-type: none"> <li>• Both <b>Individual Conference (IC)</b> &amp; <b>Group Conference (GC)</b> are organized by the department and concerned faculty every week as per the</li> </ul>

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	<p>convenience of the department and the respective faculty/fieldwork supervisor.</p> <ul style="list-style-type: none"> <li>• Attendance in the fieldwork conferences is compulsory and internal assessment &amp; evaluation will be done at the end of the semester also on the basis of attendance &amp; participation of the learner in the conferences.</li> <li>• Instructions given by the respective supervisor in IC &amp; GC have to be recorded in the fieldwork diary of the learner.</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>• Attendance in field work is compulsory</li> <li>• The department has to organize at the minimum <b>15 hours of field work per week</b> conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.</li> </ul>
<b>Submission of Reports:</b>	<ul style="list-style-type: none"> <li>• Students are required to submit their fieldwork reports, field notes &amp; field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor</li> <li>• Submission of reports is the responsibility of the student concerned.</li> <li>• Submission of reports beyond the scheduled date/day shall be marked as <b>LATE SUBMISSION</b> in Red colour.</li> <li>• Learners have to ensure that their supervisor signs each report submitted mentioning date.</li> </ul>

### Evaluation Criteria:

End Term Evaluation: 200 Marks

### Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce

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**Course Code: MSW 454**

**Credits: 02**

**Course Name: Block Placement Training**

**Course Objectives:** The course is designed to

1. Develop the ability to observe and understand organizations and formal systems;
2. Appreciate skills and core competencies required to work in structured formal environs;
3. Develop the ability to examine the process of program management and participate in the effort at various levels;
4. Develop the ability to recognise the need for new programs initiated & participate in them;
5. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
6. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
7. Develop decision-making and practice skills in managing work processes;

**Course Outcomes:** After this course the student will understand the manner in which organisations implement social work projects. They will learn about the various facets of office management. They will be trained under the supervision of an agency supervisor to practice methods of social work with individuals, groups & communities. They will be able to evaluate their intervention and write a report. This course will enable the students to develop into professionals and pave the way for their future employment in various organisations.

**Block Placement Training:**

Block Placement is an integral part of the social work curriculum and is an essential component of fieldwork practicum. At the end of 2<sup>nd</sup> semester or 4<sup>th</sup> semester the MSW students are placed in NGOs or Government Agencies to get exposure to working in formal organizations and get **on-the-job** experience. This is essential to provide students an opportunity to hone their skills, test their theoretical knowledge, know about organizational structures, awareness of work environments etc.

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## **Evaluation Criteria:**

End Term Evaluation (for maximum 100 marks)

- **Components of Evaluation**

- Attendance
- Assessment of Block Placement Report
- Evaluations of Presentation on work done during block placement
- Viva-voce

**Course Code: MSW 482**

**Credits: 02**

**Course Name: Indian Knowledge Systems: Social Work**

**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

- Develop an understanding about the traditional knowledge of Bharat relevant for social work practice.
- Acquire the knowledge of traditional social systems of Bharat and understand their relevance for social work practice in the present times.
- Familiarise with the social thinkers of Bharat and the application of their theories in social work practice
- Acquire the skills for the practice of social work using the traditional knowledge.

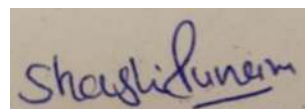
**Course Outcomes:** After this course the student will be in a position to understand the depth of traditional knowledge of Bharat. They will be acquainted with the major texts and thinkers of Bharat relevant for social work practice. They will be able to integrate these theories in social work practice with individuals, groups, and communities.

**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: 20%



2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

### **Course Contents:**

#### **Unit - I: Concepts and texts of Bharat related to social work**

**(04 Hours)**

- Concepts of *Purushartha*, *Sewa*, *Kalyan*, *Mangal* and *Yogashema*
- State and society in ancient Bharat
- Communities in Indian Context: Matt, Panth and Sampradaya
- Vedas and Life in Vedic Period
- Shrimad Bhagwat Geeta, Artha Shastra, Dharma Shastra, Manusamriti, Shukraniti and Vidurniti
- Misinterpretation of Indian Sanskriti and Texts

#### **Unit – II: Indian Social Thinkers**

**(04 Hours)**

Gautam Buddha, Guru Nanak, Govind Sadashiv Ghurye, Shyama Charan Dube, M.N.Srinivas, IrawatiKarve, Dr. Bhimrao Ramji Ambedkar, Brij Raj Chauhan, Swami Vivekananda, Shri Aurobindo, Deendayal Upadhyaya, Nanaji Deshmukh.

#### **Unit - III: Women and Family in the Context of Bharat**

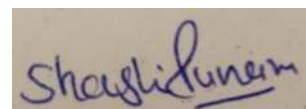
**(04 Hours)**

- Women education in ancient Bharat
- Rishikas and their position in Bharatiyasociety
- Women Warriors of Bharat
- Family System of Bharat: Importance and challenges

#### **Unit –IV: Indian Perspectives of Psychology**

**(04 Hours)**

- Indian Approach to Life Span: Ashrama
- Body and Mind: Pancha Koshas Consciousness and states of consciousness
- Personality development: Triguna theory



## Unit - V: Yoga and Social Work

(04 Hours)

- Yoga: Origin, Concept and Traditions
- Ashtanga Yoga
- Yoga in social work practice

### Prescribed Textbooks:

- Rao, K. R., & Paranjpe, A. C. (2015). Psychology in the Indian Tradition. Springer Publishing.
- Ahuja, R. (1993). Indian Social System. Rawat Publications.
- Ghurye, G. S. (2021). Caste and Race in India. SAB.
- Saraswati, S. S. P. (2021). The Four Vedas: A Set of 22 Volumes. DAV Publication Division.
- योगदर्शनम् (हिंदीभाष्यसहित 487, अर्थवानप्रस्थआश्रमज्वालापुर (हरिद्वार)
- Shrimad Bhagwat Geeta

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**Course Code: MSW 411**

**Credits: 04**

**Course Name: Dynamics of Human Behaviour**

**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:** The course is designed to

- Learn to apply concepts and theories of psychology
- Develop a critical perspective of the theories of human behavior and personality.
- Understand the nature and development of human behaviour in socio-cultural context.

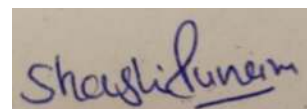
**Course Outcomes:** After this course the student will be in a position to understand the theories of human behaviour, its socio-cultural Environment, growth & development. They will learn about the psychological process, mental health, abnormal psychology, and social psychological aspects of human behavior.

**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:**

1. Mid Term Examination: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



**Course Contents:**

**Unit - I: Socio- Cultural Environment, Human Behaviour, Growth & Development (8 Hours)**

- Introduction to Psychology and its Branches
- Determinants of Human Behavior, Growth vs Development
- Stages of Human Development
- Role of Social Institution and Group in Shaping Human Behavior
- Understanding Human Behavior: Cross Cultural Perspective

**Unit - II: Basic Psychological Process**

**(8 Hours)**

- 1) Concept and theories of
  - Cognition and Learning
  - Motivation, Emotion and Intelligence
- 2) Theories of Personality
  - Psychoanalytic Theories of Personality: Freud, Erikson and Adler
  - Behavioural Theories: Miller and Bandura
  - Humanistic Theories: Rogers and Maslow

**UNIT - III: Mental Health and Process: Development & Assessment**

**(8 Hours)**

- Mental Health: Meaning & Characteristics
- Mental Retardation: Concept, Type, Causes and Related Problem
- Defence Mechanism: Meaning & Types
- Psychological Testing: Personality, Intelligence and Attitude

**UNIT - IV: Abnormal Psychology**

**(8 Hours)**

- Abnormal Psychology : Concept of Normal and Abnormal Behaviour

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- Etiological Factors of Mental Illness
- Types of Mental Disorders: Neurosis and Psychosis
- Therapeutic Process: Counselling and Therapies

## **UNIT – V: Social Psychology**

**(8 Hours)**

- Social Psychology: Concept, Definition and Nature -Social Perception
- Attitude: Formation, Change and Measurement
- Prejudice Stereotypes and Discrimination: Development, Form/Manifestations, Ethnocentrism, Prejudice With Reference to Dalits Minorities and other Disadvantage Group.
- Theories of Collective Behavior: Crowd, Riot and Rebellion.

### **Prescribed Textbooks:**

1. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson
2. Morgan, C.T and King, R.A., (2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill
3. Baron, A. Robert, (2001), Psychology, 5<sup>th</sup> Edition, New Delhi, Pearson
4. Ahuja Niraj (2002), A Short Textbook of Psychiatry, New Delhi, Jaypee Brothers
5. Park, K., (2010), Textbook of Preventive and Social Medicine, Jabalpur, Barnarsidass Bhanot Publisher
6. Page J.D., (2010), Abnormal Psychology, New Delhi, Tata McGraw Hill

*Shreshth Kumar*

**Course Code: MSW 413**

**Credits: 04**

**Course Name: Human Resource Management and Industrial Relations**

**Credits Equivalent:** 4 Credits (*One credit is equivalent to 10 hours of lectures / organized 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

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

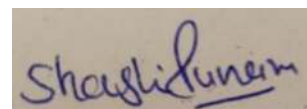
**Course Outcomes:** After this course the student will be in a position to understand the basic concepts of Human Resource Management, Human Resource Development and Industrial Relations particularly in the context of Social Work domain. After this course students will be acquainted with the organization settings, organizational behavior, employer-employee role and functions in an organisation. The course is designed to make students learn the employer and employee relationship and its management in an organisation. This course is the basic course in the bouquet of an elective specialisation of HRM.

**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:**

4. Mid Term Examination: 20%
5. End Term Examination: 60%
6. Continuous Internal Assessment: 20%



**Course contents:**

**Unit I: Human Resource Management and HRD (8 hours)**

- Human Resource Management: Meaning, function, objectives
- Human Resource Development: Meaning, function and scope
- Human Resource Development Instruments
- Relation between HRM and HRD

**Unit II: HR Planning and Selection Process (8 hours)**

- HR planning: meaning and objectives and process
- Recruitment and Selection Process.
- Job Description and Job Specification
- Concept of human resource and information system(HRIS)

**Unit III: Performance management and development. (8 hours)**

- Performance appraisal- concept and methods
- MBO: Objectives and Methods
- Career planning and development

**Unit IV: Management of jobs and compensation (8 hours)**

- Job analysis and Job Design
- Job evaluation: objectives and methods
- Wage determination: Factors, Principles and Theories.

**UNIT V: Industrial Relations (8 hours)**

- IR: Concept and models
- IR: machinery preventive and curative
- Collective Bargaining: Concept, Strategies and process

**Prescribed Textbooks:**

1. Saiyadain, M. S. (2003). *Organisational behaviour*. Tata McGraw-Hill Education.
2. Rao, T. V. (1986). Recent experiences in human resources development.

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3. Pettinger, R. (2013). Introduction to management.
4. Pettinger, R. (2000). *The future of industrial relations*. Thomson Learning
5. Pareek, U. (2006). *Designing And Managing Human Resource Systems*, 3/E. Oxford and IBH publishing.
6. Flippo, E. B. (1976). *Principles of personnel management*. McGraw-Hill.

**Course Code: MSW 415**

**Credits: 04**

**Course Name: Working with Rural & Tribal Communities**

**Credits Equivalent:** 4 Credits (*One credit is equivalent to 10 hours of lectures / organized 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

- Understand the characteristics of rural and tribal communities
- Understand the challenges of working with rural and tribal communities
- Understand the Government programmes for rural and tribal communities
- Understand the structure and function of Panchayati Raj Institutions in India
- Understand the scope of social work practice with rural and tribal communities

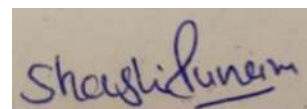
**Course Outcomes:** After this course the student will be in a position to understand the functioning of the Panchayati Raj Institutions and the various Government schemes related to rural and tribal development. This course will be beneficial for them while working as a community organiser in rural and tribal community settings. This course will open employment avenues for students in the development organisations and corporate social responsibility projects.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



**Unit - I: Introduction to Rural Communities****(8 Hours)**

- Rural Communities: Issues of Identity and Diversity
- Rural Development: Definition and Elements
- Overview of Indian Rural Economy

**Unit - II: Planning for Rural Development****(8 Hours)**

- Panchayati Raj Institutions in India
- Panchayats (Extension to Scheduled Areas) Act, 1996
- Decentralised Planning and Micro Planning
- Preparation of Gram Panchayat Development Plan

**Unit - III: Programmes and Schemes for Rural Development****(8 Hours)**

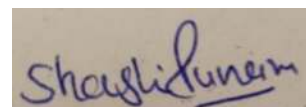
- Historical Analysis of Rural Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Rural Development of Government of India
- Overview of Operational Programmes and Schemes for Rural Development of Government of Himachal Pradesh
- Microcredit and Self-Help Groups

**Unit - IV: Tribal Communities****(8 Hours)**

- Understanding Tribal Communities
- Demographic profile of Tribal Communities
- Problems of Tribal Communities

**Unit - V: Programmes and Schemes for Tribal Development****(8 Hours)**

- Historical Analysis of Tribal Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Tribal Development of Government of India
- Overview of Operational Programmes and Schemes for Tribal Development of Government of Himachal Pradesh







**Prescribed Textbooks:**

1. Nagpal. H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Laxmikanth, M. (2013). Indian Polity. New Delhi: McGraw Hill Education (India) Pvt. Limited.
5. Singh, K. (2009). Rural Development: Principles, Policies and Management. Delhi: Sage Publications
6. Chambers, R. (2013). Rural Development: Putting the Last First. London: Routledge.

**Course Code: MSW 423**

**Credits: 04**

**Course Name: Research Methodology**

**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:** The course is designed to

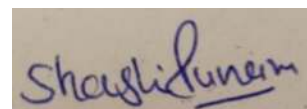
- Develop an understanding about the scientific approach to human inquiry.
- Develop an appreciation of the value and approach in research in addressing problems in the field of professional practice.
- Develop attitudes and skills appropriate for research.
- Acquire the skills for data analyses and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

**Course Outcomes:** After this course the student will be in a position to understand the scientific approach to human inquiry. After this course the student will learn and develop attitudes and skills appropriate for research. The student will be acquainted with the ethical concerns associated with social work research. The student will understand the importance of research in addressing encountered by social work professionals in diverse settings. Students will acquire skills for planning the research, data collections, analysis and report writing. This will help them in seeking employment in research organisations.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



## **Course Contents:**

### **Unit - I: Research: Nature & Concept (8 Hours)**

- Nature of Scientific Methods and its Application to Social Phenomenon
- Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action Research
- Concepts in Research: Theory, Variable, Concept, Universe & Sampling

### **Unit - II: Selection of Research Problem and Review of Literature (8 Hours)**

- Problem Selection – Identification & Formulation
- Selection of Research Topic
- Review of Literature

### **Unit - III: Objectives and Hypothesis (8 Hours)**

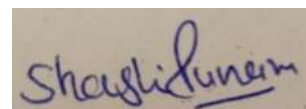
- Formulation of Objectives
- Hypotheses: Nature, Characteristics, Sources & Types
- Testing of Hypothesis

### **Unit - IV: Research Process (8 Hours)**

- Research Design: Concept and Types
- Sampling: Probability Sampling and Non-Probability Sampling
- Data: Primary & Secondary,
- Tools of Data Collection
- Rating Scales

### **Unit - V: Field Work, Data Analysis and Writing the Research Report (8 Hours)**

- Importance of Field Work in Research
- Planning and Conduct of Field Work
- Data Analysis and Interpretation
- Writing the Research Report



**Prescribed Textbooks:**

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

**Course Code:** MSW 455

**Credits:** 04

**Course Name:** Software based Data Analysis

**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:** The course is designed to

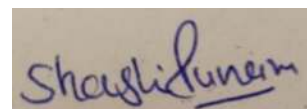
- Develop an understanding about the use of computers in social work research
- To gain an understanding of the various software used in quantitative data analysis
- To gain an understanding of the various software used in qualitative data analysis

**Course Outcomes:** After this course the student will be in a position to understand the importance and application of computer-based analysis. They will be acquainted with the fundamentals of computer hardware and software. This course will enable the students to use both paid and open source computer software for data entry and analysis. This will enhance the efficiency of students as data analysts. This course will prepare them to work in research organisations.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



## **Course Contents:**

### **Unit - I: Introduction to Computer and Software**

**(8 Hours)**

- Computer Literacy and Social Sciences
- Basics of Computer Hardware, Configurations, and Peripherals
- Basics of Computer Software and Operating System
- Internet and Open Source Resources
- Cyber Security and Cyber Laws

### **Unit - II: Application of Word Processors**

**(8 Hours)**

- Composing and Editing Documents
- Document Formatting and Printing
- References and Bibliography
- Reviewing Documents

### **Unit - III: Application of Spreadsheets**

**(8 Hours)**

- Data Entry and Data Management
- Data Storage
- Data Retrieval

### **Unit - IV: Quantitative and Qualitative**

**(8 Hours)**

- Use of Computers for Quantitative Research: SPSS
- Use of Computers for Qualitative Research: Atlas.ti
- Use of Open Source Software

### **Unit - V: Internet Based Tools and Other Software**

**(8 Hours)**

- Internet based design of research tools, data storage and analysis
- Software for social work research and practice: GIS Tools, Client Data Management Software

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**Prescribed Textbooks:**

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.
4. Bhandarkar, P.L., & Wilkinson, T. S. (2009) Methodology and Techniques of Social Research, Bombay, Himalaya.
5. Laldas, D. K. (2004) Practice of Social Research, Jaipur, Rawat



**Course Code: MSW 471**

**Credits: 08**

**Course Name: Review of Literature, Research Proposal based on Field Work Practicum - III**

**Credits Equivalent:** 8 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.).

**Credit Division: 50% Theory and 50% Practical as per NEP-2020 guidelines of the University**

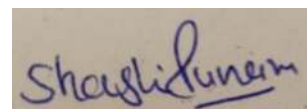
**Course Objectives:** The course is designed to

- To comprehend the importance of review of literature in research
- To identify relevant literature and complete the review of literature
- To design a research proposal based on the concurrent field work placement of the student

**Course Outcomes:** After this course the student will be in a position to understand the process of review of literature and its significance in social work research. The students will be trained to review literature relevant to their concurrent field work setting. This will enable them to undertake similar exercises while preparing projects for their organisation. They will learn to position social work research within the broad area of social work practice. They will develop the skills of proposal writing and presentation. This will also develop their critical abilities to understand social realities and community dynamics. They will also learn to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics.

**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:**

- Mid Term Examination: 20%
- End Term Examination: 60%
- Continuous Internal Assessment: 20%

## **Course Contents:**

### **Unit -I: Review of literature**

**(16 hours)**

- Review of literature: Definition and importance
- Process of literature review
- Sources of review of literature

### **Unit -II: Types of Review-I**

**(16 hours)**

- Review of Book
- Review of Chapter in an edited book
- Review of Journal article

### **Unit-III: Types of Review-II**

**(16 hours)**

- Review of government reports
- Review of conference proceedings
- Literature review matrix

### **Unit –IV: Referencing**

**(16 hours)**

- Referencing: Definition & styles
- In text and end text referencing (APA)
- Importance of referencing
- Use of computer in referencing

### **Unit –V: Research Proposal**

**(16 hours)**

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- Research Proposal: Meaning and Importance
- Format and structure of research proposal
- Components of research proposal
- Ethics of writing research proposal

**Prescribed Textbooks:**

1. Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. New Delhi: Sage Publishing.
2. Kumar, Ranjeet (2011) *Research Methodology: a step-by-step guide for beginners*, New Delhi, Sage Publications India Pvt Ltd.
3. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) *Research Methodology: A Guide for Researchers in Management & Social Sciences*, New Delhi, PHI Learning Pvt. Ltd
4. Krishnaswamy, O. R. (1993) *Methodology for Research in Social Science*, Bombay, Himalaya Publications.

**Course Code: MSW 412**

**Credits: 04**

**Course Name: Drug Abuse Prevention & Social 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:** The course is designed to

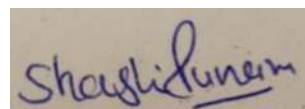
- To develop the basic understanding about alcohol & drug abuse.
- To provide knowledge about harmful effects of substance abuse on individual.
- To develop an understanding about prevention & treatment of the substance abuse.
- To make the students understands about why and how a person gets addicted.
- To develop national & international understanding about different Protocols, Conventions, Acts and movements related to the substance use.
- **Develop skills related with social work treatment and rehabilitation of the patients suffering with substance abuse.**

**Course Outcomes:** After this course the student will be in a position to understand the basic concept of drug de-addiction. They will learn about the socio-psychological perspectives associated with this issue. Students will be appraised about causes, treatment & dependence caused by the addiction. Protocols, Conventions & Legislations Acts will be focused upon. The students will learn the role of a social worker in drug de-addiction and in the society.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%

### **Course Contents:**

#### **Unit - I: Basic Concepts, Nature & Impact of Alcohol & Other Drugs (AOD) (8 Hours)**

- Concept & Definition: Drugs, Drug Abuse, Drug Dependency, Alcoholism & Addiction.
- Basic Concept of Drug Abuse, Drug Addiction & Alcoholism.
- Nature & Impact of Abusable Drugs.
- Effects & Health Risks: Stimulants, Hallucinogens, Sedatives or Depressants

#### **UNIT - II: Causes, Treatment& Dependence (10 Hours)**

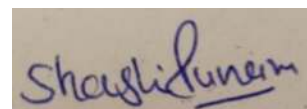
- Causes& Problem of Alcohol Abuse
- Causes of Dependence & Addiction
- Treatment & Prevention: Historical Background & Current Context
- Treatment of Alcoholics
- Case Studies from the Field

#### **Unit - III:Protocols, Conventions, Acts & Movements (10 Hours)**

- Protocols & United Nations Conventions.
- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- Women & Anti-Liquor Movements.
- Role of Family & Peer Group in Drug Abuse.
- Prohibitions& Control over Drug Abuse.

#### **Unit - IV:Drug Abuse Management in India (6 Hours)**

- Process and Stages of counselling
- Understanding addiction and behavioral pattern
- Limitation of Treatment & Rehabilitation Programmes.
- Suggestions for Intervention Programmes.
- Counselling room set up and Role plays and discussions on practical aspects

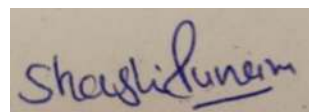


**Unit - V: The Role of Social Worker as a Change Agent****(6 Hours)**

- Definition, concept & basic Principles of counselling
- The Role of the Social Worker and Qualities of a counsellor.
- Impact of Drug Policies at the Micro-Level Intervention.
- Social Worker: A Change Agent

**Prescribed Textbooks:**

1. Elizabeth A. Sehgal (2011), Professional Social Work, Jaipur, Rawat Publications.
2. Ahuja, Ram (2007,) Social Problems in India. Second Edition. Jaipur, Rawat Publications.
3. Charles, Molly. (1999), Drug Culture in India: A street Ethnographic Study of Heroin Addiction in Bombay, Jaipur, Rawat Publications.
4. Goodman, A.(2007), Social Work with Drug and Substance Misusers, Jaipur, Rawat Publications.
5. Manning, P. (2007), Drugs and Popular Culture, Jaipur, Rawat Publications.



**Course Code: MSW 414**

**Credits: 04**

**Course Name: Social Security, Labour Welfare and related Legislations**

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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

- Comprehend the concept and importance of Social security and welfare.
- Describe the various Social Security laws and Legislations.
- Social and labour related Legislations

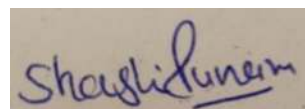
**Course Outcomes:** This is a part of the specialisation (HRM) offered by department. After this course the student will be in a position to understand the social welfare measures, social security concept, principles and related legislations. The course is designed in a way that it covers the UGC-NET (Social Work) syllabus. Through this course the students will be acquainted with the role and responsibilities of a Labour Welfare Officer. This enable them to seek employment as labor welfare officers or in HR officers in various industries. The core principles of social work profession will be blended in imparting labour related issues, concerns and applicability.

**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: 20%
2. End Term Examination: 60%
3. Continuous Internal Assessment: 20%



**Course contents:**

**Unit I: Social Security (8 hours)**

- Conceptual and Theoretical framework of Social Security
- Constituents of Social security: Social Insurance, social Assistance and Allied Schemes.
- Current Scenario of Social Security
- Growth of Social Security In India

**Unit II: Social Security Laws-I (8 hours)**

- Workmen's Compensation Act,1923
- Maternity Benefit Act,1961
- Payment of Gratuity Act,1972

**Unit III: Social Security Laws-II (8 hours)**

- Payment of Wages Act,1936
- Employee's Provident Fund and Miscellaneous provision act,1972
- Employee's State Insurance Act,1946

**Unit IV: Labour Legislations (8 hours)**

- Trade Union Act,1926
- Industrial Disputes Act,1947
- Contract Labour (Regulation And Abolition) Act,1970
- Child labour (regulation & Prohibition) Act, 1986

**Unit V: Labour Welfare (8 hours)**

- Concept, Principles & Approaches of Labour Welfare
- Statutory and Non-Statutory Schemes of Labour Welfare
- Safety, security and welfare measures of Factories Act,1948:
- Role of Welfare Officer

**Prescribed Textbooks:**

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- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing House: Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)
- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities

**Course Code: MSW 416**

**Credits: 04**

**Course Name: Working with Urban Communities**

**Credits Equivalent:** *4 Credits (One credit is equivalent to 10 hours of lectures / organized 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 develop understanding of urban communities and their problems
- To gain comprehension about the programmes and schemes for urban communities
- To enable the students to practice of social work methods while working with urban communities

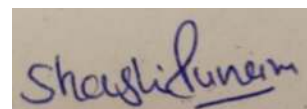
**Course Outcomes:** After this course the student will be in a position to understand the role of a social worker in urban communities. They will gain the theoretical understanding of issues like urban poverty and migration which will enable them to design effective social interventions as social work professionals. They will learn about the functioning of urban local bodies. They will learn the skills of conducting participatory exercises in urban communities and will be prepared to find employment in various organisations working on issues related to urban communities.

**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:**

4. Mid Term Examination: 20%
5. End Term Examination: 60%
6. Continuous Internal Assessment: 20%



**Course contents:**

**Unit - I: Urban Communities and Urbanisation (8 Hours)**

- Urban Communities: Types and Features
- Level of Urbanisation and Urban Infrastructure in India
- Causes and Consequences of Urbanisation
- Slum: Concept, Factors Contributing to Slum Development, Consequences and Issues around Evictions and Relocation

**Unit – II: Urban Development in India (8 Hours)**

- Urban development programmes in India
- 74<sup>th</sup> Constitutional Amendment and the role of Urban Local Bodies
- Informal Economy, Self-Employment, Unorganised Sector and Entrepreneur Development
- Urban Housing and Right to Shelter

**Unit - III: Urban Governance in India (8 Hours)**

- History of local self-government – Municipal Government Composition –
- Structure- Functions – Personnel- Finance- Municipal Government and Problems in State administration.
- 74th amendments in the Indian Constitution: Provisions of the amendments- Structure, Functions and Programmes of Metropolitan development Authority. Limitations of metropolitan development authority

**Unit - IV: Programmes and Schemes for Urban Development (8 Hours)**

- Historical Analysis of Urban Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Urban Development of Government of India
- Overview of Operational Programmes and Schemes for Urban Development of Government of Himachal Pradesh

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## **Unit - V: Social Work Practice in Urban Communities**

**(8 Hours)**

- Application of Social work methods in urban community practice
- Use of PRA Tools
- Role of NGOs in urban development

### **Prescribed Textbooks:**

1. Nagpal. H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Blansett, K., Cahill, C. D., & Needham, A. (2022). Indian Cities: Histories of Indigenous Urbanization. University of Oklahoma Press.

**Course Code:** MSW 424

**Credits:** 02

**Course Name:** Academic Writings

**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 comprehend the importance of academic writing
- To improve the skills of academic writing.
- To write research reports and dissertation.

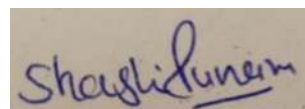
**Course Outcomes:** After this course the student will be in a position to understand the various aspects of academic writing. They will know how to draft various academic papers. This course will provide them with an opportunity to practice skills of academic writing like paraphrasing, summarising drafting etc. They will also understand the ethical concerns associated with academic writing. They will be familiarised with the process of academic publication. This course will enhance their skills of writing research and projects reports as social work professionals.

**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:**

- Mid Term Examination: 20%
- End Term Examination: 60%



- Continuous Internal Assessment: 20%

### **Course Contents:**

#### **Unit – I: Academic Writing (4 hours)**

- Academic Writing: Characteristics and Skills
- Abstracting, Paraphrasing and Summarising
- Drafting and Revising

#### **Unit – II: Types of Academic Writing (4 hours)**

- Case Studies, Book Review, Chapter in Edited Book
- Research Reports: Structuring, Writing and Formatting

#### **Unit -III: Research Article (4 hours)**

- Components of research article
- Quality of Research: Impact Factor, UGC List of Journals
- Communicating Research Findings

#### **Unit – IV: Journal Publication (4 hours)**

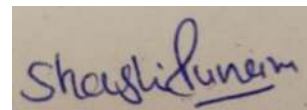
- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Peer Review

#### **Unit – V: Academic Integrity and Plagiarism (4 hours)**

- Plagiarism: Meaning and types
- HEI (UGC) Plagiarism Regulations, 2018

### **Prescribed Textbooks:**

1. Gupta, R. (2017). *A Course in Academic Writing*. Delhi: The Orient Blackswan.



2. Jesson, J; Matheson, L, and Lacey, F.M. (2011). *Doing Your Literature Review: Traditional and Systematic Techniques*. New Delhi: Sage Publishing.
3. Kanwaria, V.K. (2018). *Plagiarism, Citation and Referencing: Issues and Styles*. Delhi: Createspace Independent Pub.  
American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.
4. Kanwaria, V.K. (2018). *Academic Writing, Anti-Plagiarism and Citations*. Delhi: Shipra Publications.
5. Pecorari, D. (2018). *Academic Writing and Plagiarism: A Linguistic Analysis*. New Delhi: Bloomsbury Academic India.

**Course Code: MSW 425**

**Credits: 02**

**Course Name: Paper Publications / Seminar-Conference Presentation at National Level**

**Course Objectives:** The course is designed to

- To publish quality research papers in peer reviewed journals
- To present the research findings in seminars and conferences

**Course Outcomes:** After this course the student will be in a position to understand the various processes associated with publication of academic writing. They will understand the importance of publication in indexed journals. They will learn how to communicate with journal editors and make suggested changes in their manuscript. They will also acquire the skill of preparing seminar abstracts, making presentations and presenting their research findings.

**Evaluation Criteria:** As per University guidelines issued from time to time

Shreshth Kumar



**Course Code: MSW 456**

**Credits: 04**

**Course Name: Data Analysis and Data interpretation based on Field Work Practicum - IV**

**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:** The course is designed to:

1. To understand the different types of data collected from concurrent field work
2. To enable the students to enter and prepare data set for analysis
3. To tabulate and graphically represent the data
4. To analyse data using computer applications

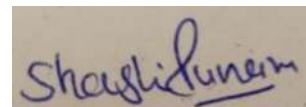
**Course Outcomes:** This course is based on the research undertaken by students in their respective concurrent fieldwork setting. After this course the student will learn the steps associated with data analysis. They will get a hands-on training of data entry and cleaning. They will learn how to prepare code books for both qualitative and quantitative data. They will also learn the usage of computer applications for data analysis. This course will teach them the statistical tools of data analysis and various ways of data presentation.

**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:**

- Mid Term Examination: 20%
- End Term Examination: 60%
- Continuous Internal Assessment: 20%



## **Course Contents:**

### **Unit –I: Basics Concept of Data**

**(8 hours)**

- Data: Definition and Types
- Classification of Data
- Storage of Data
- Data Entry in Computers

### **Unit –II: Data Processing and Tabulation**

**(8 hours)**

- Data Processing & Techniques of Data Processing
- Editing, Coding & Preparing a Master Chart
- Tabulation: Concept and Types
- Use of computer for Tabulation

### **Unit –III: Graphical representation of Data**

**(8 hours)**

- Graphic and Diagrammatic Presentation of Data
- Types of Graphs, Charts and Diagrams
- Use of Computer for Graphical Representation of Data
- One-dimensional, Two-dimensional and three-dimensional diagrams

### **Unit –IV: Quantitative Analysis**

**(8 hours)**

- Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non-Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

*Shreshth Kumar*

## Unit –V: Qualitative Analysis

(8 hours)

- Data Analysis using Data Displays; Memoing& Coding; Textual Data Analysis
- Flow Charts, Pareto Charts, Ishikawa Charts, Non-Standard Charts, Logical Framework Analysis,
- In-Depth Analysis, Grounded Theory; Content Analysis, Oral History, Discourse Analysis
- Use of Computers in Qualitative Analysis, Mixed Method, Documentation & Writing Qualitative Research

### Prescribed Textbooks:

1. Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2011), *The Sage Handbook of Qualitative Research*, 4th Edition, Thousand Oaks, CA: Sage.
2. Grinnell, R. M., &Unrau, Y. A. (2018). *Social work research and evaluation: Foundations of evidence-based practice*. New York: Oxford University Press.
3. Krishnaswamy, O. R., and M. Ranganatham. 2010. *Methodology of Research in Social Sciences*. Mumbai: Himalaya Pub. House.
4. Rubin, A., & Babbie, E. R. (2017). *Research methods for social work*. Boston, MA: Cengage Learning

Shreshth Kumar

**Course Code: MSW 472**

**Credits: 08**

**Course Name: Dissertation, Presentation and Viva-voce**

**Course Objectives:**

1. To identify a broad area of research based related to social work
2. To identify a research topic and undertake review of literature on the topic.
3. To formulate research questions and research objectives
4. To design the research methodology
5. To analyse and interpret the data and submit the research report in the form of a dissertation.

**Course Outcomes:** After this course the student will be learn how to execute the steps of social work research. They will understand the linkage between each step. They will also be capable of undertaking research, documenting and communicating its finds to both academic and general audience. They will learn about the evaluation of social work interventions. This course will further prepare them to undertake employment opportunities in the area of social research in various organisations.

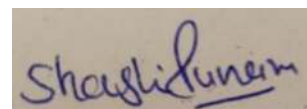
**Dissertation**

Dissertation is an integral part of the social work curriculum. All students enrolled in the MSW Programme will have to undertake the dissertation under the supervision of a faculty member of the department. This provides students an opportunity to apply their theoretical knowledge on social work research in practice.

**Evaluation Criteria:**

End Term Evaluation:200 marks

- **Components of Evaluation**
  - Attendance
  - Assessment of Dissertation
  - Evaluations of Presentation
  - Viva-voce





# Central University of Himachal Pradesh

(Established under Central Universities Act 2009)  
DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH

## Department of Social Work

### School of Social Sciences

#### Minutes of the Third BOS Meeting Held on 19<sup>th</sup> May, 2017

The Third meeting of the Board of Studies (BOS) of the Department of Social Work was held on 19<sup>th</sup> May, 2017 at 10.30 A.M. in seminar Hall, at TAB CUHP. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Prof. H.R. Sharma to all the Hon'ble members present.

The following members were present:

1. Prof. H.R. Sharma, Chairman & Convener.
2. Prof. C.P. Singh, Subject Expert- Professor, Kurukshetra University, Haryana.
3. Prof. Mahajan, - Professor, CUHP.
4. Dr. Bhagwan Singh- Associate Professor, CUHP.
5. Ms. Ambreen Jamali- Assistant Professor, Department of Social Work, CUHP
6. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP

The deliberations held and decisions taken in the BoS as per the Agenda are as follows:

**Item SW-BoS-3/17-.1: Confirmation of the minutes of 2<sup>nd</sup> BoS.**

**Decision:** Minutes of Second BoS confirmed

**Item SW-BoS-3/17-.2: Approval of structure of courses currently offered in the department of Social Work as per new choice based credit system**

**Decision:** Courses currently offered as per CBCS were approved.

**Item SW-BoS-3/17-.3: Contents of courses offered in academic session 2015-17.**

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Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
धरमशाला पोस्ट-1 धरमशाला/Dharamshala Post-1 Dharamshala-176215



Item SW-BoS-3/17-.4: Structure of New Courses proposed for MSW Program as per CBCS.

*Item SW-BoS-3/17-.5: Allotment of Supervisors and Co Supervisors to PhD Students of the Department.*

S.No.	Name of the Students	Year of Registration	Name of the Supervisor	Name of the Co Supervisor
1.	Mr. Kaushik Kumar	2013	Prof. (Dr.) Arvind Kumar Agrawal , Vice-Chancellor Mahatma Gandhi Central University , Motihari, Distt. East Champaran, Bihar	Dr. S. Sundararaman, Assistant Professor, Department of Tourism & Travel Management, Central University of Himachal Pradesh,H.P.
2.	Mr. Siraj Ahmad	2013	Prof. (Dr.) Arvind Kumar Agrawal , Vice-Chancellor Mahatma Gandhi Central University , Motihari, Distt. East Champaran, Bihar	Dr. Anu G S,Assistant Professor, Department of Teachers Education, Central University of Himachal Pradesh,H.P.
3.	Mr. NoorulAin	2013	Prof (Dr.) Asutosh Pradhan Department of Interventional Development & Social Work, Mahatma Gandhi Central University ,Motihari, Distt. East Champaran, Bihar	Dr. Anu G S,Assistant Professor, Department of Teachers Education, Central University of Himachal Pradesh, H.P.
4.	Ms. Bimla Devi	2013	Prof (Dr.) Asutosh Pradhan Department of Interventional Development & Social Work, Mahatma Gandhi Central University ,Motihari, Distt. East Champaran, Bihar	Dr. ShreeyaBakshi, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.
5.	Mr. Shishir Sharma	2015	Dr. Ashish Nag, Assistant Professor, <u>Department of Accounting &amp; Finance</u> , School of Business and Management	

विमानाचार्य  
Hemant  
अस्थायी शिक्षण  
विभाग पोसा-1 धरमशला, धरमशला, धरमशला

			Studies, Central University of Himachal Pradesh, H.P.	
6.	Ms. Ambreen Jamali	2015	Dr. Shreeya Bakshi, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.	
7.	Mr. Khillare Dinesh	2015	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.	
8.	Mr. Abnish Kumar	2015	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.	

**Item SW-BoS-3/17-.6: Approval of Ph D Synopses of RD Students**

**Decision:** PhD Synopses of the following students were approved as per the details given below.

S.No.	Names of Research Scholars	Title
1	Bimla Devi	Reproductive Health Status of Adolescent Girls: A Study in Kangra District of Himachal Pradesh
2	Noorul Ain	Family Care And Support to the Elderly People: A Study in Urban Aligarh, Uttar Pradesh.
3	Kaushik Kumar	Impact of Mobile Phone on the Life of Gaddi Tribes: A Study in Chamba District of Himachal Pradesh
4	Siraj Ahmad	School Dropouts of Girl Students among Urban Slums: A Study in Aligarh City.

**Item SW-BoS-3/17-.7: List of Experts for conducting Viva-Voce Examination**

**Decision:** The following list of the experts was approved, BoS also authorized the Head Department of Social Work to call any expert from social Work and related disciplines in case of non availability of the experts listed below.

**List of Examiners for MSW Field Work Viva-Voce and RD Programme**

1. Prof. Jyoti Kakkar, JMI, New Delhi
2. Dr. Naseem A. Khan Head Dept of Social Work. AMU, Aligarh
3. Prof. U K Popli, JMI, New Delhi
4. Prof. A S.Kohli, (Retd.), JMI New Delhi

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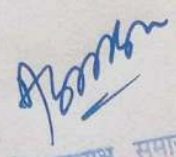


5. Prof. Raj Kumar Singh, Lucknow
6. Prof. Devi Prasad, TISS Mumbai.
7. Prof. Surinder Jaswal, TISS Mumbai.
8. Prof. Archana Dassi, JMI, New Delhi
9. Dr. Shahid, Head, Department of Social Work, MANUU, Heyderabad.
10. Prof. Zubair Meenai, Head, Department of Social Work, JMI, New Delhi
11. Prof. N. U. Khan, Professor, JMI, New Delhi
12. Prof. Sajid, Professor, JMI, New Delhi
13. Prof. C. P. Singh, Kurukshetra University, Haryana
14. Prof. Sanjai Bhat Delhi University.
15. Prof. N .U Khan JMI, New Delhi.
16. Prof. D. Singh, Kurukshetra University, Haryana
17. Prof. Mohd. Shahid, Maulana Azad National Urdu University, Hyderabad.
18. Dr. A.N Singh, Professor, Lucknow University, 1/135, Viramkhand, Gomti Nagar, Lucknow
19. Dr. D.K Singh, Reader, Lucknow University, 1/135, Viramkhand, Gomti Nagar, Lucknow.
20. Prof. R. B. S. Verma, Rajasthan Vidpith, Udaipur
21. Prof. Sushma Batra, Head, Department of Social Work, University of Delhi, Delhi
22. Prof. Noor Mohammad, Retd. Professor. AMU, Aligarh.
23. Dr. R. R. Patil, Associate Professor, JMI, New Delhi
24. Prof. Ankur Saxena, Professor, M.S. University of Baroda, Varoda.

**Item SW-BoS-3/17-.8: Approval of Orientation Program**

**Decision:** Orientation Program given in Annexure no.2 was approved.

**The meeting ended with vote of thanks to chair.**

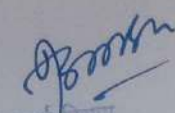
  
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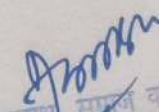
### Annexure No.01

Structure of New Courses Proposed for Master of Social Work Program in the Department of Social Work as per the CBCS pattern

DEPARTMENT OF SOCIAL WORK (3 <sup>RD</sup> BOS)		
Post Graduate Programme (Master of Social Work)		
CORE COURSES:	CORE COMPULSORY (Total 40 Credits)	Credits
SWR 455	Social Work Profession	4
SWR 700	Social Work Research & Practice	4
SWR 701	Social Work with Individual	4
SWR 407	Social Group Work	4
SWR 408	Community Organisation	4
SWR 702	Management of Development and Welfare Services	4
Field Work		4
SWR 460	Field Work Practicum-I	4
SWR 461	Field Work Practicum-II	4
SWR 501	Field Work Practicum-III	4
SWR 502	Field Work Practicum-IV	4
CORE COURSES:	CORE OPEN (Total 12 Credits)	
SWR 423	Block Placement Training	4
SWR 704	Human Growth and Development	4
SWR 453	Community Lab for Social Work	4
SWR 402	Contemporary Social Problem	2
PBS 402	Human Behaviour & Social Environment	2
SOC 401	Understanding Contemporary Society	2
SWR 705	Sociology for Social Work in India	4
SOC 405	Communication for Social Change	4
SWR 451	Computer Application for Social Workers	2
ELECTIVE COURSES:	ELECTIVE SPECIALIZATION (Total 16 Credits)	
GROUP-I	Social Work in Health and Mental Health (HMH)	
SWR 706	Practice in Medical Social Work	4
SWR 707	Psychiatric Social Work and Mental Health	4
SWR 708	Social work and Public Health	4
SWR 709	Drug Abuse Prevention & Social Work	4

  
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SWR 710	Counselling: Theory and Practice	4
SWR 711	Reproductive and Child Health	4
<b>GROUP-II</b>	<b>Human Resource Development (HRD)</b>	
SWR 713	Human Resource Management and Industrial Relations	4
SWR 715	NGO and Social Work	4
SWR 716	Organizational Behaviour	4
SWR 717	Social Security, Labour Welfare and Related Legislations	2
SWR 511	Social Work in Industry	4
SWR 712	Industrial Social Work	4
SWR 718	Social Justice, human Rights and Social welfare in India	2
SWR 721	CSR in Social Work	
<b>GROUP-III</b>	<b>Social Work with Vulnerable People (SVP)</b>	
SWR 515	Social Work with Older Persons	4
SWR 517	Social Work with Weaker Sections	4
SWR 514	Integrated Child Protection Services	4
SWR 436	Social Work Practice with Differentially abled People	
<b>GROUP-IV</b>	<b>Social Work with Families &amp; Communities (SFC)</b>	
SWR 513	Social Work with Families, Livelihood & Development	4
SWR 518	Social Work in Urban Communities	4
SWR 519	Social Work in Rural and Tribal Communities	4
SWR 719	Rural –Urban Community Development	4
<b>ELECTIVE COURSES:</b>	<b>ELECTIVE OPEN(Total 04 Credits)</b>	
SWR 509	Social Work with People Living with HIV/AIDS	2
SWR 521	Environment Issues and Social Work	2
SWR 720	Social Work in Environmental Practices	4
SWR 714	Corporate Social Responsibility	4
SWR 499	MSW Dissertation	4
<b>Foundation Courses:</b>	<b>HUMAN MAKING(Total 04 Credits)</b>	
SWR 434	Social Work and Human Rights (FHM)	2
SWR 442	Geriatric Social Work Practice	2

  
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Foundation Courses:	<b>SKILL DEVELOPMENT(Total 04 Credits)</b>	
SWR 498	Project Formulation & Report Writing	2
SWR 722	Project Proposals	4
SWR 440	Social Work Practice in Environmental Protection	2

*[Signature]*

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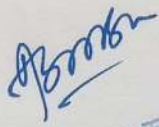
Annexure no. 02

ANNEXURE-VIII (Orientation Program for MSW Students)

The Department of Social Work will organize every year Orientation Programme for newly admitted MSW students to orient them with the field work practicum understanding through eliciting lectures of eminent resource persons from administration, academia, health and community practitioners, Senior Representatives from NGO's & Civil Society Organization..

Information covered at orientation includes:

- MSW Curriculum and Program Policies
- Field Work, Block Placement Training, Community Lab & MSW Dissertation
- Student Rights and Responsibilities (e.g., Student Conduct Code, Academic Grievance Procedures, Title IX)
- Student Academic/Professional Development Review
- Mentoring and Guidance
- Scope and Fields of MSW
- Professional Attributes of the Course
- Individual and Group Conferences

  
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**FOURTH BOARD OF STUDIES MEETING**

**May 11, 2018**

**Department of Social Work**

**School of Social Sciences**

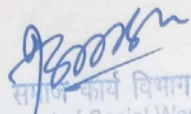


**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**

[Established under the Central Universities Act 2009]

Dharamshala, District Kangra - 176215 (HP)

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**Agenda for the Fourth Meeting of the BoS to be held on 16<sup>th</sup> May, 2018 at 10.30 a.m. Temporary Academic Block, Dharamshala**

Agenda Item No.	Items	Annexure/Page No.
	Welcome of all the members by the Chairman	
	Introduction of members	
SW-BoS-4/18-1	Rules of Business for conduct of the meeting of Board of Studies	<b>Annexure I (06)</b>
SW-Bos-4/18-2	Approval of the Minutes of 3rd Meeting of Board of Studies	<b>Annexure II (07-13)</b>
SW-BoS-4/18-3	Change of Guide of RD Scholar Ms. Ambreen Jamali (CUHP 15 RD SW 02)	<b>Annexure III (14)</b>
SW-BoS-4/18-4	Approval of Research Proposal of PhD students enrolled in the Department.	
SW-BoS-4/18-5	List of Experts for conducting Examination	<b>Annexure IV (15)</b>
SW-BoS-4/18-6	Suggestions for the improvement of the standard of Teaching and Research	
	Any other item with the permission of the Chair	

*[Signature]*  
 विभागाध्यक्ष, समाज कार्य विभाग  
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 हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
 Central University of Himachal Pradesh  
 अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
 धारमशाला परिसर-1 धारमशाला/Dharamshala-176215



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
(Established Under Central Universities Act 2009)  
Temporary Academic Block, Shahpur, Kangra, (H.P.) 176206

### Department of Social Work

#### **Agenda for the Fourth Meeting of Board of Studies to be held on 16<sup>th</sup> May, 2018 at 10.30 a.m. Temporary Academic Block, Dharamshala**

Agenda for the Fourth Meeting of Board of Studies of Department of Social Work, School of Social Sciences, Central University of Himachal Pradesh scheduled to be held on 16<sup>th</sup> May, 2018 at 11.00 am at Temporary Academic Block, Dharamshala Campus, Central University of Himachal Pradesh, Dharamshala is as under:

- Welcome of All the members by Chairman
- Introduction of members

#### **Agenda Item No. – SW-BoS-4/18-1**

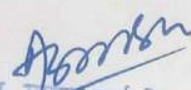
##### **Rules of Business for the conduct of the meeting of Board of Studies:**

For the conduct of the meeting of Board of Studies, Executive Council of the University has approved Regulation No. 4. The Regulation is placed before the members of Board of Studies (Annexure-I).

#### **Agenda Item No. – SW-BoS-4/18-2**

##### **Approval of the Minutes of 3<sup>rd</sup> Meeting of Board of Studies**

The third meeting of the Board of Studies of Department of Social Work was held on 19<sup>th</sup> May, 2017 at 10:00 A.M. at temporary Academic Block, Central University of Himachal Pradesh, Shahpur, Distt. Kangra. Minutes of the meeting are placed before the members for approval (Annexure II).

  
विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
शहपुर पोस्ट-1 धरमशला/Dharamshala Post-1 Dharamshala-176215



**Agenda Item No. – SW-BoS-4/18-3**

**Change of Guide of RD Scholar Ms. Ambreen Jamali (CUHP 15 RD SW 02)**

Ms. Ambreen Jamali (CUHP 15 RD SW 02) research scholar of the department was earlier working with Dr. Shreya Bakshi. Dr. Shreya Bakshi told the Dean that she can't guide Ms Ambreen Jamali since she does not have expertise in the area in which Ms Jamali proposes to work. The matter was discussed with the Dean. After hearing both the student and Dr. Shreya Bakshi and considering clause 14.1 of Ordinance 42 of Central University of Himachal Pradesh which allows the student to change his/her guide on certain grounds (**Annexure III**), it was unanimously decided to allot Ms. Ambreen Jamali to Dr. Ashish Nag, Assistant Professor in the School of Business Management. Dr. Ashish Nag has vacancy available with him and has agreed to guide Ms Jamali for her doctoral dissertation.

**Agenda Item No. – SW-BoS-4/18-4**

**Approval of Research Proposal of PhD students enrolled in the Department.**

Research Progress Monitoring Committee of PhD students were held on March 27, 2018 and PhD students enrolled presented their Research Proposals in it. The PhD Synopses after adopting all necessary changes as suggested by RPMC are placed before the members of Board of Studies for approval as per the details given below. The hard copies of the synopsis will be supplied at the time of meeting.

S.N o.	Name of the Students	Roll no. of Student	Name of the Supervisor	Title of Research Proposal
1.	Mr. Abnish Kumar	CUHP 15 Rd SW 01	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	Dalits' Participation at Local Level Political Process: A Study of a Village Panchayat in Jhansi District of Uttar Pradesh
2.	Ms. Ambreen Jamali	CUHP 15 Rd SW 02	Dr. Ashish Nag, Assistant Professor, Department, School of Business and Management Studies, CUHP	Young Child Feeding Practices: A Study in District Rampur, Uttar Pradesh
3.	Mr. Khillare Dinesh Digambar	CUHP 15 Rd SW 04	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	Conversion and Social Change: Study of the Buddhist Community in Aurangabad City



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4.	Mr. Shishir Sharma	CUHP 15 Rd SW 05	Dr. Ashish Nag, Assistant Professor, Department of Accounting & Finance, School of Business and Management Studies, CUHP	Social Work Intervention with Cancer Patients: A Descriptive Study in Himachal Pradesh
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**Agenda Item No. – SW-BoS-4/18-5**

**List of experts for conducting examination**

Department proposes a list of examiners for conducting Concurrent Field Work, Block Placement Training and Dissertation Viva Voce examination of the students of the Department. The list is placed before the members of BoS for approval (**Annexure. IV**).

**Agenda Item No. – SW-BoS-4/18-6**

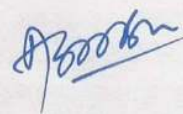
**Suggestions for the improvement of the standard of Teaching and Research:**

The suggestions of members of board of studies are always useful for the overall improvement in the teaching and research standards of the department. The members are requested to enlighten the faculty with their views for improving standards of teaching and research in the department.

**Any other item with the permission of the Chair**

**Prof. H R Sharma**

Head, Department of Social Work  
Dean, School of Social Sciences



विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
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डहामशाला परिसर-1 धरमशाला/Dharamshala - Kangra-1 Dharamshala 176215

Regulation No. 4

**REGULATIONS FOR THE CONDUCT OF THE BUSINESS OF THE BOARD OF STUDIES**  
(Made under the provisions of Section 29 of the Act and Statute 38 of I Statutes)

1. These regulations may be called, "Regulations for the conduct of the business of the Board of Studies" and shall come into force from the date of notification.
2. The Head of the Department/Centre shall convene and preside over the meeting of Board of Studies.
3. In case Head of the Department/Centre is not present at any meeting the senior-most member present shall act as the Chairman for the meeting in accordance with the clause 6 of University Ordinance 4.
4. The date, time and place for holding the meeting of the Board of Studies shall be as fixed by the Chairman.
5. A regular meeting of the Board of Studies shall be held at least two times in a year as per the requirements of University Ordinance 4.
6. Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting.
7. The quorum for the meetings of the Board of Studies shall be 50% of the members of the Board of Studies which shall include at least one outside expert.
8. Special meetings may be called by the Chairman at his/her own initiative or on a written request by at least 50% of the members of the Board of Studies.
9. In case of special meetings called at the request of the members, no item other than those notified in the Agenda shall be discussed and that the presence of all members, at whose request the Special meeting was called, will be essential.
10. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he considers that a matter could be disposed of by circulation among the members of Board of Studies he may issue necessary instructions to that effect.
11. An item proposed by any member(s) and included in the agenda may be withdrawn by the member with the permission of the Chairman.
12. The conduct of business and order of speaking shall be controlled by the Chairman.
13. The Chairman at his own instance or at the instance of any member may call or order any member to participate in the discussion.
14. Ordinarily no business other than that is brought forward in the agenda or supplementary agenda shall be transacted in the meeting. The Chairman may, however, introduce or permit to introduce any other item for discussion provided that such an item could satisfactorily be dealt with in the meeting without any prior notice.
15. All decisions in the meetings of the Board of Studies shall be taken by consensus. However, if circumstances so warrant, the Chairman may resort to voting for taking a decision by majority of the votes of the members present. It shall be for the Chairman to decide the manner in which the votes are to be cast. The Chairman shall have a vote and a casting vote.
16. A matter once decided by the Board of Studies shall not be reopened within next six months except with the consent of the Chairman.



(Minutes of the Third BOS Meeting)



**Central University of Himachal Pradesh**

(Established under Central Universities Act 2009)  
DHARAMSHALA, DISTRICT KANGRA – 176215, HIMACHAL PRADESH

**Department of Social Work**

**School of Social Sciences**

**Minutes of the third BOS Meeting Held on 19<sup>th</sup> May, 2017**

The Third meeting of the Board of Studies (BOS) of the Department of Social Work was held on 19<sup>th</sup> May, 2017 at 10.30 A.M. in seminar Hall, at TAB CUHP. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Prof. H.R. Sharma to all the Hon'ble members present.

The following members were present:

1. Prof. H.R. Sharma, **Chairman & Convenor**.
2. Prof. C.P. Singh, **Subject Expert**- Professor, Kurukshetra University, Haryana.
3. Prof. Mahajan, - Professor, CUHP.
4. Dr. Bhagwan Singh- Associate Professor, CUHP.
5. Ms. Ambreen Jamali- Assistant Professor, Department of Social Work, CUHP
6. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP

The deliberations held and decisions taken in the BoS as per the Agenda are as follows:

**Item SW-BoS-3/17-1: Confirmation of the minutes of 2<sup>nd</sup> BoS.**

**Decision:** Minutes of Second BoS confirmed

**Item SW-BoS-3/17-2: Approval of structure of courses currently offered in the department of Social Work as per new choice based credit system**

**Decision:** Courses currently offered as per CBCS were approved.

**Item SW-BoS-3/17-.3: Contents of courses offered in academic session 2015-17.**

**Decision:** Course contents were approved.

**Item SW-BoS-3/17-.4: Structure of New Courses proposed for MSW Program as per CBCS.**

**Decision:** It was unanimously resolved that there should be amendment in prerequisites/co requisites of the courses. The amended and approved course structure as per CBCS is given in Annexure no. 01.

**Item SW-BoS-3/17-.5: Allotment of Supervisors and Co Supervisors to PhD Students of the Department.**

**Decision:** The following students have been allotted supervisors and co-supervisors as given against their names.

S.N o.	Name of the Students	Year of Registration	Name of the Supervisor	Name of the Co Supervisor
1.	Mr. Kaushik Kumar	2013	Prof. (Dr.) Arvind Kumar Agrawal , Vice-Chancellor Mahatma Gandhi Central University , Motihari, Distt. East Champaran, Bihar	Dr. S. Sundararaman, Assistant Professor, Department of Tourism & Travel Management, Central University of Himachal Pradesh,H.P.
2.	Mr. Siraj Ahmad	2013	Prof. (Dr.) Arvind Kumar Agrawal , Vice-Chancellor Mahatma Gandhi Central University , Motihari, Distt. East Champaran, Bihar	Dr. Anu G S,Assistant Professor, Department of Teachers Education, Central University of Himachal Pradesh,H.P.
3.	Mr. NoorulAin	2013	Prof (Dr.) Asutosh Pradhan Department of Interventional Development & Social Work, Mahatma Gandhi Central University ,Motihari,	Dr. Anu G S,Assistant Professor, Department of Teachers Education, Central University of Himachal Pradesh, H.P.



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			Distt. East Champaran, Bihar	
4.	Ms. Bimla Devi	2013	Prof (Dr.) Asutosh Pradhan, Department of Interventional Development & Social Work, Mahatma Gandhi Central University, Motihari, Distt. East Champaran, Bihar	Dr. Shreeya Bakshi, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.
5.	Mr. Shishir Sharma	2015	Dr. Ashish Nag, Assistant Professor, Department, School of Business and Management Studies, Central University of Himachal Pradesh, H.P.	-
6.	Ms. Ambreen Jamali	2015	Dr. Shreeya Bakshi, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.	-
7.	Mr. Khillare Dinesh	2015	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.	-
8.	Mr. Abnish Kumar	2015	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, Central University of Himachal Pradesh, H.P.	-

**Item SW-BoS-3/17-.6: Approval of Ph D Synopses of RD Students**

**Decision:** PhD Synopses of the following students were approved as per the details given below.

S.NO	Names of Research Scholars	Title
1	Bimla Devi	Reproductive Health Status of Adolescent Girls: A Study in Kangra District of Himachal Pradesh
2	Noorul Ain	Family Care And Support to the Elderly People: A Study in Urban Aligarh, Uttar Pradesh.
3	Kaushik Kumar	Impact of Mobile Phone on the Life of Gaddi Tribes: A

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		Study in Chamba District of Himachal Pradesh
4	Siraj Ahmad	School Dropouts of Girl Students among Urban Slums: A Study in Aligarh City.

**Item SW-BoS-3/17-.7: List of Experts for conducting Viva-Voce Examination**

**Decision:** The following list of the experts was approved, BoS also authorized the Head Department of Social Work to call any expert from social Work and related disciplines in case of non availability of the experts listed below.

**List of Examiners for MSW Field Work Viva-Voce and RD Programme**

1. Prof. Jyoti Kakkar, JMI, New Delhi
2. Dr. Naseem A. Khan Head Dept of Social Work. AMU, Aligarh
3. Prof. U K Popli, JMI, New Delhi
4. Prof. A S.Kohli, (Retd.), JMI New Delhi
5. Prof. Raj Kumar Singh, Lucknow
6. Prof. Devi Prasad, TISS Mumbai.
7. Prof. Surinder Jaswal, TISS Mumbai.
8. Prof. Archana Dassi, JMI, New Delhi
9. Dr. Shahid, Head, Department of Social Work, MANUU, Heyderabad.
10. Prof. Zubair Meenai, Head, Department of Social Work, JMI, New Delhi
11. Prof. N. U. Khan, Professor, JMI, New Delhi
12. Prof. Sajid, Professor, JMI, New Delhi
13. Prof. C. P. Singh, Kurukshetra University, Haryana
14. Prof. Sanjai Bhat Delhi University.
15. Prof. N .U Khan JMI, New Delhi.
16. Prof. D. Singh, Kurukshetra University, Haryana
17. Prof. Mohd. Shahid, Maulana Azad National Urdu University, Hyderabad.
18. Dr. A.N Singh, Professor, Lucknow University, 1/135, Viramkhanda, Gomti Nagar, Lucknow
19. Dr. D.K Singh, Reader, Lucknow University, 1/135, Viramkhanda, Gomti Nagar, Lucknow.
20. Prof. R. B. S. Verma, Rajasthan Vidpith, Udaipur
21. Prof. Sushma Batra, Head, Department of Social Work, University of Delhi, Delhi
22. Prof. Noor Mohammad, Retd. Professor. AMU, Aligarh.
23. Dr. R. R. Patil, Associate Professor, JMI, New Delhi

*(Signature)*  
 विभागाध्यक्ष, सामाजिक कार्य विभाग  
 Head, Department of Social Work  
 विभागाध्यक्ष, सामाजिक कार्य विभाग  
 Central University of Himachal Pradesh  
 धरमशाला, कांगड़ा/ Dharamshala Kangra-176215



24. Prof. Ankur Saxena, Professor, M.S. University of Baroda, Varoda.

*Item SW-BoS-3/17-8: Approval of Orientation Program*

**Decision:** Orientation Program given in Annexure no.2 was approved.

The meeting ended with vote of thanks to chair.

### Annexure No.01

Structure of New Courses Proposed for Master of Social Work Program in the Department of Social Work as per the CBCS pattern

DEPARTMENT OF SOCIAL WORK (3 <sup>RD</sup> BOS)		
Post Graduate Programme (Master of Social Work)		
CORE COURSES:	CORE COMPULSORY (Total 40 Credits)	Credits
SWR 455	Social Work Profession	4
SWR 700	Social Work Research & Practice	4
SWR 701	Social Work with Individual	4
SWR 407	Social Group Work	4
SWR 408	Community Organisation	4
SWR 702	Management of Development and Welfare Services	4
<b>Field Work</b>		
SWR 460	Field Work Practicum-I	4
SWR 461	Field Work Practicum-II	4
SWR 501	Field Work Practicum-III	4
SWR 502	Field Work Practicum-IV	4
CORE COURSES:	CORE OPEN (Total 12 Credits)	
SWR 423	Block Placement Training	4
SWR 704	Human Growth and Development	4
SWR 453	Community Lab for Social Work	4
SWR 402	Contemporary Social Problem	2
PBS 402	Human Behaviour & Social Environment	2
SOC 401	Understanding Contemporary Society	2
SWR 705	Sociology for Social Work in India	4
SOC 405	Communication for Social Change	4

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA DISTT KANGRA (HP) – 176 215**

SWR 451	Computer Application for Social Workers	2
<b>ELECTIVE COURSES:</b>	<b>ELECTIVE SPECIALIZATION(Total 16 Credits)</b>	
<b>GROUP-I</b>	<b>Social Work in Health and Mental Health (HMH)</b>	
SWR 706	Practice in Medical Social Work	4
SWR 707	Psychiatric Social Work and Mental Health	4
SWR 708	Social work and Public Health	4
SWR 709	Drug Abuse Prevention & Social Work	4
SWR 710	Counselling: Theory and Practice	4
SWR 711	Reproductive and Child Health	
<b>GROUP-II</b>	<b>Human Resource Development (HRD)</b>	
SWR 713	Human Resource Management and Industrial Relations	4
SWR 715	NGO and Social Work	4
SWR 716	Organizational Behaviour	4
SWR 717	Social Security, Labour Welfare and Related Legislations	4
SWR 511	Social Work in Industry	2
SWR 712	Industrial Social Work	4
SWR 718	Social Justice, human Rights and Social welfare in India	4
SWR 721	CSR in Social Work	2
<b>GROUP-III</b>	<b>Social Work with Vulnerable People (SVP)</b>	
SWR 515	Social Work with Older Persons	4
SWR 517	Social Work with Weaker Sections	4
SWR 514	Integrated Child Protection Services	4
SWR 436	Social Work Practice with Differentially abled People	4
<b>GROUP-IV</b>	<b>Social Work with Families &amp; Communities (SFC)</b>	
SWR 513	Social Work with Families, Livelihood & Development	4
SWR 518	Social Work in Urban Communities	4
SWR 519	Social Work in Rural and Tribal Communities	4
SWR 719	Rural –Urban Community Development	4
<b>ELECTIVE COURSES:</b>	<b>ELECTIVE OPEN(Total 04 Credits)</b>	
SWR 509	Social Work with People Living with HIV/AIDS	2
SWR 521	Environment Issues and Social Work	2



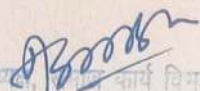
SWR 720	Social Work in Environmental Practices	4
SWR 714	Corporate Social Responsibility	4
SWR 499	MSW Dissertation	4
<b>Foundation Courses:</b>	<b>HUMAN MAKING(Total 04 Credits)</b>	
SWR 434	Social Work and Human Rights (FHM)	2
SWR 442	Geriatric Social Work Practice	2
<b>Foundation Courses:</b>	<b>SKILL DEVELOPMENT(Total 04 Credits)</b>	
SWR 498	Project Formulation & Report Writing	2
SWR 722	Project Proposals	4
SWR 440	Social Work Practice in Environmental Protection	2

### **Annexure no. 02 (Orientation Program for MSW Students)**

The Department of Social Work will organize every year Orientation Programme for newly admitted MSW students to orient them with the field work practicum understanding through eliciting lectures of eminent resource persons from administration, academia, health and community practitioners, Senior Representatives from NGO's & Civil Society Organization..

Information covered at orientation includes:

- MSW Curriculum and Program Policies
- Field Work, Block Placement Training, Community Lab & MSW Dissertation
- Student Rights and Responsibilities (e.g., Student Conduct Code, Academic Grievance Procedures, Title IX)
- Student Academic/Professional Development Review
- Mentoring and Guidance
- Scope and Fields of MSW
- Professional Attributes of the Course
- Individual and Group Conferences

  
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 Head, Department of Social Work  
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### Change of Guide of RD Scholar

ORDINANCE NO: 42

MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR THE  
AWARD OF DOCTOR OF PHILOSOPHY

(Under Section 28(1) (b), 28 (1) (c) and 28(1)(g) of the Central Universities Act 2009)

As Amended / Modified by the Executive Council vide Item No. 27.7 in its 27<sup>th</sup> Meeting held on 28<sup>th</sup> April, 2017 on the recommendations / approval of the Academic Council made vide Item No. 18.12(iv) in its 18<sup>th</sup> Meeting held on 9<sup>th</sup> March, 2017.

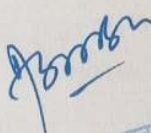
#### 12. Change of Supervisor:

12.1 A candidate confirmed for PhD program shall be allowed to change her/his supervisor in case:

- (i) the supervisor is not in a position to guide the candidate due to his personal reasons/problem;
- (ii) there is some drastic change in the field of research;
- (iii) the supervisor leaves the University, or ends her/his association with the University;
- (iv) there is incompatibility due to temperamental, or inter-personal issues;
- (v) of an eventuality like death.

12.2 Under the circumstances described above, a research scholar can make a written request listing the reasons for change of supervisor to the Head of the Department.

12.3 The Head of the Department/ Director of a Centre shall place such request before the Board of Studies in its next meeting and if Board of Studies is satisfied with the reasons stated by the candidate for change of supervisor, a new supervisor shall be allotted to the research scholar after obtaining mutual consent of the scholar and supervisor to be

  
विभागाध्यक्ष, समाज कार्य विभाग  
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पैलायत परिसर-1 धरमशाला/Dharamshala-1 Kangra-176215



ANNEXURE IV

**List of Examiners for MSW Field Work Viva-Voce and RD Programme**

1. Dr. A.N Singh, Professor, Lucknow University, 1/135, Viramkhand, Gomti Nagar, Lucknow
2. Dr. D.K Singh, Reader, Lucknow University, 1/135, Viramkhand, Gomti Nagar, Lucknow.
3. Dr. Naseem A. Khan Head Dept of Social Work. AMU, Aligarh
4. Dr. R. R. Patil, Associate Professor, JMI, New Delhi
5. Dr. Shahid, Head, Department of Social Work, MANUU, Heyderabad.
6. Dr. Vaishali Kohle, Chairperson, Centre for Disability Studies and Action, School of School Work, Mumbai Campus, TISS.
7. Prof. A S. Kohli, (Retd.), JMI New Delhi
8. Prof. Ankur Saxena, Professor, M.S. University of Baroda, Varoda.
9. Prof. Archana Dassi, JMI, New Delhi
10. Prof. C. P. Singh, Kurukshetra University, Haryana
11. Prof. D. Singh, Kurukshetra University, Haryana
12. Prof. Devi Prasad, TISS Mumbai.
13. Prof. Jyoti Kakkar, JMI, New Delhi
14. Prof. Mohd. Shahid, Maulana Azad National Urdu University, Hyderabad.
15. Prof. N. U. Khan, Professor, JMI, New Delhi
16. Prof. Noor Mohammad, Retd. Professor. AMU, Aligarh.
17. Prof. R. B. S. Verma, Rajasthan Vidyapith, Udaipur
18. Prof. Raj Kumar Singh, Lucknow
19. Prof. Sajid, Professor, JMI, New Delhi
20. Prof. Sanjai Bhat Delhi University.
21. Prof. Surinder Jaswal, TISS Mumbai.
22. Prof. Sushma Batra, Head, Department of Social Work, University of Delhi, Delhi
23. Prof. U K Popli, JMI, New Delhi
24. Prof. Zubair Meenai, Head, Department of Social Work, JMI, New Delhi

दिमागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
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# Central University of Himachal Pradesh

(Established under Central Universities Act, 2009)  
DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH

## Department of Social Work

### School of Social Sciences

#### Minutes of the Fourth BOS Meeting Held on 16<sup>th</sup> May, 2018

The Fourth meeting of the Board of Studies (BOS) of the Department of Social Work was held on 16<sup>th</sup> May, 2018 at 10.30 A.M. in seminar Hall, at TAB Dhauladhar Campus, Dharamshala, CUHP. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Prof. H.R. Sharma to all the members present.

The following members were present:

1. Prof. H.R. Sharma, Chairman & Convenor.
2. Prof. C.P. Singh, Subject Expert- Professor, Kurukshetra University, Haryana.
3. Dr. Bhagwan Singh- Associate Professor, CUHP.
4. Ms. Ambreen Jamali- Assistant Professor, Department of Social Work, CUHP
5. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP
6. Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP

The deliberations held and decisions taken in the BoS as per the Agenda are as follows:

#### **Item SW-BoS-4/18-.1: Rules of Business for conduct of the meeting of Board of Studies**

**Decision:** Abide the instructions.

#### **Item SW-BoS-4/18-.2: Approval of the Minutes of 3rd Meeting of Board of Studies**

**Decision:** Minutes of Third BoS were confirmed with the suggestion to include 06 days duration in Orientation Program for MSW Students. The amended and approved Orientation Program is given in Annexure no. 01.

विभागाध्यक्ष, विभाग  
Head, Department of Social Work  
विभागाध्यक्ष, विभाग  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक  
Dhauladhar Pansar-1 Dharamshala-176215



Item SW-BoS-4/18-3: Change of Guide of RD Scholar Ms. Ambreen Jamali (CUHP 15 RD SW 02)

Decision: It was unanimously decided to allot Ms. Ambreen Jamali to Dr. Ashish Nag, Assistant Professor in the School of Business Management

Item SW-BoS-4/18-4: Approval of PhD Synopses of RD Students enrolled in the Department.

Decision: PhD Synopses of the following students were approved as per the details given below

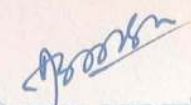
S.No.	Name of the Students	Roll no. of Student	Name of the Supervisor	Title of Research Proposal
1.	Mr. Abnish Kumar	CUHP 15 Rd SW 01	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	Dalits' Participation at Local Level Political Process: A Study of a Village Panchayat in Jhansi District of Uttar Pradesh
2.	Ms. Ambreen Jamali	CUHP 15 Rd SW 02	Dr. Ashish Nag, Assistant Professor, Department, School of Business and Management Studies, CUHP	Young Child Feeding Practices: A Study in District Rampur, Uttar Pradesh
3.	Mr. Khillare Dinesh Digambar	CUHP 15 Rd SW 04	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	Conversion and Transformation Change: Study of the Buddhist Community in Aurangabad City
4.	Mr. Shishir Sharma	CUHP 15 Rd SW 05	Dr. Ashish Nag, Assistant Professor, Department of Accounting & Finance, School of Business and Management Studies, CUHP	Social Work Intervention with Cancer Patients: A Descriptive Study in Himachal Pradesh

Item SW-BoS-4/18-5: List of Experts for conducting Examination.

Decision: The following list of the experts was approved, BoS also authorized the Head Department of Social Work to call any expert from social Work and related disciplines in case of non availability of the experts listed below.

List of Examiners for MSW Field Work Viva-Voce and RD Programme

1. Dr. Naseem A. Khan Head Dept of Social Work, AMU, Aligarh
2. Prof. A S. Kohli, (Retd.), JMI New Delhi
3. Prof. A.N. Singh, Professor, Lucknow University, 1/135, Viramkhanda, Gomti Nagar, Lucknow
4. Prof. Archana Dassi, JMI, New Delhi
5. Prof. C. P. Singh, Kurukshetra University, Haryana

  
 विभागाध्यक्ष, समाज कार्य विभाग  
 Head, Department of Social Work  
 हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
 Central University of Himachal Pradesh  
 जसपाली  
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6. Prof. D. Singh, Kurukshetra University, Haryana
7. Prof. D. K. Singh, Reader, Lucknow University, 1/135, Viramkhanda, Gomti Nagar, Lucknow
8. Prof. Jyoti Kakkar, JMI, New Delhi
9. Prof. Mohd. Shahid, Maulana Azad National Urdu University, Hyderabad
10. Prof. N. U. Khan, Professor, JMI, New Delhi
11. Prof. Parmar, Dean Faculty of Social Work, M.S. University, Baroda
12. Prof. R. B. S. Verma Head, Dept. of Social Work, Allahabad State University,
13. Prof. R. R. Patil, Associate Professor, JMI, New Delhi
14. Prof. Raj Kumar Singh, Lucknow
15. Prof. Sajid, Professor, JMI, New Delhi
16. Prof. Sanjay Bhat, Delhi University
17. Prof. Sanjay, Kashi Vidyapeeth, Varanasi
18. Prof. Sushma Batra, Head, Department of Social Work, University of Delhi, Delhi
19. Prof. U. K. Popli, JMI, New Delhi
20. Prof. Zubair Meenai, Head, Department of Social Work, JMI, New Delhi

*Item SW-BoS-4/18-.6: Suggestions for the improvement of the standard of Teaching and Research*

**Decision:** Motivated faculties for their performance and no other important matter were discussed.

The meeting ended with vote of thanks to chair.

*[Signature]*  
06/01/2018

*[Signature]*  
विभागाध्यक्ष, सामाजिक कार्य विभाग  
Head, Department of Social Work  
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असयाही रोड, शिमला-176215  
Shimla-176215



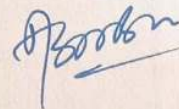
## Annexure no. 02

### (Orientation Program for MSW Students)

The Department of Social Work will organize every year 06 Days Orientation Programme for newly admitted MSW students to orient them with the field work practicum understanding through eliciting lectures of eminent resource persons from administration, academia, health and community practitioners, Senior Representatives from NGO's & Civil Society Organization.

Information covered at orientation includes:

- MSW Curriculum and Program Policies
- Field Work, Block Placement Training, Community Lab & MSW Dissertation
- Student Rights and Responsibilities (e.g., Student Conduct Code, Academic Grievance Procedures, Title IX)
- Student Academic Professional Development Review
- Mentoring and Guidance
- Scope and Fields of MSW
- Professional Attributes of the Course
- Individual and Group Conferences



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# Central University of Himachal Pradesh

(Established under Central Universities Act 2009)  
DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH

## DEPARTMENT OF SOCIAL WORK

### School of Social Sciences

AGENDA of the Fifth BOS Meeting to be held on 26<sup>th</sup> August 2019 (2.00 P.M.)

The Fifth Board of Studies (BoS) Meeting of the Department of Social Work has been proposed to be held on 26<sup>th</sup> August 2019 at 2.00 P.M. in the Seminar Hall, at Dhauladhar Campus - I, Dharamshala.

As per the notification regarding composition of the Board of Studies of Social Work issued by the Registrar vide office order No 1-4/CUHP/ /2010/2780-87, dated 21 May 2019, the following members of the current Board of Studies shall be present:

- |  |                                    |
|--|------------------------------------|
| 1. Dr. Asutosh Pradhan, Head, Department of Social Work  | - Chairman & Convenor              |
| 2. Prof. B.K. Nagla, Subject Expert – Retd. Professor, MD University Rohtak, Haryana               | - External Member & Subject Expert |
| 3. Prof. Baldev Bhai Sharma, Professor & Head, Department of Journalism & Mass Communication, CUHP | - Member                           |
| 4. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP                          | - Member                           |
| 5. Ms. Ambreen Jamali, Assistant Professor, Department of Social Work, CUHP                        | - Special Invitee                  |

The tentative agenda for discussion & deliberations for the 5<sup>th</sup> BoS meeting of social work are as follows:

1. Item SW-BoS-5/19.1: Rules of Business for conduct of the meeting of Board of Studies (Annexure-1)
2. Item SW-BoS-5/19.2: Confirmation of the Minutes of 4<sup>th</sup> Meeting of Board of Studies (Annexure-2)
3. Item SW-BoS-5/19.3: Approval of the development of a new set of Course Codes and Course Titles for the Admission Year 2020-21 on the basis of CBCS model. (Annexure-3)

विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
Central University of Himachal Pradesh  
Dharamshala, District Kangra - 176215  
26/8/2019



**Item SW-BoS-5/19.4: Approval for the offering of Specialization & Generic Degree in the Master of Social Work Program.**

**Proposal:** The Department of Social Work from the Academic Session 2020-21 shall offer a Masters degree in Social Work with or without specialization. Depending upon the conditions prevailing in the composition of the faculty and the expertise they have and also taking into consideration the nature of jobs available in the job market, the department may (or may not) offer specializations in its MSW Degree Programme. Further, in the spirit of the CBCS Model of curricular design and to facilitate for the availability of a robust opportunity to have a free choice in developing one's own bouquet of courses, students have the choice of opting for a Generic Program that shall comprise of courses which are not limited to a particular specialization and depending on the time-table constraints of the department.

- **SPECIALIZATION:** The department of social work has initiated the process of offering Specialization courses in particular are to be offered in the 3<sup>rd</sup> or 4<sup>th</sup> semesters. In a particular academic year specialization courses in groups would be offered depending upon the availability of faculty members in the department and/or the availability of faculty having experience with respect to a particular specialization.

For the award of Degree in a particular Specialization, the student has to pool-in a minimum of 16 credits from courses offered in that specialization or from allied courses on offer under the category of "Elective Open" courses. When a student opts for a course(s) from the bouquet of courses under "Elective Open" for consideration under a particular specialization, the head of department has to clearly issue a notification to this effect for ratifying such a consideration. A copy of such notification has to be also forwarded to the Controller of Examinations not later than the beginning of the Fourth Semester after the Course Registration Forms have been filled-up by the students of the department. This will ensure proper documentation, clarity and avoidance of any confusion during the award of degree in a particular specialization.

The offer of Specialization Courses has to be evenly spread in the 3<sup>rd</sup> & 4<sup>th</sup> semesters and the offering of specialization courses has to start in the 3<sup>rd</sup> semester compulsorily.

The degree to be awarded to a student on successful completion of the programme who has opted for a particular specialization shall be MARKED AS "MASTER OF SOCIAL WORK - SPECIALIZATION in ..... (in the Group the student has registered)".

- GENERIC PROGRAM: True to the spirit of the CBCS Model of curricular design and objectives, the students also have the option to choose courses across the spectrum of Elective Courses and/or Specialization courses on offer to form a bouquet of courses. Such a choice of courses from across various specialization groups / electives would comprise a Generic MSW Programme and the degree to be awarded on successful completion of the programme shall be MARKED AS "MASTER OF SOCIAL WORK - GENERIC" program.

5. Item SW-BoS-5/19.5: Approval of the tentative list of "Subject Experts in Social Work" for Evaluation of Field Work and Research Project Report (Dissertation). (Annexure-4)

Proposal: A List of External Subject Experts (Annexure-4) is proposed for approval for conduct of Viva-voce in the courses under the categories (i) Field Work Practicum and (ii) Research Report (Dissertation). Further, the Head of the Department of Social Work may be authorized to propose the names of Subject Experts beyond the list in case of exigencies that may arise in due course, both administrative and otherwise in case of non-availability of an external expert mentioned in the approved list, while finalizing the dates for the conduct of the viva-voce concerned.

6. Item SW-BoS-5/19.6: Ratification & Approval of the Course Outline and Credits allotted in the course titled "Social Work Profession" bearing Course Code SWR 455. (Annexure-5).

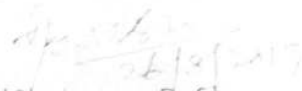
Proposal: A particular course titled "Social Work Profession" bearing Course Code SWR 455 which is being currently offered in the MSW curriculum for the Academic Session 2019-21 has undergone changes in the course outline (Annexure-5). The same is submitted for ratification and approval.

7. Item SW-BoS-5/19.7: Clarification related to Ph.D. candidates registered in the department of social work.

Issues: There have been occasions in the past when regular faculty members in the department/school have left the university on appointment to other institutions permanently or on lien or on superannuation. In such an event, candidates registered under a particular faculty continue to be registered under such faculty members or otherwise as provided in the relevant Ordinance which is in force. There have been instances when in the absence of any eligible faculty member who could be the research guide for candidates enrolled/registered in the department of social work, such Ph.D. scholars were allotted to eligible faculty members in other departments under the School of Social Sciences or of allied

disciplines. There are cases where the Guide belongs to another discipline and the scholar is registered in department of social work. The clarity required in such cases is that – Is there a need for a Co-Guide (Internal or External) from the social work discipline so that the very essence of the UGC Regulations related to Ph.D. are not violated tangentially even? This is important in case the candidate may have problems in the future in case questions are raised as regards the validity of the matter. It may be pertinent to mention that in this age of Right to Information the Research Scholar after award of his/her degree may be faced with a situation where the degree's validity under question.

Item SW-BoS-5/19.8: Any other as permitted by the chair

  
(Chairman, BoS)



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Head, Department of Social Work  
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## Regulation No. 4



# Central University of Himachal Pradesh

(Established under Central Universities Act, 2009)  
DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH

## Department of Social Work

### School of Social Sciences

#### Minutes of the Fourth BOS Meeting Held on 16<sup>th</sup> May, 2018

The Fourth meeting of the Board of Studies (BOS) of the Department of Social Work was held on 16<sup>th</sup> May, 2018 at 10.30 A.M. in seminar Hall, at TAB Dhauladhar Campus, Dharamshala, CUHP. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Prof. H.R. Sharma to all the members present.

The following members were present:

1. Prof. H.R. Sharma, Chairman & Convener.
2. Prof. C.P. Singh, Subject Expert- Professor, Kurukshetra University, Haryana.
3. Dr. Bhagwan Singh- Associate Professor, Department of Marketing and Supply Chain Management, School of Business & Management Studies, CUHP
4. Ms. Ambreen Jamali- Assistant Professor, Department of Social Work, CUHP
5. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP
6. Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP

The deliberations held and decisions taken in the BoS as per the Agenda are as follows:

#### Item SW-BoS-4/18-.1: Rules of Business for conduct of the meeting of Board of Studies

**Decision:** Abide the instructions.

#### Item SW-BoS-4/18-.2: Approval of the Minutes of 3rd Meeting of Board of Studies

**Decision:** Minutes of Third BoS were confirmed with the suggestion to include 06 days duration in Orientation Program for MSW Students. The amended and approved Orientation Program is given in Annexure no. 01.

#### Item SW-BoS-4/18-.3: Change of Guide of RD Scholar Ms. Ambreen Jamali (CUHP 15 RD SW 02)

विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
विभागाध्यक्ष प्रमुख केन्द्रीय विद्यापीठ  
Central University of Himachal Pradesh  
आचार्यी वैश्वीक, खण्ड/Temporary Academic Block  
ता. धारमशाला-1 धौलाधर पार्क-1 Dharamshala-176215



*Decision:* It was unanimously decided to allot Ms. Ambreen-Lamali to Dr. Ashish Nag, Assistant Professor in the School of Business Management.

*Item SW-BoS-4/18-.4: Approval of PhD Synopses of RD Students enrolled in the Department.*

*Decision:* PhD Synopses of the following students were approved as per the details given below.

No.	Name of the Students	Roll no. of Student	Name of the Supervisor	Title of Research Proposal
1	Mr. Abhishek Kumar	CUHP 15 Rd SW 01	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	Dalits' Participation at Local Level Political Process: A Study of a Village Panchayat in Jhansi District of Uttar Pradesh
2	Ms. Ambreen Lamali	CUHP 15 Rd SW 02	Dr. Ashish Nag, Assistant Professor, Department of Accounting & Finance, School of Business & Management Studies, CUHP	Young Child Feeding Practices: A Study in District Rampur, Uttar Pradesh
3	Mr. Khillare Daesh Digambar	CUHP 15 Rd SW 04	Dr. Amit Kumar, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	Conversion and Transformation Change: Study of the Buddhist Community in Aurangabad City
4	Mr. Shishir Sharma	CUHP 15 Rd SW 05	Dr. Ashish Nag, Assistant Professor, Department of Accounting & Finance, School of Business and Management Studies, CUHP	Social Work Intervention with Cancer Patients: A Descriptive Study in Himachal Pradesh

*Item SW-BoS-4/18-.5: List of Experts for conducting Examination.*

*Decision:* The following list of the experts was approved, BoS also authorized the Head Department of Social Work to call any expert from social Work and related disciplines in case of non availability of the experts listed below.

#### List of Examiners for MSW Field Work Viva-Voce and RD Programme

1. Dr. Naseem A. Khan Head Dept of Social Work, AMU, Aligarh
2. Prof. A S. Kohli, (Retd ), JMI New Delhi
3. Prof. A.N Singh, Professor, Lucknow University, 1/135, Viramkhand, Gomti Nagar, Lucknow
4. Prof. Archana Dassi, JMI, New Delhi
5. Prof. C. P. Singh, Kurukshetra University, Haryana
6. Prof. D. Singh, Kurukshetra University, Haryana
7. Prof. D.K Singh, Reader, Lucknow University, 1/135, Viramkhand, Gomti Nagar, Lucknow.

*Ajithan*  
20/8/2019

*Ajithan*  
Head, Department of Social Work  
Lucknow University, Lucknow

8. Prof. Jyoti Kakkar, JMI, New Delhi
9. Prof. Mohd. Shahid, Maulana Azad National Urdu University, Hyderabad
10. Prof. N. U. Khan, Professor, JMI, New Delhi
11. Prof. Parmar, Dean Faculty of Social Work, M.S. University, Baredi
12. Prof. R. B. S. Verma Head, Dept. of Social Work, Allahabad State University
13. Prof. R. R. Patil, Associate Professor, JMI, New Delhi
14. Prof. Raj Kumar Singh, Lucknow
15. Prof. Sajid, Professor, JMI, New Delhi
16. Prof. Sanjai Bhat, Delhi University
17. Prof. Sanjay, Kashi Vidyapeeth, Varanasi
18. Prof. Sushma Batra, Head, Department of Social Work, University of Delhi, Delhi
19. Prof. U K Popli, JMI, New Delhi
20. Prof. Zubair Meenal, Head, Department of Social Work, JMI, New Delhi

*Item SW-BoS-4/18-.6: Suggestions for the improvement of the standard of Teaching and Research*

**Decision:** Motivated faculties for their performance and no other important matters were discussed.

The meeting ended with vote of thanks to chair.

*Azhar*  
26/8/2019

विभागाध्यक्ष, सामाजिक कार्य  
Head, Department of Social Work  
हिमाचल प्रदेश विश्वविद्यालय  
Central University of Himachal Pradesh  
Temporary Academic Block

Annexure no. 02

### Orientation Program for MSW Students)

The Department of Social Work will organize every year 06 Days Orientation Programme for newly admitted MSW students to orient them with the field work practicum understanding through eliciting lectures of eminent resource persons from administration, academia, health and community practitioners, Senior Representatives from NGO's & Civil Society Organization.

Information covered at orientation includes:

- MSW Curriculum and Program Policies
- Field Work, Block Placement Training, Community Lab & MSW Dissertation
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- Student Academic Professional Development Review
- Mentoring and Guidance
- Scope and Fields of MSW
- Professional Attributes of the Course
- Individual and Group Conferences

*[Signature]*  
26/8/2019

*[Signature]*  
समाज कार्य विभाग  
Department of Social Work



**LIST OF PROPOSED COURSES FOR  
2-YEAR MASTER OF SOCIAL WORK (MSW) PROGRAM  
(With Effect From 2020-21 Admission Year Onwards)**

Sl.	Course Code	Course Title	Credits	Type of Course				
				Foundation Course	Core Compulsory	Core Open	Elective	Specialization
(I)	<b>SWR 4000-4099</b>	<b>FOUNDATION COURSES</b>						
1.	SWR 4000	Basics of Social Work	2	FHM	CC	CO	E	---
2.	SWR 4001	Spirituality & Social Work	2	FHM	CC	---	---	---
3.	SWR 4002	Society & Polity	2	FHM	CC	---	---	---
4.	SWR 4003	Contemporary Social Issues and Problems	2	FHM	CC	---	---	---
5.	SWR 4004	Project Formulation	2	FSD	---	CO	E	SPL
6.	SWR 4005	Basics of Research	2	FSD	CC	---	---	---
7.	SWR 4006	Quantitative and Qualitative Research Methods	2	FSD	CC	CO	---	---
8.	SWR 4007	Human Rights & Advocacy	2	FSD	---	CO	E	SPL
(II)	<b>SWR 4100-4199</b>	<b>CORE COMPULSORY (Theory)</b>						
9.	SWR 4100	History Philosophy and Fields of Social Work	4	---	CC	---	---	---
10.	SWR 4101	Methods of Social Work: Social Casework	4	---	CC	---	---	---

5<sup>th</sup> BoS Meeting of Social Work scheduled for 26.8.2019

*[Signature]*  
26/8/2019

Page 1 of 5

*[Signature]*  
विभागाध्यक्ष, समाज कार्य विभाग  
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11	SWR 4102	Methods of Social Work: Social Group Work	4		CC				
12	SWR 4103	Methods of Social Work: Community Organisation and Social Action	4		CC				
13	SWR 4104	Methods of Social Work: Social Work Administration	4		CC				
14	SWR 4105	Social Work Research	4		CC				
15	SWR 4106	Social Policy, Planning and Social Development	4		CC				
(III)	SWR 4200-4299	CORE COMPULSORY (Field Work Practicum / Research Project)							
16	SWR 4200	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork (25+25+50)	4		CC				
17	SWR 4201	Field Work Practicum - II: Concurrent Field Work and Rural Camp (75+25)	4		CC				
18	SWR 4202	Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organisations (75+25)	4		CC				
19	SWR 4203	Field Work Practicum - IV: Concurrent Field Work and Educational Visit (75+25)	4		CC				
20	SWR 4204	Block Placement in Developmental Organisations	10		CC				
(IV)	SWR 4300-4399	CORE OPEN							
21	SWR 4300	Social Legislation and Advocacy	4		CO				
22	SWR 4301	Human Growth and Development	4		CO				

5<sup>th</sup> Box Meeting of Social Work scheduled for 26.8.2019

Page 2 of 3

*[Signature]*  
 Head, Department of Social Work  
 Himachal Pradesh Sahitya Akademi  
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 अखिल भारतीय विश्वविद्यालय  
 चैतन्य पार्क-1 धरमशिला/Chaitany Park-1 Dharanishila-176215

23.	SWR 4302	Social Work Practice in Rural and Urban Areas	4			CO		
(V)	SWR 4400-4499	CORE OPEN	4			CO		
24.	SWR 4400	Research Project						
(VI)	SWR 4500-4599	ELECTIVE OPEN						
25.	SWR 4500	Social Work Practice With Rural And Tribal Communities	2	THM		CO	EO	SPL
26.	SWR 4501	Social Work Practice With Urban Communities	2	THM		CO	EO	SPL
27.	SWR 4502	Social Work with People living with HIV/AIDS	2	THM		CO	EO	SPL
28.	SWR 4503	Ecological Social Work	2	THM		CO	EO	SPL
29.	SWR 4504	Social Work And Human Rights	2	THM		CO	EO	SPL
30.	SWR 4505	Social Work Practice in Alcohol & Substance Abuse	2	THM		CO	EO	SPL
31.	SWR 4506	Management of Non-Profit Organizations	2	THM		CO	EO	SPL
32.	SWR 4507	Reproductive Child Health	2	THM		CO	EO	SPL
33.	SWR 4508	Corporate Social Responsibility	2	THM		CO	EO	SPL
(VII)	SWR 4600-4649	SPECIALIZATION: GROUP-I						
		Social Work in Health and Mental Health (HMH)						
34.	SWR 4600	Practice in Medical Social Work	4			CO	EO	SPL
35.	SWR 4601	Psychiatric Social Work and Mental Health	4			CO	EO	SPL
36.	SWR 4602	Social work and Community Health	4			CO	EO	SPL

5<sup>th</sup> BoS Meeting of Social Work scheduled for 26.8.2019

Page 1 of 1

*[Signature]*

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Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक खण्ड/Temporary Academic Block  
भारत परिसर-1 धर्मशाला/Dharamshala, Shimla-171005



37	SWR 4603	Drug Abuse Prevention & Social Work	4			CO	EO	SPI
38	SWR 4604	Counselling, Theory and Practice	4			CO	EO	SPI
39	SWR 4605	Social Work Practice in Maternal And Child Health	4			CO	EO	SPI
(VIII)	SWR 4650-4699	SPECIALIZATION: GROUP II Human Resource Development (HRD)						
40	SWR 4650	Social Work in Industry	4			CO	EO	SPI
41	SWR 4651	Human Resource Management and Industrial Relations	4			CO	EO	SPI
42	SWR 4652	Labour Legislations and Welfare measures	4			CO	EO	SPI
43	SWR 4653	Occupational Social Work	4			CO	EO	SPI
44	SWR 4654	Organizational Behaviour	4			CO	EO	SPI
45	SWR 4655	CSR and Social Work	4			CO	EO	SPI
46	SWR 4656	Management of Developmental Organizations	4			CO	EO	SPI
(IX)	SWR 4700-4749	SPECIALIZATION: GROUP III Social Work with Vulnerable People (SVP)						
47	SWR 4700	Social Work with Older Persons	4			CO	EO	SPI
48	SWR 4701	Social Work with Weaker Sections	4			CO	EO	SPI
49	SWR 4702	Integrated Child Protection Services	4			CO	EO	SPI
50	SWR 4703	Social Work Practice with Differentially abled People	4			CO	EO	SPI
(X)	SWR 4750-4799	SPECIALIZATION: GROUP IV Social Work with Families & Communities (SFC)						

5<sup>th</sup> BOS Meeting of Social Work scheduled for 26.8.2019

*Agm*  
विभागाध्यक्ष, सामाजिक कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश विश्वविद्यालय  
Central University of Himachal Pradesh  
आचार्य अशोक कुमार/Temporary Academic Block  
मैलाखार पोस्ट-1 धौलाखाल/Dhaulakhal Post-1 Dhaulakhal-176215

SI.	SWS 4750	Social Work with Families	4			2.75	2.00
SI.	SWS 4751	Healthcare and Disengagement	4			2.50	2.00
SI.	SWS 4752	Gender Social work	1				

5<sup>th</sup> BEd Meeting of Social Work scheduled for 26.8.2019

*[Signature]*

विभागाध्यक्ष, समाज कार्य विभाग  
 Head, Department of Social Work  
 हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
 Central University of Himachal Pradesh  
 अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
 फ्लोर-1 धर्मशाला/Dharamshala Floor-1 Dharamshala-176215

Proposed List of Subject Experts in Social Work for conducting Viva-voce in Field Work and Research Project (Dissertation) in the Master of Social Work Program

Name & Designation	Postal Address, Email & Mobile No.
Prof. Asok Sarkar Professor, Department of Social Work	Department of Social Work Visva Bharati, Bolpur- Sriniketan Block Road, Post - Santiniketan, West Bengal Pin Code - 731235 Email Address: asok.sarkar@visva-bharati.ac.in Mobile: 9434001807
Prof. Ankur Saxena Professor, School of Social Work	The M S University of Baroda Pratapgunj, Vadodara, Gujarat Email Address: ankur.a.saxena@gmail.com Mobile: 9427062771
3. Prof. Prasanta Ku. Ghosh Professor, Department of Social Work	Department of Social Work Visva Bharati, Bolpur- Sriniketan Block Road, Post - Santiniketan, West Bengal Pin Code - 731235 Email Address: prasanta.ghosh@visva-bharati.ac.in Mobile: 9434008821
4. Prof. Dharampal Singh Professor & Head Department of Social Work	Department of Social Work Punjabi University Patiala, Punjab Email Address: mordps@gmail.com Mobile: 9417178152
5. Prof. Raj Kumar Singh Professor	Department of Social Work University of Lucknow Lucknow, Uttar Pradesh Email Address: rajksinghb@yahoo.co.in Mobile: 9415545453
6. Prof. D. K. Singh Professor & Head	Department of Social Work University of Lucknow Lucknow, Uttar Pradesh Email Address: dkl65@yahoo.co.in Mobile: 9415105062
7. Dr. Ushvinder Kaur Popli Professor & Head	Department of Social Work, Faculty of Social Sciences, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 Email Address: upopli@jmi.ac.in ananduk1@rediffmail.com Mobile: 9811635571
8. Prof. Zubair Meenai Professor	Department of Social Work, Jamia Millia Islamia, New Delhi-110025 Email Address: zubairmeenai@gmail.com

5<sup>th</sup> BoS Meeting of Social Work to be held on 26.8.2019

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विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
University of Himachal Pradesh  
Shimla



Sl.	Name & Designation	Postal Address, Email & Mobile No.
		Mobile: 9891419786
9.	Prof. Sanjai Bhatt Professor	Department of Social Work, 3, University Road University of Delhi, DELHI – 110007 Email Address: sanjaibhatt@gmail.com Mobile: 9811516636
10.	Dr. Neena Pandey Associate Professor	Department of Social Work, 3, University Road University of Delhi, DELHI – 110007 Email Address: neena.aditi@gmail.com Mobile: 9971881517
11.	Dr. Sanjoy Roy Associate Professor	Department of Social Work -3 University Road, University of Delhi Delhi-110007 Email Address: sanjoyroy30@gmail.com Mobile: 9971352017
12.	Dr. Rose Nembiakkim Director	Room No. 5 School of Social Work, Section-H Block-15, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068 Email Address: rosenembiakkim@ignou.ac.in Mobile: 011-29571695
13.	Dr. Subhasis Bhadra Associate Professor & Head	Department of Social Work Central University of Rajasthan NH-8, Bandar Sindri, Kishangarh Dist-Ajmer-305817, Rajasthan Email Address: subhasisbhadra@curaj.ac.in, bhadrasubhasis@gmail.com Landline: 01463-238755
14.	Dr. Jagdish Jadhav Associate Professor	Department of Social Work Central University of Rajasthan NH-8, Bandar Sindri, Kishangarh Dist-Ajmer-305817, Rajasthan Email Address: jagdishjadhav_sw@curaj.ac.in Landline: 01463-238755
15.	Prof. Bipin Kishore Jojo Professor	Centre for Social Justice and Governance, School of Social Work Tata Institute of Social Sciences Deonar, Mumbai Email Address: bipinkjojo@gmail.com Mobile: 9223593067
16.	Prof. C. P. Singh Chairperson	Department of Social Work, Kurukshetra University, Kurukshetra, Haryana Email Address: cpsinghkuk@yahoo.co.in Mobile No: 9416291626



Sl.	Name & Designation	Postal Address, Email & Mobile No.
17.	Dr. Darshan Singh Professor & Head	Department of Social Work, Kurukshetra University, Kurukshetra, Haryana Email Address: dsajrana_12@rediffmail.com Mobile No: 9416550245
18.	Prof. T. Sobha Sri Professor & Head	Department of Social Work, Andhra University Visakhapatnam Andhra Pradesh Email Address: tadisobha@yahoo.co.in Mobile No: 9848097091
19.	Prof. K. Visweswara Rao Professor	Department of Social Work, Andhra University Visakhapatnam Andhra Pradesh Email Address: Mobile No:

*Dr. Darshan*  
26/8/2019

*Dr. Darshan*  
विभागाध्यक्ष, सामाजिक कार्य विभाग  
Head, Department of Social Work  
विभागाध्यक्ष, कुरुक्षेत्र विश्वविद्यालय  
Central University of Haryana  
आचार्य शक्ति सिंह, सामाजिक कार्य विभाग  
Block-1, Charanpur, Kurukshetra-136115



DEPARTMENT OF SOCIAL WORK  
CENTRAL UNIVERSITY OF HIMACHAL PRADESH

[ESTABLISHED UNDER THE CENTRAL UNIVERSITIES ACT 2009]  
PO BOX. 21, DHARAMSHALA, DISTRICT KANGRA - 176215 (HP)

[www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

Course Code: **SWR 455**

Course Name: **SOCIAL WORK PROFESSION**

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:** The course is designed to make learners:

- Become familiar with the core values and philosophy of social work profession and be able to imbibe these values into their professional self.
- Understand and differentiate social work and other related terms
- Understand the context of emergence of social work as a profession
- Understand the nature of Social work practice in different settings

**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. Presentations: 10%
  - b. Assignments/Book review: 10%
  - c. Class Test / Quiz: 05%

**COURSE CONTENTS:**

**Unit I: Introduction to Social Service and Social Welfare**

(15 Hours)

- Basic Concepts : Social service, social services, social reform, social security, human & social capital
- Social welfare, social welfare services and Models of social welfare
- Ideological perspectives: charity, philanthropy, humanitarian, humanistic-rationalistic, radical, human rights and social inclusion

**Unit II: Introduction to Social Work Profession**

(10 Hours)

- Social Work: Definition, Meaning and Concept.
- Social Work: Nature, Goals, Components, Process and Phases
- Basic Values and Principles of Social Work
- Methods of Social Work Intervention

August 2015

विभागाध्यक्ष, सामाजिक विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Dharamshala, Himachal Pradesh

26/8/2019

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(10 Hours)

### Unit III: Historical Development of Social Work

- Development of Professional Social Work in U.K. and U.S.A.
- Social Service Traditions and Social Reform Movements in India
- Contribution of Gandhi, Ambedkar and Phule to Social Change
- Sarvodaya Movement and Bhoodan Movement

(10 Hours)

### Unit IV: Social Work as a Profession

- Basic Requirements of a Social Work Profession
- Code of Ethics and Ethical Practice
- Social Work Functions and Roles of Social Workers
- Skills and Competencies for Social Work Practice
- Socio-culture Factors Affecting the use of the Principles of Social Work

(15 Hours)

### Unit V: Social Work Practice Areas

- Emerging Perspectives and Trends of Social Work Practice
- Community Development: Rural and Urban, Poverty Alleviation
- Family and Child Welfare
- Disability and Disaster Management
- Work with Elderly and People Living with HIV/AIDS

### Prescribed Text Books:

1. Du Bois, Brenda, and Karla K. Miley. 2014. *Social work: An Empowering Profession*. Boston, Mass. [u.a.]: Pearson Allyn and Bacon.
2. Hepworth, Dean H. 2013. *Direct Social Work Practice: Theory and Skills*. Australia: Brooks/Cole, Cengage Learning
3. Johnson, Louise C., and Stephen J. Yanca. 2010. *Social Work Practice: A Generalist Approach*. Boston [u.a.]: Allyn & Bacon.
4. Lindsay, Trevor. 2013. *Social Work Intervention*. London [etc.]: SAGE/Learning Matters.
5. Segal, Elizabeth A., Karen E. Gerdes, and Sue Steiner. 2015. *An Introduction to the Profession of Social Work: Becoming a Change Agent*. Boston, MA: Cengage Learning.
6. Trevithick, Pamela. 2012. *Social Work Skills and Knowledge: A Practice Handbook*. Maidenhead, Berkshire: Open University Press/McGraw-Hill.
7. Watson, David, and Janice West. 2006. *Social Work Process and Practice: Approaches, Knowledge and Skills*. Houndmills, Basingstoke, Hampshire: Palgrave Macmillan.

### Supplementary Books:

1. Compton, Beulah Roberts, Burt Galaway, Barry Cournoyer, Barry Cournoyer, and Tuula Heinonen. 2012. *Social Work Processes*. Toronto: Nelson Education.
2. Skidmore, Rex A., and Milton G. Thackeray. 1964. *Introduction to Social Work*. New York: Appleton-Century-Crofts.
3. Sheldon Brian, et al. (2010), *A Textbook of Social Work*, New Delhi, Routledge Publications.
4. Bose, A. B. 1987. *Encyclopaedia of Social Work in India*. Issued on behalf of the Planning Commission, Government of India. New Delhi: Publication Division, Ministry of Information and Broadcasting.

August 2015

28/8/2017  
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Head, Department of Social Work  
University of Himachal Pradesh



# Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH

## DEPARTMENT OF SOCIAL WORK

### School of Social Sciences

#### Minutes of the Fifth BOS Meeting Held on 26<sup>th</sup> August 2019

The Fifth Board of Studies (BoS) Meeting of the Department of Social Work was held on 26<sup>th</sup> August 2019 at 2.00 P.M. in the Seminar Hall, at Dhauladhar Campus - I, Dharamshala. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Dr. Asutosh Pradhan, Head, Department of Social Work to all the members present.

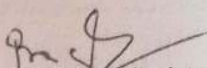
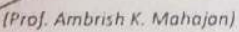
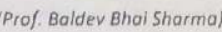
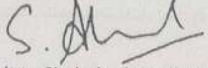
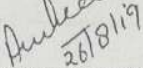
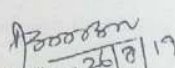
The following members were present:

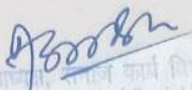
- |  |                                  |
|--|----------------------------------|
| 1. Dr. Asutosh Pradhan, Head, Department of Social Work  | Chairman & Convener              |
| 2. Prof. B.K. Nagla, Subject Expert, Retd. Professor, MD University, Rohtak, Haryana.              | External Member & Subject Expert |
| 3. Prof. Ambrish Kumar Mahajan, Professor & Dean, School of Life Sciences                          |                                  |
| 4. Prof. Baldev Bhai Sharma, Professor & Head, Department of Journalism & Mass Communication, CUHP | Member                           |
| 5. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP                          | Member                           |
| 6. Ms. Ambreen Jamali, Assistant Professor, Department of Social Work, CUHP                        | Special Invitee                  |

The deliberations held and decisions taken in the 5<sup>th</sup> BoS meeting of social work as per the scheduled agenda are as follows:

#### *Item SW-BoS-5/19.1: Rules of Business for conduct of the meeting of Board of Studies*

**Decision:** The rules were read and complied with (Annexure-1).

       
(Prof. B.K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma) (Mr. Shabab Ahmad) (Ms. Ambreen Jamali) (Dr. A. Pradhan)

  
Head, Department of Social Work  
Central University of Himachal Pradesh  
Temporary Address: Block  
Dharamshala, District Kangra, Himachal Pradesh - 176215



**Item SW-BoS-5/19.2: Confirmation of the Minutes of 4<sup>th</sup> Meeting of Board of Studies**

**Decision:** The approval/ratification of the Minutes of Fourth BoS by the School Board of the School of Social Sciences & the Academic Council was presented before the Board of Studies for information and confirmation. (**Annexure-2**) The same was confirmed and approved.

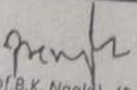
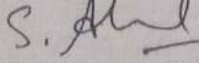
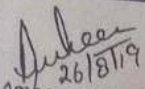
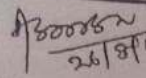
**Item SW-BoS-5/19.3: Approval of the development of a new set of Course Codes and Course Titles for the Admission Year 2020-21 on the basis of CBCS model.**

**Decision:** The new academic structure w.r.t. a new series of Course Codes, Course Titles and proposal to offer both Generic & Specialization courses from the Academic Session 2020-21 onwards was assessed and approved (**Annexure-3**). The new series of Course Codes has the flexibility and scope to add more courses in future as the need arises under various categories as required in the Choice Based Credit System (CBCS) Model of curricular design. The various categories as required under the CBCS pattern are as under:

- (a) Foundation Courses
- (b) Core Compulsory Courses
  - i. Theory
  - ii. Fieldwork
- (c) Core Open Courses
- (d) Elective Open Courses
- (e) Specialization Courses (Groups) or Generic Courses

**Item SW-BoS-5/19.4: Approval of the offering of Specialization & Generic Degree in the Master of Social Work Program.**

**Decision:** The Department of Social Work from the Academic Session 2020-21 shall offer a Masters degree in Social Work **with or without specialization**. Depending upon the conditions prevailing in the composition of the faculty and the expertise they have and also taking into consideration the nature of jobs available in the job market, the department may (or may not) offer specializations in its MSW Degree Programme. Further, in the spirit of the CBCS Model of curricular design and to facilitate for the

  
(Prof. B.K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma)  (Mr. Shabab Ahmad)  (Ms. Ambreen Jamali)  (Dr. A. Pradhan)

5<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019



availability of a robust opportunity to have a free choice in developing one's own bouquet of courses, students have the choice of opting for a Generic Program that shall comprise of courses which are not limited to a particular specialization and depending on the time table constraints of the department

- **SPECIALIZATION** The department of social work has initiated the process of offering specialization courses in particular are to be offered in the 3<sup>rd</sup> or 4<sup>th</sup> semesters. In a particular academic year specialization courses in groups would be offered depending upon the availability of faculty members in the department and/or the availability of faculty having experience with respect to a particular specialization.

For the award of Degree in a particular Specialization, the student has to pool in a minimum of 16 credits from courses offered in that specialization or from allied courses on offer under the category of "Elective Open" courses. When a student opts for a course(s) from the bouquet of courses under "Elective Open" for consideration under a particular specialization, the head of department has to clearly issue a notification to this effect for ratifying such a consideration. A copy of such notification has to be also forwarded to the Controller of Examinations not later than the beginning of the Fourth Semester after the Course Registration Forms have been filled up by the students of the department. This will ensure proper documentation, clarity and avoidance of any confusion during the award of degree in a particular specialization.

The offer of Specialization Courses has to be evenly spread in the 3<sup>rd</sup> & 4<sup>th</sup> semesters and the offering of specialization courses has to start in the 3<sup>rd</sup> semester compulsorily.

The degree to be awarded to a student on successful completion of the programme who has opted for a particular specialization shall be MARKED AS "MASTER OF SOCIAL WORK - SPECIALIZATION in ..... (in the Group the student has registered)"

- **GENERIC PROGRAM** True to the spirit of the CBCS Model of curricular design and objectives the students also have the option to choose courses across the

(Prof. B.K. Nag) (Prof. Anurag K. Mahapatra) (Prof. Baldev Bhui Sharma) (Mr. Shabab Ahmad) (Ms. Amreen Ismail) (Dr. A. Pradhan)

5<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019

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विभागाध्यक्ष, सामाजिक कार्य विभाग  
Head, Department of Social Work  
विभागाध्यक्ष, सामाजिक कार्य विभाग  
Head, Department of Social Work

spectrum of Elective Courses and/or Specialization courses on offer to form a bouquet of courses. Such a choice of courses from across various specialization groups / electives would comprise a Generic MSW Programme and the degree to be awarded on successful completion of the programme shall be MARKED AS "MASTER OF SOCIAL WORK - GENERIC" program.

- The Hon'ble Members of the Board of Studies appreciated the efforts being made by the department/university to introduce Specializations. The BoS unanimously felt and stated that specialization is the norm now-a-days. Therefore, the whole proposal was APPROVED as such.

**Item SW-BoS-5/19.4: Approval of the tentative list of "Subject Experts in Social Work" for Evaluation of Field Work and Research Project Report (Dissertation).**

**Decision:** A List of External Subject Experts (Annexure-4) presented before the BoS was APPROVED in the 5<sup>th</sup> BoS meeting for conduct of Viva-voce in the courses under the categories (i) Field Work Practicum and (ii) Research Report (Dissertation). Further, the Head of the Department of Social Work is also authorized to propose the names of Subject Experts beyond the list depending on certain exigencies that may arise in due course, both administrative and otherwise in case of non-availability of an external expert mentioned in the approved list, while finalizing the dates for the conduct of the viva-voce concerned.

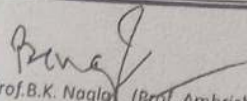
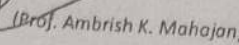
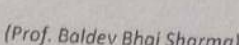
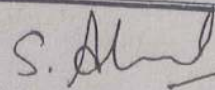
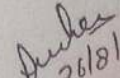
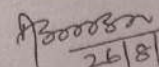
**Item SW-BoS-5/19.4: Ratification & Approval of the Course Outline and Credits allotted in the course titled "Social Work Profession" bearing Course Code SWR 455 for implementation from 2019-20 Academic Session**

**Decision:** The proposed course along with changes suggested in the detailed course outline/contents was ratified & approved (Annexure-5) by the BoS. The same is to be implemented for the current admission session 2019-20 as proposed.

**Item SW-BoS-4/18-.6: Clarification related to Ph.D. candidates registered in the department of social work.**

**Issues:** There have been occasions in the past when regular faculty members in the department/school have left the university on appointment to other institutions

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(Prof. B.K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma) (Mr. Shabab Ahmad) (Ms. Ambreen Jamali) (Dr. A. Pradhan)

5<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019

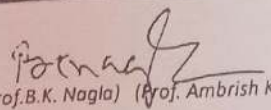

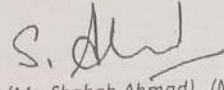
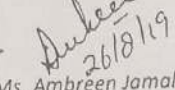
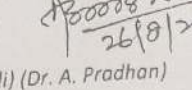
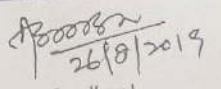
Page 4 of 5



permanently or on lien or on superannuation. In such an event, candidates registered under a particular faculty continue to be registered under such faculty members or otherwise as provided in the relevant Ordinance which is in force. There have been instances when in the absence of any eligible faculty member who could be the research guide for candidates enrolled/registered in the department of social work, such Ph.D. scholars were allotted to eligible faculty members in other departments under the School of Social Sciences or of allied disciplines. There are cases where the Guide belongs to another department and the scholar is registered in department of social work. The clarity required in such cases is that – Is there a need for a Co-Guide (Internal or External) from the social work discipline so that the very essence of the UGC Regulations related to Ph.D. are not violated tangentially even? This is important in case the candidate may have problems in the future in case questions are raised as regards the legality of the matter. It may be pertinent to mention that in this age of Right to Information the Research Scholar after award of his/her degree may be faced with a situation where the degree's validity under question.

**Decision:** The Board of Studies was of the firm opinion that in future every Research Scholar, whether M.Phil. or Ph.D., should be registered under an eligible Research Guide who is a regular faculty member in the Department of Social Work. In case of any exigency when there is no eligible guide in the department it is essential that the Research Scholar be registered under a qualified Co-Guide who is the department of Social Work at a point of time or under an eligible & recognized Co-Guide who is a regular faculty member in a Department of Social Work in any other UGC recognized University.

The meeting ended with Vote of Thanks to Chair and all respected members of the Board of Studies.







  
 (Prof. B. K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma) (Mr. Shabab Ahmad) (Ms. Ambreen Jamali) (Dr. A. Pradhan)



**PROCEEDINGS OF THE SIXTH BOARD OF STUDIES MEETING  
OF**

**DEPARTMENT OF SOCIAL WORK  
CENTRAL UNIVERSITY OF HIMACHAL PRADESH  
HELD ON 25<sup>TH</sup> SEPTEMBER 2021**

**समाज कार्य विभाग**

**हिमाचल प्रदेश केंद्रीय विश्वविद्यालय**

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश – १७७ १०१

**Department of Social Work**

**Central University of Himachal Pradesh**

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101

  
विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work





## समाज कार्य विभाग

### हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

#### Department of Social Work

#### Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



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2. MINUTES of the Sixth Board of Studies (BoS) Meeting held on 25<sup>th</sup> September 2021
3. Annexure I: MINUTES of the Fifth Board of Studies (BoS) Meeting held on 25<sup>th</sup> September 2021
4. Annexure II: Course Structure and Contents of Courses of MSW Programme (2020-22)
5. Annexure III: Course Structure and Contents of Courses of MPhil Programme
6. Annexure IV: Course Structure and Contents of Courses of PhD Programme
7. Annexure V: New Course Structure and Syllabus of MSW Programme in tune with the New Education Policy-2020 (effective from Batch 2021 onwards)
8. Annexure VI: Course Structure and Syllabus of 'Value Added Course'

*[Signature]*  
विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अध्यापिका/अध्यापक, छात्र/Temporary Academic Staff  
अ.प.प.स.-1 परिसर/Chaudhary Pansar-1 Dharanagar-177101





समाज कार्य विभाग  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

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Department of Social Work  
Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101

**AGENDA of the Sixth Board of Studies (BoS) Meeting to be held on 25<sup>th</sup> September 2021  
(11.00 A.M.)**

The Sixth Board of Studies (BoS) Meeting of the Department of Social Work has been proposed to be held on 25<sup>th</sup> September 2021 at 11.00 AM. as per approval from the Office of the Registrar office vide office order No.:- SSP/DEHRA/SOCIAL WORK/1-5/H.PC.U./20, dated: 25.09.2021.

The following members of the current Board of Studies have been invited for the aforementioned meeting to be held via Google Meet link: <https://meet.google.com/kdz-rfrn-fqq>.

1. Prof. Narayan Singh Rao, Head, Department of Social Work	- Chairman & Convener
2. Prof. Bachhraj Dugar, Vice Chancellor, Jain Vishva Bharati University Iadnun, Rajasthan.	- External Member & Subject Expert
3. Prof. B.K. Nagla, Subject Expert – Retd. Professor, MD University, Rohtak, Haryana.	- External Member & Subject Expert
4. Prof. Ambrish Kumar Mahajan, Dean, Department of Environmental Sciences	- Member
5. Dr. Asutosh Pradhan, Professor, Department of Social Work	- Member
6. Dr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP	- Member
7. Dr. Girish Gaurav, Assistant Professor, Department of Sociology and Social Anthropology, CUHP	- Nominee of the Hon'ble Vice-Chancellor

The tentative agenda for discussion & deliberations for the 6<sup>th</sup> BoS meeting of Department of Social Work are as follows:

**1. Item SW-BoS-6/06.01: Approval of the Minutes of the 5<sup>th</sup> BoS.**

*Detailed Agenda: The Minutes of the Meeting of the 5<sup>th</sup> BoS are placed for approval.*

6<sup>th</sup> BoS Meeting of Social Work scheduled for 25.09.2021

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हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Head, Department of Social Work  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय



2. *Item SW-BoS-6/06.02: Approval for the changes in Course Codes, Course Titles & Syllabus (with Retrospective effect) in the courses of MSW Programme (Batch 2020-22).*

Detailed Agenda:

- a. Subsequent to the Meeting of the 5<sup>th</sup> BoS, changes had to made in the Course Codes, Course Titles & Syllabus of the courses offered to the MSW Programme (Batch 2020-22).
  - b. The changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) are placed for approval with retrospective effect. Annexure I (Page Nos. 04-62)
3. *Item SW-BoS-6/06.03: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of MPhil Programme offered by the Department.*

Detailed Agenda:

- a. Students were admitted to the MPhil Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
  - b. The changed Course Codes, Course Titles & Syllabus of the courses of MPhil Programme are placed for approval with retrospective effect. Annexure II (Page Nos.63-85)
4. *Item SW-BoS-6/06.04: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of PhD Programme offered by the Department.*

Detailed Agenda:

- a. Students were admitted in the PhD Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
  - b. The changed Course Codes, Course Titles & Syllabus of the courses of PhD Programme are placed for approval with retrospective effect. Annexure III (Page Nos. 86-103)
5. *Item SW-BoS-6/06.05: Approval of the New Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards).*



Detailed Agenda:


- a. The New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
  - b. The new Course Structure along with changed Course Codes, Course Titles & Syllabus of these courses are placed for approval. Annexure IV (Page Nos. 104-170)
6. *Item SW-BoS-6/06.06: Approval of the Value Added Course to be offered by the Department of Social Work.*

Detailed Agenda:

- a. As per NEP-2020 guidelines issued by the University, all the Departments/Centers of are required to offer Value Added Courses (VAC) of 20 credits apart from their discipline-specific courses in each semester.
  - b. The Department proposes to launch the Value Added Course (VAC), named as, 'Emerging Areas of Social Work Practice'. The Course Codes, Course Titles & Syllabus of the VAC to be offered by the Department is placed for approval. Annexure V (Page Nos. 171-181).
7. *Item SW-BoS-6/06.07: Approval for teaching the course on Indian Knowledge Systems (IKS) in Semester I*


Detailed Agenda:

- a. The Department has received instructions from the University authorities to introduce a 02 Credits course on Indian Knowledge Systems (IKS) in Semester I. The content of the course will be designed and developed by a University Level Committee (which is uniform for all courses). It is proposed that BoS grants permission to the HoD, Department of Social Work to teach this course, the contents of which will be developed by the concerned committee.
  - b. This is reported to the respected members of the BoS for consideration and approval.
  - c. In the next BoS meeting, the Chairperson will place before the BoS, Social Work the contents of the aforementioned course.
8. *Item SW-BoS-5/19.4: Any other as permitted by the chair*

  
(Chairman, BoS)

6<sup>th</sup> BoS Meeting of Social Work scheduled for 25.09.2021

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विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक / Temporary Academic Block



समाज कार्य विभाग  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१  
Department of Social Work  
Central University of Himachal Pradesh  
Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101

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MINUTES of the Sixth Board of Studies (BoS) Meeting to be held on 25<sup>th</sup> September 2021  
(11.00 A.M.)

The Sixth Board of Studies (BoS) Meeting of the Department of Social Work was held on 25<sup>th</sup> September 2021 at 11.00AM. as per approval from the Office of the Registrar office vide office order No.: - SSP/DEHRA/SOCIAL WORK/1-5/H.PC.U./20, dated: 25.09.2021.

The following were the members of the 06<sup>th</sup> Board of Studies of the Department of Social Work which was held through online mode via Google Meet link: <https://meet.google.com/kdz-rfrn-fqq>.

1. Prof. Narayan Singh Rao, Head, Department of Social Work - Chairman & Convener
2. Prof. Narayan Singh Rao, Dean, School of Social Sciences - Member
3. Prof. Bachhraj Dugar, Vice Chancellor, Jain Vishva Bharati University Ladnun, Rajasthan. - External Member & Subject Expert
4. Prof. B.K. Nagla, Subject Expert - Retd. Professor, MD University, Rohtak, Haryana. - External Member & Subject Expert
5. Prof. Ambrish Kumar Mahajan, Dean, Department of Environmental Sciences - Member
6. Dr. Asutosh Pradhan, Professor, Department of Social Work - Member
7. Dr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP - Member
8. Dr. Girish Gaurav, Assistant Professor, Department of Sociology and Social Anthropology, CUHP - Nominee of the Hon'ble Vice-Chancellor

Prof. Bachhraj Dugar, Vice Chancellor, Jain Vishva Bharati University Ladnun, Rajasthan (External Member & Subject Expert) was unable to attend the meeting.



Decisions:

- a. After discussion on this matter, the Members of the BoS approved the MPhil Programme offered by the Department of Social Work with retrospective effect.
  - b. BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MPhil Programme (Batch 2020-22) with retrospective effect. The approval to make corresponding changes in all necessary documents related to the students admitted in the MPhil Programme including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists with retrospective effect was also granted.
4. *Item SW-BoS-6/06.04: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of PhD Programme offered by the Department.*

Detailed Agenda:

- a. Students were admitted in the PhD Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
- b. The changed Course Codes, Course Titles & Syllabus of the courses of PhD Programme are placed for approval with retrospective effect. (Annexure III)

Decision(s):

- a. After discussion on this matter, the Members of the BoS approved the PhD Programme offered by the Department of Social Work with retrospective effect.
  - b. BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MPhil Programme (Batch 2020-22) with retrospective effect. The approval to make corresponding changes in all necessary documents related to the students admitted in the PhD Programme including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists with retrospective effect was also granted.
5. *Item SW-BoS-6/06.05: Approval of the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards).*

Detailed Agenda:

- a. The New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
- b. The new Course Structure along with changed Course Codes, Course Titles & Syllabus of these courses are placed for approval. (Annexure IV)

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

Page 3 of 5

M. D.  
25.9.21

S. Ahmed  
25.09.2021

Professor Pradip

Dr. D. K. Mishra

Amresh Kumar  
25/9/21

Head, Department of Social Work  
University of Jharkhand  
Ranchi, Jharkhand



The Minutes of the meeting of the 6<sup>th</sup> BoS meeting of Department of Social Work are as follows:

1. *Item SW-BoS-6/06.01: Approval of the Minutes of the 5<sup>th</sup> BoS.*

*Detailed Agenda: The Minutes of the Meeting of the 5<sup>th</sup> BoS were placed for approval.*

*Decision: The Minutes of the Meeting of the 5<sup>th</sup> BoS were unanimously approved by the Members of the BoS.*

2. *Item SW-BoS-6/06.02: Approval for the changes in Course Codes, Course Titles & Syllabus (with Retrospective effect) in the courses of MSW Programme (Batch 2020-22).*

Detailed Agenda:

- a. Subsequent to the Meeting of the 5<sup>th</sup> BoS, changes had to made in the Course Codes, Course Titles & Syllabus of the courses offered to the MSW Programme (Batch 2020-22).
- b. The changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) are placed for approval with retrospective effect. (*Annexure I*)

Decisions:

- a. After deliberation on this matter, the Members of the BoS approved the changed Course Codes, Course Titles & Syllabus of the courses offered to the MSW (Batch 2020-22) with retrospective effect.
  - b. The approval to make corresponding changes in all necessary documents related to the MSW (Batch 2020-22) including Course Registration Forms, Timetable, Examination Datesheets, Question Papers, Award Lists was also granted with retrospective effect.
  - c. A Table was added showing the classification of courses as per Course Type. The 'Employability Courses' were also identified. The changes are shown in (*Annexure I*).
3. *Item SW-BoS-6/06.03: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of MPhil Programme offered by the Department.*

Detailed Agenda:

- a. Students were admitted to the MPhil Programme offered by the Department in the Academic Session 2020-21. Subsequently, changes had to made in the Course Codes, Course Titles & Syllabus of the courses of the MPhil Programme.
- b. The changed Course Codes, Course Titles & Syllabus of the courses of MPhil Programme are placed for approval with retrospective effect. (*Annexure II*)

M  
25.9.21

S. Abdul  
25.09.2021

Abdullah Roadhan

Dr. S. Kumar

M. S. K. S. K.  
25/9/21

Head, Department of Social Work



7. Item SW-BoS-6/06.07: Approval for teaching the course on Indian Knowledge Systems (IKS) in Semester I

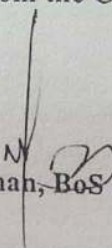
Detailed Agenda:

- a. The Department has received instructions from the University authorities to introduce a 02 Credits course on Indian Knowledge Systems (IKS) in Semester I. The content of the course will be designed and developed by a University Level Committee (which is uniform for all courses). It is proposed that BoS grants permission to the HoD, Department of Social Work to teach this course, the contents of which will be developed by the concerned committee.
- b. This is reported to the respected members of the BoS for consideration and approval.
- c. In the next BoS meeting, the Chairperson will place before the BoS, Social Work the contents of the aforementioned course.

Decision:


- a. The Members of the BoS approved the teaching of the course on Indian Knowledge Systems (IKS) in Semester I.

The meeting ended with the Vote of Thanks from the Chairperson.

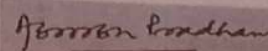
  
(Chairman, BoS & Head, Department of Social Work)

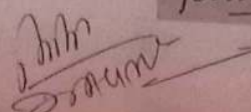
6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

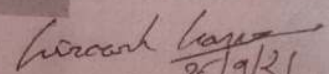
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S. Alu  
25.09.2021

  
Gorran Boudhan

  
S. Alu

  
8/9/21



Discussion:

- a. The members of the Bos were informed that as per the guidelines received from the university in New Course Structure and Syllabus of MSW Programme was designed in tune with the New Education Policy (NEP)-2020. This syllabus will be effective from the Academic Session 2021-22 onwards.
- b. A detailed discussion was held on this matter. The Members appreciated the prompt implementation of the New Education Policy-2020 by the Department.

Decisions:

- a. The following suggestions were incorporated in the Course Structure:
    - i. The alphabets of Course Codes of MSW Programme was changed from 'SW' to 'MSW'
    - ii. The 'Employability Courses' were also identified.
  - b. After discussion on this matter and incorporation of the suggestions, Members of the BoS approved the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards). The changes are shown in (Annexure IV).
6. Item SW-BoS-6/06.06: Approval of the Value Added Course to be offered by the Department of Social Work.

Detailed Agenda:


- a. As per NEP-2020 guidelines issued by the University, all the Departments/Centers of are required to offer Value Added Courses (VAC) of 20 credits apart from their discipline-specific courses in each semester.
- b. The Department proposes to launch the Value Added Course (VAC), named as, 'Emerging Areas of Social Work Practice'. The Course Codes, Course Titles & Syllabus of the VAC to be offered by the Department is placed for approval. (Annexure V)

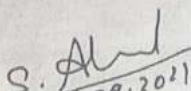
Decision(s):

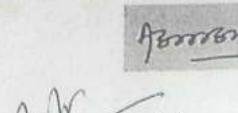
- a. The following suggestions were incorporated in the Course Structure:
  - i. The alphabets of Course Codes of Value Added Course was changed from 'SW' to 'SWR'
- b. After discussion on this matter and incorporation of the suggestions, Members of the BoS approved the Value Added Course proposed to be launched by the Department was approved. The changes are shown in (Annexure V).

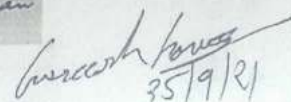
6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

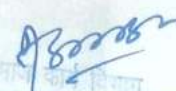
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25.9.2021

  
25.09.2021

  
Anurag Pradhan

  
35/9/21

  
Anurag Pradhan





# Central University of Himachal Pradesh

(Established under Central Universities Act 2009)  
DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH

## DEPARTMENT OF SOCIAL WORK

### School of Social Sciences

#### Minutes of the Fifth BOS Meeting Held on 26<sup>th</sup> August 2019

The Fifth Board of Studies (BoS) Meeting of the Department of Social Work was held on 26<sup>th</sup> August 2019 at 2.00 P.M. in the Seminar Hall, at Dhauladhar Campus - I, Dharamshala. The meeting formally started with a Welcome Note delivered by the Chairman & Convener of BoS Dr. Asutosh Pradhan, Head, Department of Social Work to all the members present.

The following members were present:

- |  |                                  |
|--|----------------------------------|
| 1. Dr. Asutosh Pradhan, Head, Department of Social Work  | Chairman & Convener              |
| 2. Prof. B.K. Nagla, Subject Expert, Retd. Professor, MD University, Rohtak, Haryana.              | External Member & Subject Expert |
| 3. Prof. Ambrish Kumar Mahajan, Professor & Dean, School of Life Sciences                          |                                  |
| 4. Prof. Baldev Bhai Sharma, Professor & Head, Department of Journalism & Mass Communication, CUHP | Member                           |
| 5. Mr. Shabab Ahmad, Assistant Professor, Department of Social Work, CUHP                          | Member                           |
| 6. Ms. Ambreen Jamali, Assistant Professor, Department of Social Work, CUHP                        | Special Invitee                  |

The deliberations held and decisions taken in the 5<sup>th</sup> BoS meeting of social work as per the scheduled agenda are as follows:

#### Item SW-BoS-5/19.1: Rules of Business for conduct of the meeting of Board of Studies

Decision: The rules were read and complied with (Annexure-1).

(Prof. B.K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma) (Mr. Shabab Ahmad) (Ms. Ambreen Jamali) (Dr. A. Pradhan)

5<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019

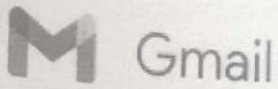
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विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
विभागाध्यक्ष, समाज कार्य विभाग  
Central University of Himachal Pradesh  
Dharamshala-176215  
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Central University of Himachal Pradesh Mail - Reg: Minutes of Board of Studies, Department of Social Work, CUHP



Shabab Ahmad <shababahmad@hpcu.ac.in>

**Reg: Minutes of Board of Studies, Department of Social Work, CUHP**

Narayan Rao <raonarayan2005@hpcu.ac.in>  
To: Shabab Ahmad <shababahmad@hpcu.ac.in>

Sat, Sep 25, 2021 at 5:43 PM

----- Forwarded message -----

From: **Bhupendra Nagla** <bnagla@yahoo.com>  
Date: Sat, 25 Sep 2021, 17:38  
Subject: Fwd: Reg: Minutes of Board of Studies, Department of Social Work, CUHP  
To: <raonarayan2005@hpcu.ac.in>

Dear prof. Rao,  
Forwarding the approval for the BOS meeting, Department of Social Work, CUGH.  
With best regards,  
B K Nagla  
Sent from my iPhone

Begin forwarded message:

From: Bhupendra Nagla <bnagla@yahoo.com>  
Date: 25 September 2021 at 5:34:48 PM IST  
To: Shabab Ahmad <shababahmad@hpcu.ac.in>  
Subject: Re: Reg: Minutes of Board of Studies, Department of Social Work, CUHP

Dear Dr. Shabab,  
[Quoted text hidden]

विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
धौलाचल पोस्ट-1 धौलाचल/Dhaulachal Postar-1 Dhaulachal-176215

availability of a robust opportunity to have a free choice in developing one's own bouquet of courses. Students have the choice of opting for a Generic Program that shall comprise of courses which are not limited to a particular specialization and depending on the time table constraints of the department

- **SPECIALIZATION** The department of social work has initiated the process of offering Specialization courses in particular are to be offered in the 3<sup>rd</sup> or 4<sup>th</sup> semesters. In a particular academic year specialization courses in groups would be offered depending upon the availability of faculty members in the department and on the availability of faculty having experience with respect to a particular specialization.

For the award of Degree in a particular Specialization, the student has to pool-in a minimum of 16 credits from courses offered in that specialization or from allied courses on offer under the category of "Elective Open" courses. When a student opts for a course(s) from the bouquet of courses under "Elective Open" for consideration under a particular specialization, the head of department has to clearly state a notification to this effect for ratifying such a consideration. A copy of such notification has to be also forwarded to the Controller of Examinations not later than the beginning of the Fourth Semester after the Course Registration Forms have been filled up by the students of the department. This will ensure proper documentation, clarity and avoidance of any confusion during the award of degree in a particular specialization.

The offer of Specialization Courses has to be evenly spread in the 3<sup>rd</sup> & 4<sup>th</sup> semesters and the offering of specialization courses has to start in the 3<sup>rd</sup> semester compulsorily.

The degree to be awarded to a student on successful completion of the programme who has opted for a particular specialization shall be MARKED AS "MASTER OF SOCIAL WORK - SPECIALIZATION in ..... (in the Group the student has registered)"

- **GENERIC PROGRAM** True to the spirit of the CBCS Model of curricular design and objectives the students also have the option to choose courses across the

Prof. B. K. Nigam

Prof. Anshu K. Mishra

Prof. Baldev Bhai Sharma

S. A. J.

Ashu

Pradha

4<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019



**Item SW-BoS-5/19.2: Confirmation of the Minutes of 4<sup>th</sup> Meeting of Board of Studies**

**Decision:** The approval/ratification of the Minutes of Fourth BoS by the School Board of the School of Social Sciences & the Academic Council was presented before the Board of Studies for information and confirmation. (Annexure-2) The same was confirmed and approved.

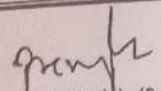
**Item SW-BoS-5/19.3: Approval of the development of a new set of Course Codes and Course Titles for the Admission Year 2020-21 on the basis of CBCS model.**

**Decision:** The new academic structure w.r.t. a new series of Course Codes, Course Titles and proposal to offer both Generic & Specialization courses from the Academic Session 2020-21 onwards was assessed and approved (Annexure-3). The new series of Course Codes has the flexibility and scope to add more courses in future as the need arises under various categories as required in the Choice Based Credit System (CBCS) Model of curricular design. The various categories as required under the CBCS pattern are as under:

- (a) Foundation Courses
- (b) Core Compulsory Courses
  - i. Theory
  - ii. Fieldwork
- (c) Core Open Courses
- (d) Elective Open Courses
- (e) Specialization Courses (Groups) or Generic Courses

**Item SW-BoS-5/19.4: Approval of the offering of Specialization & Generic Degree in the Master of Social Work Program.**

**Decision:** The Department of Social Work from the Academic Session 2020-21 shall offer a Masters degree in Social Work with or without specialization. Depending upon the conditions prevailing in the composition of the faculty and the expertise they have and also taking into consideration the nature of jobs available in the job market, the department may (or may not) offer specializations in its MSW Degree Programme. Further, in the spirit of the CBCS Model of curricular design and to facilitate for the

 (Prof. B.K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma) (Mr. Shabab Ahmad) (Ms. Ambreen Jamali) (Dr. A. Pradhan)

5<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019

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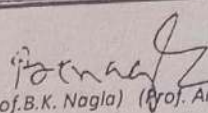
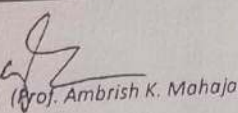
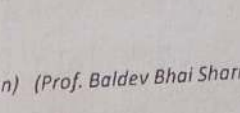
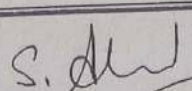
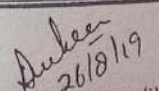
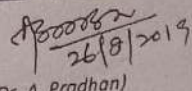
  
Head, Department of Social Work  
विश्वविद्यालय हिमाचल प्रदेश  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
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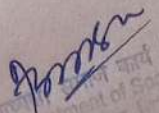
permanently or on lien or on superannuation. In such an event, candidates registered under a particular faculty continue to be registered under such faculty members or otherwise as provided in the relevant Ordinance which is in force. There have been instances when in the absence of any eligible faculty member who could be the research guide for candidates enrolled/registered in the department of social work, such Ph.D. scholars were allotted to eligible faculty members in other departments under the School of Social Sciences or of allied disciplines. There are cases where the Guide belongs to another department and the scholar is registered in department of social work. The clarity required in such cases is that – Is there a need for a Co-Guide (Internal or External) from the social work discipline so that the very essence of the UGC Regulations related to Ph.D. are not violated tangentially even? This is important in case the candidate may have problems in the future in case questions are raised as regards the legality of the matter. It may be pertinent to mention that in this age of Right to Information the Research Scholar after award of his/her degree may be faced with a situation where the degree's validity under question.

**Decision:** The Board of Studies was of the firm opinion that in future every Research Scholar, whether M.Phil. or Ph.D., should be registered under an eligible Research Guide who is a regular faculty member in the Department of Social Work. In case of any exigency when there is no eligible guide in the department it is essential that the Research Scholar be registered under a qualified Co-Guide who is the department of Social Work at a point of time or under an eligible & recognized Co-Guide who is a regular faculty member in a Department of Social Work in any other UGC recognized University.

The meeting ended with Vote of Thanks to Chair and all respected members of the Board of Studies.

       
(Prof. B.K. Nagla) (Prof. Ambrish K. Mahajan) (Prof. Baldev Bhai Sharma) (Mr. Shabab Ahmad) (Ms. Ambreen Jamali) (Dr. A. Pradhan)

5<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019

  
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Faculty of Social Sciences  
University of Rajasthan  
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spectrum of Elective Courses and/or Specialization courses on offer to form a bouquet of courses. Such a choice of courses from across various specialization groups / electives would comprise a Generic MSW Programme and the degree to be awarded on successful completion of the programme shall be MARKED AS "MASTER OF SOCIAL WORK - GENERIC" program.

- The Hon'ble Members of the Board of Studies appreciated the efforts being made by the department/university to introduce Specializations. The BoS unanimously felt and stated that specialization is the norm now-a-days. Therefore, the whole proposal was APPROVED as such.

**Item SW-BoS-5/19.4: Approval of the tentative list of "Subject Experts in Social Work" for Evaluation of Field Work and Research Project Report (Dissertation).**

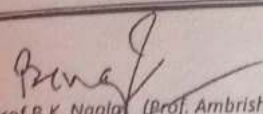
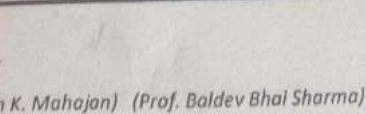
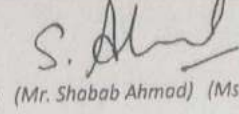
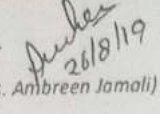
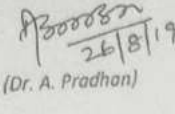
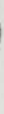
**Decision:** A List of External Subject Experts (Annexure-4) presented before the BoS was APPROVED in the 5<sup>th</sup> BoS meeting for conduct of Viva-voce in the courses under the categories (i) Field Work Practicum and (ii) Research Report (Dissertation). Further, the Head of the Department of Social Work is also authorized to propose the names of Subject Experts beyond the list depending on certain exigencies that may arise in due course, both administrative and otherwise in case of non-availability of an external expert mentioned in the approved list, while finalizing the dates for the conduct of the viva-voce concerned.

**Item SW-BoS-5/19.4: Ratification & Approval of the Course Outline and Credits allotted in the course titled "Social Work Profession" bearing Course Code SWR 455 for implementation from 2019-20 Academic Session**

**Decision:** The proposed course along with changes suggested in the detailed course outline/contents was ratified & approved (Annexure-5) by the BoS. The same is to be implemented for the current admission session 2019-20 as proposed.

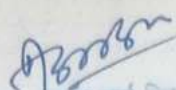
**Item SW-BoS-4/18-.6: Clarification related to Ph.D. candidates registered in the department of social work.**

**Issues:** There have been occasions in the past when regular faculty members in the department/school have left the university on appointment to other institutions

       
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5<sup>th</sup> BoS Meeting of Social Work held on 26.8.2019

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Head, Department of Social Work  
सिमागढ़ा प्रवेश केन्द्रीय विद्यालय  
Central University of Himachal Pradesh  
जी. बी. रोड, सिमागढ़ा  
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क्र.सं./ Sr. No.	शैक्षणिक सत्र/ Session	सेमेस्टर/ Semester	OLD Course Code OLD / कोर्स कोड	NEW COURSE CODE	क्रेडिट/ Credit	कोर्स का पूरा नाम/ Full Name of Course	कोर्स का प्रकार / Type of Course
1.	2020-21	Semester I	SWR 4103	SWR 479	4	Methods of Social Work: Community Organisation and Social Action	Core Compulsory
2.	2020-21	Semester I	SWR 4100	SWR 476	4	History Philosophy and Fields of Social Work	Core Compulsory
3.	2020-21	Semester I	SWR 4200	SWR 483	4	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork*	Core Compulsory
4.	2020-21	Semester I	SWR 4301	SWR 495	4	Human Growth and Development	Core Open
5.	2020-21	Semester I	SWR 4002	SWR 466	2	Society & Polity	Foundation Course
6.	2020-21	Semester I	SWR 4005	SWR 469	2	Basics of Research	Foundation Course
7.	2020-21	Semester II	SWR 4101	SWR 477	4	Methods of Social Work: Social Casework	Core Compulsory
8.	2020-21	Semester II	SWR 4102	SWR 478	4	Methods of Social Work: Social Group Work	Core Compulsory
9.	2020-21	Semester II	SWR 4202	SWR 484	4	Field Work Practicum - II: Concurrent Field Work and Rural Camp*	Core Compulsory
10.	2020-21	Semester II	SWR 4302	SWR 489	4	Social Work Practice in Rural and Urban Areas	Core Open
11.	2020-21	Semester II	SWR 4007	SWR 471	2	Human Rights & Advocacy	Foundation Course
12.	2020-21	Semester II	SWR 4003	SWR 467	2	Contemporary Social Issues and Problems	Foundation Course
13.	2021-22	Semester III	SWR 4104	SWR 480	4	Methods of Social Work: Social Work Administration	Core Compulsory
14.	2021-22	Semester III	----	SWR 472	4	Alcohol & Other Drug Abuse Prevention*	Elective Open
15.	2021-22	Semester III	SWR 4202	SWR 485	4	Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations*	Core Compulsory
16.	2021-22	Semester III	SWR 4651	SWR 473	4	Human Resource Management and Industrial Relations*	Specialisation
17.	2021-22	Semester III	SWR 4650	SWR 474	4	Social Work in Industrial Setting*	Specialisation
18.	2021-22	Semester IV	SWR 4204	SWR 423	4	Block Placement Training*	Core Compulsory
19.	2021-22	Semester IV	SWR 4400	SWR 499	4	MSW Dissertation*	Core Open
20.	2021-22	Semester IV	SWR 4203	SWR 486	4	Field Work Practicum - IV: Concurrent Field Work and Educational Tour*	Core Compulsory
21.	2021-22	Semester IV	SWR 4652	SWR 475	4	Social Security, Labour Welfare and Related Legislations*	Specialisation
22.	2021-22	Semester IV	----	SWR 487	4	NGO Management*	Specialisation

\* Employability Courses

Annexure II: Item SW-BoS-6/06.02: Approval for the changes in Course Codes, Course Titles & Syllabus (with Retrospective effect) in the courses of MSW Programme (Batch 2020-22).

## समाज कार्य विभाग



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



## Syllabus

Master of Social Work

Batch: 2020-22

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विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
विश्वविद्यालय का अस्थायी शैक्षणिक ब्लॉक  
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सप्त सिंधु परिसर/Dehra, District: Kangra-176215



**Course Code:** SWR 479

**Course Name:** Methods of Social Work: Community Organisation and Social Action

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** Having successfully completed this course, a student should be able to:

- Develop understanding regarding community organization as a method of social work
- Understand the critical elements of practicing community organization
- Enhance critical understanding of the models and strategies for community organization
- Enhance the understanding of the roles of the agencies and community organizer
- Understanding Social Action as a method of Social Work
- Develop perspective and skills for participatory processes in the community and civil society

**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: Basic Conceptual Framework**

**(8 Hours)**

- Community meaning and types: Rural, Urban and Tribal
- Community and Social Work Practice
- Community Work: Evolution, Definition, Objectives and Scope

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

*Signature*  
Head, Department of Social Work  
University of Himachal Pradesh  
Jalandhar, Punjab - 150001  
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# 1. Classification of Courses:

SEMESTER I			
Course Code	Name of the Course	Credit	Semester
<b>CORE COMPULSORY (12 Credits)</b>			
SWR 479	Methods of Social Work: Community Organisation and Social Action	04	I
SWR 476	History Philosophy and Fields of Social Work	04	I
SWR 483	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork	04	I
<b>CORE OPEN (04 Credits)</b>			
SWR 495	Human Growth and Development	04	I
<b>FOUNDATION COURSE (04 Credits)</b>			
SWR 466	Society & Polity	02	I
SWR 469	Basics of Research	02	I
SEMESTER II			
<b>CORE COMPULSORY (12 Credits)</b>			
SWR 477	Methods of Social Work: Social Casework	4	II
SWR 478	Methods of Social Work: Social Group Work	4	II
SWR 484	Field Work Practicum - II: Concurrent Field Work and Rural Camp	4	II
<b>CORE OPEN (04 Credits)</b>			
SWR 489	Social Work Practice in Rural and Urban Areas	4	II
<b>FOUNDATION COURSE (04 Credits)</b>			
SWR 471	Human Rights & Advocacy	2	II
SWR 467	Contemporary Social Issues and Problems	2	II
SEMESTER III			
<b>CORE COMPULSORY (08 Credits)</b>			
SWR 480	Methods of Social Work: Social Work Administration	4	III
SWR 485	Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations	4	III
<b>ELECTIVE OPEN (04 Credits)</b>			
SWR 472	Alcohol & Other Drug Abuse Prevention	4	III
<b>ELECTIVE SPECIALISATION (08 Credits)</b>			
SWR 473	Human Resource Management and Industrial Relations	4	III
SWR 474	Social Work in Industrial Setting	4	III
SEMESTER IV			
<b>CORE COMPULSORY (08 Credits)</b>			
SWR 423	Block Placement Training	4	IV
SWR 486	Field Work Practicum - IV: Concurrent Field Work and Educational Tour	4	IV
<b>CORE OPEN (04 Credits)</b>			
SWR 499	MSW Dissertation	4	IV
<b>ELECTIVE SPECIALISATION (08 Credits)</b>			
SWR 475	Social Security, Labour Welfare and Related Legislations	4	IV
SWR 487	NGO Management	4	IV

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work

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पंजाब रोड-1 धौलाद/Doalad-1 Pansar-1 Dharamshala-176215

**Suggested Extra Readings:**

3. Siddiqui, H.Y., Social Work & Social Action, Har Nam Publications: New Delhi.
4. Goel S.L; Jain,R.K., Social Welfare Administration Vol.2, Deep &Deep Publications: New Delhi
5. Mukherji.B., Community Development in India, Orient Longman :New Delhi.

*Abhinav*  
विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश विश्वविद्यालय  
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पिन-176215/Chandigarh-176215



- Process of Community Work
- Interface between Community work, community organization and community development

(8 Hours)

## UNIT - II: Community Organization

- Community Organization: Definition, concept and
- Steps in Community Organization
- Basic Assumptions of Community Organization
- Principles and Skills of Community Organization

## UNIT - III: Approaches and Models in Community Organization (8 Hours)

- Approaches
- Models of Community Organization
- Strategies of Community Organization
- Peoples Participation

## UNIT - IV: Community Organization and Practice

(8 Hours)

- Networking and Coordination: Rationale ,Meaning and Scope
- Intervention of NGO's
- Government intervention in Community Organization.
- Role of Community Worker

## UNIT - V: Social Action

(8 Hours)

- Meaning, Concept, Objectives and Scope of Social Action
- Principles of Social Action
- Tactics and Methods of Social Action
- Social Action and Community Organization

### Prescribed Text Books:

1. Siddiqui, H.Y. (1997), Working with Communities, New Delhi, Hira Publications: New Delhi.
2. Ross. M. G., Community Organization, Harper Press :New York.

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

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Head, Department of Social Work  
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आ पौस्तक-1 परिसर, धर्मपुर, पटवा-1  
At Post-1 Campus, Dharmpur, Patwa-1

**Unit II: Historical Development of Social Work**

(8 Hours)

- Concept of *Sewa* in Bharat
- Development of Professional Social Work in U.K. and U.S.A.
- Social Service Traditions and Social Reform Movements in India.
- Contribution of Swami Vivekandanda, Gandhi, Ambedkar and Phule

**Unit III: Social Work as a Profession**

(8 Hours)

- Requirements of a Social Work Profession
- Social Work Functions and Roles of Social Workers.
- Competencies for Social Work Practice.
- Socio-cultural factors impacting social work.practice

**Unit IV: Social Work Practice Areas-I**

(8 Hours)

- Emerging Perspectives and Trends of Social Work Practice.
- Community Development: Rural and Urban
- Family and Child Welfare.

**Unit V: Social Work Practice Areas -II**

(8 Hours)

- Disability and Disaster Management.
- Environmental Social Work
- School Social Work
- Elderly and HIV/AIDS.

**Prescribed Text Books:**

1. Mishra, Prayag Din (1994), Social Work – Philosophy and Methods, New Delhi, Inter – India Publications.
2. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
3. Elizabeth A. Sehgal. et al. (2011), Professional Social Work, Jaipur, Rawat Publications.

**Supplementary Books:**

1. Skidmore, et al. (1997), Introduction to Social Work, Boston, Allyn & Bacon.
2. Sheldon Brian, et al. (2010), A Textbook of Social Work, New Delhi, Routledge Publications.

**Course Code:** SWR 483

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

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Himachal Pradesh Sahitya Akademi  
Central University of Himachal Pradesh  
Temporary Academic Block  
Sector-1, Shimla-171005/Chandigarh Sector-1 Chandigarh-16215



**Course Name:** History, Philosophy and Fields of Social Work

**Learning Outcomes:** The course is designed to

- ### Attendance Requirements:

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

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

## Unit I: Introduction to Social Work Profession

- (8 Hours)

Head, Department of Social Work  
Central University of Himachal Pradesh

	social work have information relating to the importance and place of the practical in the masters level Social Work program, the purpose, functions and ethics and professional practice
<b>Observation Visits:</b>	<p>Observation visits provide an exposure to students an understanding of the community and agency settings, facilities available &amp; services provided in response to people's needs. Community visits to urban and rural areas provide students an experience of community life and living; problems and issues faced by people; understanding peoples core needs which shall ultimately lead to the development of programs which students can implement in concurrent fieldwork when placed in communities.</p> <p>Visits are arranged to the following -</p> <ul style="list-style-type: none"> <li>• Villages &amp; Urban communities</li> <li>• NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>• Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;</li> </ul>
<b>Concurrent Field Work in:</b>	<ul style="list-style-type: none"> <li>• <b>Rural &amp; Urban Communities:</b> For concurrent field work practice, students are placed in community settings to study and understand social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.</li> <li>• Students are required to work in community settings in the 2<sup>nd</sup> semester through placements done in NGOs so that they get to know</li> </ul>



**Course Name:** Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork

**Credits Equivalent:** 4 Credits

### **Introduction on Field Work:**

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

### **Learning Outcomes:**

1. Develop the ability to observe and analyse social realities understand the characteristics of Social systems and their dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Develop the ability to recognise the need for new programs initiated & participate in them;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

### **Curricular Components & Requirements:**

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<b>Orientation:</b>	<ul style="list-style-type: none"><li>• 10 hours of one-hour sessions spread over one week in the beginning of the first semester.</li><li>• Inductive orientation program provide the newly inducted students in</li></ul>
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	<p>shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</p> <ul style="list-style-type: none"> <li>Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work done in the field.</li> <li>At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled "<b>Consolidated Concurrent Fieldwork Report</b>"</li> </ul>
<b>Fieldwork Conference</b>	<ul style="list-style-type: none"> <li>Both <b>Individual Conference (IC)&amp;Group Conference (GC)</b> are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor.</li> <li>Attendance in the fieldwork conferences is compulsory and internal assessment &amp; evaluation will be done at the end of the semester also on the basis of attendance &amp; participation of the learner in the conferences.</li> <li>Instructions given by the respective supervisor in IC &amp; GC have to be recorded in the fieldwork diary of the learner.</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>Attendance in field work is compulsory</li> <li>The department has to organize at the minimum <b>15 hours of field work per week</b> conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.</li> </ul>
<b>Submission of Reports:</b>	<ul style="list-style-type: none"> <li>Students are required to submit their fieldwork reports, field notes &amp; field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor</li> <li>Submission of reports is the responsibility of the student concerned.</li> <li>Submission of reports beyond the scheduled date/day shall be marked as <b>LATE SUBMISSION in Red colour</b>.</li> <li>Learners have to ensure that their supervisor signs each report submitted mentioning date.</li> </ul>



	<p>structured ways of functioning of NGOs and the implementation of project-based activities undertaken.</p> <ul style="list-style-type: none"> <li>• Learners get to know the dynamics of relationships between the local communities &amp; the NGO concerned.</li> <li>• Learners also become conscious and aware about the organizational structures and functioning of NGOs as per the policy donor agencies or grant-giving organizations.</li> </ul> <p><b>Type of Agencies in which students are placed -</b></p> <ul style="list-style-type: none"> <li>• <b>NGOs</b> working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>• <b>Government Agencies</b> working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings etc.</li> </ul>
<b>Recording:</b>	<ul style="list-style-type: none"> <li>• Whether it is the reporting of <b>Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork</b> done, students have to record and submit separate reports immediately.</li> <li>• Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems &amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</li> <li>• Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they</li> </ul>

**Course Code:** SWR 495

**Course Name:** Human Growth and Development

**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.)

**Learning Outcomes:** The course is designed to

- Learn to apply Concepts and Theories of Psychology
- Develop a Critical Perspective of the Theories of Human Behavior and Personality.
- Understand the Nature and Development of Human Behaviour in Socio-Cultural Context.

**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:**

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

**Course Contents:**

**UNIT - I: Socio- Cultural Environment, Human Behaviour, Growth & Development(8 Hours)**

- Psychology: Meaning, Concept and its Branches
- Determinants of Human Behavior: Heredity & Environment
- Life Span Perspective of Human Development
- Role of Social Institution and Group in Shaping Human Behavior
- Understanding Human Behavior: Cross Cultural Perspective

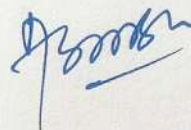


**Evaluation Criteria:**

**4. End Term Evaluation: 200 Marks**

**Components of Evaluation:**

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce



विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
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Central University of Himachal Pradesh  
अस्थायी शैक्षणिक खण्ड Temporary Academic Block  
डिहालचौर परिसर-1 धर्मशाला/Dhaulachaur Porsar-1 Dharamshala-176215

1. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson Publications.
2. Morgan, C.Tand King, R.A.,(2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill.
3. Baron, A. Robert, (2001), Psychology, New Delhi, Pearson Publications.
4. Ahuja, Niraj. (2002), A Short Textbook of Psychiatry, New Delhi, Jaypee Brothers

**Suggested Additional Readings:**

5. Park, K., (2010), Textbook of Preventive and Social Medicine, Jabalpur, BarnarsidassBhanot Publishers
6. Page J.D., (2010), Abnormal Psychology, New Delhi, Tata McGraw Hill.



**UNIT- II: Basic Psychological Process**

**(8 Hours)**

- 1) Concept and Theories of
  - Cognition and Learning
  - Motivation, Emotion and Intelligence
- 2) Theories of Personality
  - Psychoanalytic Theories of Personality: Freud, Erikson and Adler
  - Behavioural Theories: Miller and Bandura
  - Humanistic Theories: Rogers and Maslow

**UNIT- III: Mental Health and Process: Development & Assessment**

**(8 Hours)**

- Mental Health
- Mental Retardation
- Defense Mechanism
- Psychological Testing

**UNIT - IV: Abnormal Psychology**

**(8 Hours)**

- Abnormal Psychology
- Etiological Factors of Mental Illness
- Types of Mental Disorders
- Therapeutic Process

**UNIT – V: Social Psychology**

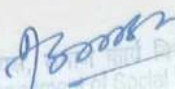
**(8 Hours)**

- Social Psychology
- Attitude: Formation, Change and Measurement
- Prejudice, Stereotypes and Discrimination:
- Collective Behaviour: Crowd, Riot and Rebellion.

**Prescribed Text Books:**

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021  
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विभागाध्यक्ष, सामाजिक कार्य  
Head, Department of Social Work  
सिमाखुल प्रोबल केन्द्रीय विद्यालय  
Central University of Himalayas  
समाधि विद्यालय 1<sup>st</sup> Temporary Academic Block  
जल प्रसार-1 पदवी, विद्यालय फाउण्डेशन-1 धारा-1

(4 Hours)

**UNIT – II: Social Change**

- Social Change
- Marxist Approach to the Study of Society
- Modernization
- Globalisation
- Post-Modernism

(4 Hours)

**UNIT - III: Social Institutions**

- Family- The Joint and the Nuclear Family.
- Family as Social Institution, Changing Structures and Patterns of Family.
- Religion, Role of Religion in Society, Secularism

(4 Hours)

**UNIT - IV: Social Structure and Social Stratification**

- Social Stratification & Social Mobility
- Caste & Class: Changing Dynamics.
- Dalits, Adivasis and Minority Groups. Situation, Changing Relationship and Dynamics.

(4 Hours)

**UNIT - V: Contemporary Social Concerns**

- Social Problems in Indian Social Structure(Caste & Politics and Communalism, Youth Unrest)
- Violence Against Women,
- Corruption

**Prescribed Text Books:**

1. Johnson, Harry M.,(2007), Sociology: A Systematic Introduction, New Delhi, Allied Publishers
2. Ahuja, Ram, (2001), Indian Social System, Jaipur, Rawat Publications
3. Ahuja, Ram, (2008), Social Problems in India, Jaipur, Rawat Publications

**Suggested Additional Readings:**

1. Haralambos, M. & Holborn, M., (2008), Themes and Perspectives in Sociology, London, Harper Collins.



**Course Code:** SWR 466

**Course Name:** Society and Polity

**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:** The course is designed to

- Understand basic sociological concepts and social formations
- Develop skills to analyze and understand Indian society
- Learn to apply sociological insight in day to day life

**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: Orientation to Significant Sociological Concepts (4 Hours)**

- Culture: Elements in Culture, Cultural Systems and Sub Systems
- Social Structure and Social Institution and Social Groups
- Socialization - Meaning, Socialization and Development of Self
- Social Conformity & Social Deviation
- Social Control

(4 Hours)

**UNIT - II: Research Process and Sampling**

- Problem Selection – Identification & Formulation
- Selection Specific Research Issue, Formulation of Objectives, Clarifying the Objectives.
- Probability Sampling: Simple Random Sampling, Proportionate and Disproportionate Stratified Random Sampling, Cluster Sampling.
- Non-Probability Sampling: Accidental Sampling, Quota Sampling, Purposive Sampling, Snowball Sampling.

(4 Hours)

**UNIT - III: Hypotheses, Methods and Tools of Data Collection**

- Hypotheses: Nature, Characteristics, Sources & Types
- Tools of Data Collection: Primary & Secondary, Observation, Interview Schedule, Questionnaire, Types and Formats.
- Rating Scales

(4 Hours)

**UNIT - IV: Research Designs**

- Research Design: Concept and Types
- Qualitative and Quantitative Research Designs (Including Case study Method); Participatory Research (RRA / PRA / PLA).
- Report Writing

(4 Hours)

**UNIT - V: Statistical Analysis**

- Descriptive Statistics: Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

**Prescribed Text Books:**

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.



2. Doshi, S.L., Modernity, Post Modernity & Neo Sociological Theories, Jaipur, Rawat Publications

**Course Code:** SWR 469

**Course Name:** Basics of Research

**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.)

**Learning Outcomes:** The course is designed 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: 25%

**Course Contents:**

**UNIT - I: Research: Nature & Concept**

**(4 Hours)**

- Nature of Scientific Methods and its Application to Social Phenomenon
- Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action Research
- Concepts in Research: Theory, Variable, Concept, Universe & Sampling

**Course Code:** SWR 477

**Course Name:** Methods of Social Work: Social Casework

**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.)

**Learning Outcomes:** The course is designed to:

- To study the Case Work as one of the primary method of Social Work
- To understand the client based study and interventions
- Theoretical understanding of working with individuals.

**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: Social Case Work: An Introduction**

**(8 hours)**

- Historical development of casework as a method of social work
- Meaning, concept, Objectives of social case work
- Philosophical & chief assumptions
- Components, Contribution of Mary Richmond & Friendly Visitors

**UNIT - II: Case Work Process/Principles/Theories**

**(8 hours)**



2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

**Suggested Extra Readings:**

4. Bhandarkar, P.L., & Wilkinson, T. S. (2009) Methodology and Techniques of Social Research, Bombay, Himalaya.
5. Laldas, D. K. (2004) Practice of Social Research, Jaipur, Rawat



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जयपुर परिसर-1 धरमविहा/Chaudhrai Patisar-1 Dharamvihala-176215

**Suggested Extra Readings:**

1. Kadushin, A, & Kadushin, G.1997. The social case work interview: A guide for human service professionals. New York: Columbia University Press.
2. Biestek, Felix P. The casework: A psychosocial Therapy. New York: Mcgraw Hills.
3. Hollis, F. 1964. Casework: A Psychosocial Therapy. New York: McGraw Hills.

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Central University of Veterinary Health  
Dr. B.R. Mehta Veterinary Academic Block  
पंजाब विश्वविद्यालय, लुधियाना-141004



- Process in case work- Intake, Study
- Assessment
- Intervention
- Termination & evaluation
- Principles of case work

### UNIT - III: Techniques and skill in Social Case work

(8 hours)

- Case work Relationship: Conceptual Framework
- Helping Techniques:-Interviewing , listening, Rapport building Observation, home visit, Relationship
- Supportive techniques:-Acceptance, empathy, Assurance, Facilitation, Encouragement & Reassurance
- Recording in Case work

### UNIT – IV: Understanding the client System

(8 hours)

- Psychoanalytical Theory
- Psychosocial Theory
- Diagnostic School and Functional School of case work
- Counseling

### UNIT – V: Therapeutic Approach to Social Case Work

(8 hours)

- Behaviour Modification Approach
- Problem Solving Approach
- Crisis Intervention Approach
- Electric approach

### Prescribed Books:

1. Mathew, G. 2011. An Introduction to Social Casework. Mumbai: Tata Institute of Social Sciences.
2. Perlman, H.H 2011.Social Casework:- A problem-solving Process. Jaipur:Rawat.
3. Upadhyay,R.K 2010.Social Casework: A Therapeutic Approach. Jaipur:Rawat

**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
- Skills and Distinctive Principles of Group Work
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group
- Common Interest Group, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group

**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 Counselling, Group Discussion, Group Decision Making.
- Programme Media, Role Play, Group Diagnosis

**UNIT - IV: Use of Programme and Dynamic of Group Process**

**(8 Hours)**

- Programme Planning in 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 Group Work
- Group Work Practice in Agencies
- Role of Social Group Worker for the Satisfaction of the Social Needs and Development of Individual and Community.
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution



**Course Code:** SWR 478

**Course Name:** Methods of Social Work: 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.)

**Learning Outcomes:** 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%

**Course Contents:**

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

- Concept and Importance of Groups
- Definition of Social Group Work
- Characteristics of Social Group Work
- Application of Social Group Work in Different Fields

**Course Code:**SWR 484

**Course Name:**Field Work Practicum - II: Concurrent Field Work and Rural Camp

**Credits Equivalent:**4 Credits

### **Introduction on Field Work:**

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed, design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

### **Learning Outcomes:**

1. Develop the critical abilities to understand social realities and community dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Use human rights perspective to understand various forms of injustice prevailing in society and the need for equity in all interventions;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

### **Curricular Components & Requirements:**

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<b>Concurrent Field Work in:</b>	<ul style="list-style-type: none"><li>• <b>Rural &amp; Urban Communities:</b> For concurrent field work practice, students are placed in community settings to study and understand social systems family as an institution social relationships power</li></ul>
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**Prescribed Text Books:**

1. Mishra, P.D. (2008), Social Work – Philosophy & Methods, New Delhi, Inter-India Publications.
2. Siddiqui, H.Y. (2008), Group Work - Theories and Practices, Jaipur, Rawat Publications.
3. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
4. Zastrow, C. (2010), Social Work with Groups, Jaipur, Rawat Publications.

**Suggested Extra Readings:**

1. Gravin, Charles D., Lorriane M. Gulier (Ed.) (2007), A Hand Book of Social Work with Groups, Jaipur, Rawat Publications.

	<p>done in the field.</p> <ul style="list-style-type: none"> <li>At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled "<b>Consolidated Concurrent Fieldwork Report</b>"</li> </ul>
<b>Fieldwork Conference</b>	<ul style="list-style-type: none"> <li>Both <b>Individual Conference (IC)</b> &amp; <b>Group Conference (GC)</b> are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor.</li> <li>Attendance in the fieldwork conferences is compulsory and internal assessment &amp; evaluation will be done at the end of the semester also on the basis of attendance &amp; participation of the learner in the conferences.</li> <li>Instructions given by the respective supervisor in IC &amp; GC have to be recorded in the fieldwork diary of the learner.</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>Attendance in field work is compulsory</li> <li>The department has to organize at the minimum <b>15 hours of field work per week</b> conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.</li> </ul>
<b>Submission of Reports:</b>	<ul style="list-style-type: none"> <li>Students are required to submit their fieldwork reports, field notes &amp; field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor</li> <li>Submission of reports is the responsibility of the student concerned.</li> <li>Submission of reports beyond the scheduled date/day shall be marked as <b>LATE SUBMISSION</b> in Red colour.</li> <li>Learners have to ensure that their supervisor signs each report submitted mentioning date.</li> </ul>

#### Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce



	<p>structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.</p> <ul style="list-style-type: none"> <li>Students are encouraged to work in close cooperation with various institutions of organizations working in the field of rural or urban development like Gram Panchayat, Block Development Office, Municipality, Community Health Centre, Anganwadi, DRDA (District Rural Development Authority) etc.</li> </ul> <p style="text-align: center;"><b>OR/AND</b></p> <ul style="list-style-type: none"> <li><b>NGOs &amp; Government Agencies:</b> Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development.</li> </ul> <p>The basic <b>purpose of agency placement</b> is to understand the functioning of these institutions, the organizational structure, staffing pattern, distribution of roles and responsibilities, program design and implementation, resource mobilization and the direct delivery of services to the public or the clientele population.</p> <p><b>Students are placed in -</b></p> <ul style="list-style-type: none"> <li><b>NGOs</b> working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li><b>Government Agencies</b> working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;</li> </ul>
<b>Recording:</b>	<ul style="list-style-type: none"> <li>Reports of <b>Concurrent Fieldwork</b> undertaken by students have to be recorded and submitted immediately in the following week as notified by the department.</li> <li>Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems &amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</li> <li>Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</li> <li>Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work</li> </ul>

- Panchayati Raj Institutions in India
- Panchayats (Extension to Scheduled Areas) Act, 1996
- Decentralised Planning
- Preparation of Gram Panchayat Development Plan

**UNIT - III: Programmes and Schemes for Rural Development (8 Hours)**

- Historical Analysis of Rural Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Rural Development of Government of India and Government of Himachal Pradesh
- Microcredit and Self-Help Groups

**UNIT - IV: Urban Communities and Urbanisation (8 Hours)**

- Urban Communities: Types and Features
- Level of Urbanisation and Urban Infrastructure in India
- Causes and Consequences of Urbanisation
- Slum: Concept, Factors Contributing to Slum Development, Consequences and Issues around Evictions and Relocation

**UNIT - V: Urban Development in India (8 Hours)**

- Urban development programmes in India
- 74<sup>th</sup> Constitutional Amendment and the role of Urban Local Bodies
- Informal Economy, Self-Employment, Unorganised Sector and Entrepreneur Development
- Urban Housing and Right to Shelter

**Prescribed Text Books:**

1. Nagpal, H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Laxmikanth, M. (2013). Indian Polity. New Delhi: McGraw Hill Education (India) Pvt. Limited.



**Course Code:** SWR 489

**Course Name:** Social Work Practice in Rural and Urban Areas

**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.)

**Learning Outcomes:** Having successfully completed this course, a student should be able to:

- To develop understanding of urban communities and their problems
- To develop understanding of rural communities and their problems
- Develop commitment to the rights of vulnerable groups in urban and rural communities

**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. Continues Internal Assessment: 25%

**Course Contents:**

**UNIT - I: Introduction to Rural Communities**

(8 Hours)

- Rural Communities: Issues of Identity and Diversity
- Rural Development: Definition and Elements
- Overview of Indian Rural Economy
- Tribal Development

**UNIT – II: Panchayati Raj and Rural Planning**

(8 Hours)

5. Singh, K. (2009). Rural Development: Principles, Policies and Management. Delhi: Sage Publications
6. Chambers, R. (2013). Rural Development: Putting the Last First. London: Routledge.



**Course Code:** SWR 471

**Course Name:** Human Rights and Advocacy

**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.)

**Learning Outcomes:** 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%

**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.

**UNIT - II: Regulating Human Rights**

(4 Hours)

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Head, Department of Social Work  
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Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
चौलाधार परिसर-1 चौलाधार/Chaulaahar Periar-1 Dharamshala-176215

- 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.
- Environment & Human Rights.

### **Prescribed Text Books:**

1. O'Byrne, Darren (2011 3<sup>rd</sup> 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).



**Course Code:** SWR 467

**Course Name:** Contemporary Social Issues and Problems

**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.)

**Learning Outcomes:** 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:**

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

**Course Contents:**

**UNIT - I: Social Problem: Concept and Approaches**

**(4 Hours)**

- Characteristics, Reactions, Types and Causes of Social Problem
- Theoretical Approaches to social problems.
- Rural & Urban Problem.
- Solving Social Problem.

**Course Code:** SWR 467

**Course Name:** Contemporary Social Issues and Problems

**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.)

**Learning Outcomes:** 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:**

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

**Course Contents:**

**UNIT - I: Social Problem: Concept and Approaches**

**(4 Hours)**

- Characteristics, Reactions, Types and Causes of Social Problem
- Theoretical Approaches to social problems.
- Rural & Urban Problem.
- Solving Social Problem.



**UNIT - II: Social problems**

**(4 Hours)**

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

**UNIT - III: Communalism, Secularism and Regionalization**

**(4 Hours)**

- Concept of Communalism in India
- Secularism and Regionalization
- Role of Police

**UNIT - IV: Violence against Women**

**(4 Hours)**

- Nature, Extent and Characteristics of Violence Against Women
- Type of Violence
- Women's Harassment
- Women Welfare Services

**UNIT - V: Child and Youth Problem**

**(4 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. Rawat Publication, New Delhi.
2. Jha, Jainendra Kumar Ed., (2009). Encyclopaedia of Social Work, Volume-3, Social Welfare and Social Work. Anmol Publication, New Delhi.



**Course Code:** SWR 480

**Course Name:** Methods of Social Work: Social Welfare Administration

**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.)

**Learning Outcomes:** 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 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:**

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

**Course Contents:**

**UNIT - I: Conceptual Understanding**

**(8 Hours)**

- Social Welfare Administration: Nature and Scope
- Principles of Administration
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services, Public administration, Business administration and development administration.

**UNIT - II: Components of Administration**

(8 Hours)

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting
- Monitoring and Evaluation System
- Unity of Command, Centralization and Decentralization, Span of Control, Delegation and Supervision.

**UNIT - III: Structure of Social Welfare Administration**

(8 Hours)

- Administrative structure of different levels: Central, State and Panchayat
- Administrative structure of NGO's engaged in provision of human services
- Development organizations
- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD).

**UNIT - IV: Legislative Framework for Formation of Development Organization**

(8 Hours)

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)
- The Companies Act (2013)
- Section 12(A) and 80 (G) of income tax act (1961)
- Foreign Contribution Regulatory Act (2010)

**UNIT - V Project Planning and Development**

(8 Hours)

- Project Formulation: objectives and Stages
- Decision-Making, Communication, Accountability and Transparency
- Funding-raising, grant-in-aid
- Social Marketing



**Text books:**

1. Goel S.L; Jain, R.K., Social Welfare Administration Vol.2, Deep & Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.

**Reference Books:**

3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Approaches to Welfare, Routledge & Kegan Paul: London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.



**Course Code:** SWR 472

**Course Name:** Alcohol & Other Drug Abuse Prevention

**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.)

**Learning Outcomes:** Having successfully completed this course, a student should be able to:

- To develop the basic understanding about alcohol & drug abuse.
- To make the students understands about the causes of addiction and harmful effects of substance abuse on individual.
- To develop an understanding about prevention & treatment of the substance abuse.
- To develop national & international understanding about different Protocols, Conventions, Acts and movements related to the substance use.
- Develop skills related with social work treatment and rehabilitation of the patients suffering with substance abuse.

**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. Continues Internal Assessment : 25%

**Course Contents**

**UNIT - I: Basic Concepts, Nature & Impact of Alcohol & Other Drugs (AOD) (8 Hours)**

- Defining the Terms: Drugs, Drug Abuse, Drug Dependency, Alcoholism & Addiction.
- Basic Concept of Drug Abuse, Drug Addiction & Alcoholism.
- Nature & Impact of Abusable Drugs.

- Effects & Health Risks: Stimulants, Hallucinogens, Sedatives or Depressants

## **UNIT - II: Causes, Treatment& Dependence**

**(8 Hours)**

- Causes& Problem of Alcohol Abuse
- Causes of Dependence & Addiction
- Treatment & Prevention: Historical Background & Current Context
- Treatment of Alcoholics
- From the Field: The Case Studies.

## **UNIT - III: Protocols, Conventions, Acts & Movements**

**(8 Hours)**

- Protocols & United Nations Conventions.
- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- Women & Anti-Liquor Movements.
- Role of Family & Peer Group in Drug Abuse.
- Prohibitions& Control over Drug Abuse.

## **UNIT - IV: Drug Abuse Management in India**

**(8 Hours)**

- Limitation of Prevention Responses.
- Prevention Strategies & their Limitations.
- Limitation of Treatment & Rehabilitation Programmes.
- Suggestions for Intervention Programmes.

## **UNIT - V: The Role of Social Worker as a Change Agent**

**(8 Hours)**

- The Role of the Social Worker.
- Impact of Drug Policies at the Micro-Level Intervention.
- Criminalization or Treatment.
- Social Worker: A Change Agent



**Prescribed Text Books:**

1. Elizabeth A. Sehgal (2011), Professional Social Work, Jaipur, Rawat Publications.
2. Ahuja, Ram (2007,) Social Problems in India. Second Edition. Jaipur, Rawat Publications.
3. Charles, Molly(1999), Drug Culture in India: A street Ethnographic Study of Heroin Addiction in Bombay, Jaipur, Rawat Publications.

**Suggested Extra Readings:**

2. Goodman, A.(2007), Social Work with Drug and Substance Misusers, Jaipur, Rawat Publications.
3. Manning, P. (2007), Drugs and Popular Culture, Jaipur, Rawat Publications.



**Course Code:** SWR 485

**Course Name:** Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations

**Credits Equivalent:** 4 Credits

**Introduction on Field Work:**

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

**Learning Outcomes:**

7. Understand communities and the functioning of organizations in the light of contemporary theories;
8. Develop the ability to examine the process of program management and participate in the effort at various levels;
9. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
10. Develop the ability to design and formulate project proposals for implementation of projects/programmes;
11. Develop critical understanding of the application of legislation, legal processes and social policy;
12. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
13. Develop the capacity for critical thinking, value orientation, reflective & evidence-based practice;



14. Enhance presentation skills to communicate about the execution of projects and findings of fieldwork done. Recordings are to be viewed as an expression of the enrichment in the process of professional growth.

### Curricular Components & Requirements:

The objectives of Concurrent Field Work Practicum are achieved by providing a variety of experiences to learners:

<b>Concurrent Field Work in:</b>	<ul style="list-style-type: none"> <li>• <b>NGOs &amp; Government Agencies:</b> Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development. The basic <b>purpose of agency placement</b> is to understand the functioning of these institutions, the organizational structure, staffing pattern, distribution of roles and responsibilities, program design and implementation, resource mobilization and the direct delivery of services to the public or the clientele population.</li> </ul> <p><b>Students are placed in -</b></p> <ul style="list-style-type: none"> <li>• <b>NGOs</b> working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>• <b>Government Agencies</b> working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;</li> </ul>
<b>Recording:</b>	<ul style="list-style-type: none"> <li>• Whether it is the reporting of <b>Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork</b> done, students have to record and submit separate reports immediately.</li> <li>• Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems &amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</li> <li>• Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</li> <li>• Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work done in the field.</li> </ul>







**Course Code:** SWR 473

**Course Name:** Human Resource Management and Industrial Relations

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** The course is designed to:

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

**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 : 25%

**Course contents:**

**UNIT I: Human Resource Management and HRD**

(8 hours)

- Human Resource Management: Meaning, function, objectives
- Human Resource Development: Meaning, function and scope
- Human Resource Development Instruments
- Relation between HRM and HRD

**UNIT II: HR Planning and selection process**

(8 hours)

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- HR planning: meaning and objectives and process
- Recruitment and Selection Process.
- Job Description and Job Specification
- Concept of human resource and information system(HRIS)

**UNIT III: Performance management and development. (8 hours)**

- Performance appraisal- concept and methods
- MBO: Objectives and Methods
- Career planning and development

**UNIT IV: Management of jobs and compensation (8 hours)**

- Job analysis and Job Design
- Job evaluation: objectives and methods
- Wage determination: Factors, Principles and Theories.

**UNIT V: Industrial Relations (8 hours)**

- IR: Concept and models
- IR: machinery preventive and curative
- Collective Bargaining: Concept, Strategies and process

**Text Books:**

- Saiyadain, M. S. (2003). *Organisational behaviour*. Tata McGraw-Hill Education.
- Rao, T. V. (1986). *Recent experiences in human resources development*.
- Pettinger, R. (2013). *Introduction to management*.
- Pettinger, R. (2000). *The future of industrial relations*. Thomson Learning

**Additional Readings:**

- Pareek, U. (2006). *Designing And Managing Human Resource Systems, 3/E*. Oxford and IBH publishing.
- Flippo, E. B. (1976). *Principles of personnel management*. McGraw-Hill.



**Course Code:** SWR 474

**Course Name:** Social Work Practice in Industrial Setting

**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.)

**Learning Outcomes:** The Course is designed to

- Enable the students comprehend the concept and importance of social work in Industrial settings
- Enable the students to gain an understanding of issues and concerns of labour in industries
- To enable the students to practice methods of social work in industrial setting

**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. Continues Internal Assessment: 25%

**Course Contents:**

**UNIT - I: Historical Development**

**(8 Hours)**

- Industry: Definition and Classification
- Industries in Ancient Bharat
- Industrialization: Concept, Historical Development and Relation to Social Work
- Industrial Relations: Concept and Historical Development
- Social Work in Industries: Historical Development and Scope

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Central University of Himachal Pradesh  
अस्थायी शैक्षणिक खण्ड/Temporary Academic Block  
विभाग-1 शिक्षा/Division-1 Education



**UNIT - II: Working Conditions and Conditions of Work**

**(8 Hours)**

- Employment in Indian Industries
- Physical and mechanical environment-provisions of Factories Act
- Working conditions and problems at workplace: alienation, monotony, fatigue and boredom
- Accidents- causes, prevention and compensations
- Conditions of work: Wages, dearness allowances, perks and incentives, leave, holidays,

**UNIT - III: Problem of Industrial Workers**

**(8 Hours)**

- Problems affecting work life: absenteeism, alcoholism, burnout, job insecurity
- Social life of workers and problems having bearing on work life: indebtedness, housing, livelihood and access to basic services
- Industrial restructuring and Emerging Concerns: Downsizing, Displacement, Rehabilitation, Employment, Employees Benefits
- Contemporary issues-closure/merger, rationalisation and automization, casualisation, disinvestments, VRS

**UNIT - IV: Industries and Globalisation**

**(8 Hours)**

- Globalisation and Industry: Issues and challenges
- International Labour Organisation, Decent Work and International Commitments
- Impact of changing economic scenario on workers and work organisations
- Corporate Social Responsibility

**UNIT - V: Social Work Methods in Industries**

**(8 Hours)**

- Application of Social Case Work
- Application of Social Group Work
- Application of Community Organization
- Application of Social Welfare Administration

**Prescribed Text Books:**

1. Sivarethinamohan, R. (2010). Industrial relations and labour welfare: Text and cases. PHI Learning Pvt. Ltd..
2. Srivastava, S. C. (1990). Industrial Relations and Labour Laws. Vikas Publishing House.
3. Collins, H., Ewing, K. D., &McColgan, A. (2012). Labour law. Cambridge University Press.
4. Puneekar, S. D., Deodhar, S. B., &Sankaran, S. (1999). Labour welfare, trade unionism and industrial relations. Himalaya Publishing House.
5. Bhatnagar, D. (1984). Labour welfare and social security legislation in India. Humanities Pr Sarma, A. M. (1981). Aspects of labour welfare and social security. Himalaya publishing house.







**Course Code:** SWR 423

**Course Name:** Block Placement Training

**Credits Equivalent:** 4 Credits

**Block Placement Training:**

Block Placement is an integral part of the social work curriculum and is an essential component of fieldwork practicum. At the end of 2<sup>nd</sup> semester or 4<sup>th</sup> semester the MSW students are placed in NGOs or Government Agencies to get exposure to working in formal organizations and get **on-the-job** experience. This is essential to provide students an opportunity to hone their skills, test their theoretical knowledge, know about organizational structures, awareness of work environments etc.

**Learning Outcomes:**

1. Develop the ability to observe and understand organizations and formal systems;
2. Appreciate skills and core competencies required to work in structured formal environs;
3. Develop the ability to examine the process of program management and participate in the effort at various levels;
4. Develop the ability to recognise the need for new programs initiated & participate in them;
5. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
6. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
7. Develop decision-making and practice skills in managing work processes;

**Evaluation Criteria:**

End Term Evaluation (for maximum **200 marks**)

- **Components of Evaluation**

- Attendance
- Assessment of block placement report
- Evaluations of Presentation on work done in block placement
- Viva-voce

- 50%

**Course Code:** SWR 499  
**Course Name:** MSW Dissertation  
**Credits Equivalent:** 4 Credits

### **Dissertation**

Dissertation is an integral part of the social work curriculum. All students enrolled in the MSW Programme will have to undertake the dissertation under the supervision of a faculty member of the department. This provides students an opportunity to apply their theoretical knowledge on social work research in practice.

### **Learning Outcomes:**

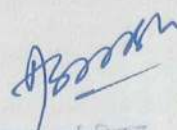
1. To identify a broad area of research based related to social work
2. To identify a research topic and undertake review of literature on the topic.
3. To formulate research questions and research objectives
4. To design the research methodology
5. To design appropriate research tools and collect primary data
6. To analyse and interpret the data and submit the report.

### **Evaluation Criteria:**

End Term Evaluation: 200 marks

- **Components of Evaluation**

- Attendance
- Assessment of Dissertation
- Evaluations of Presentation
- Viva-voce





**Course Code:** SWR 486

**Course Name:** Field Work Practicum - IV: Concurrent Field Work and Educational Tour

**Credits Equivalent:** 4 Credits

**Introduction on Field Work:**

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Students in the 4<sup>th</sup> semester are given an experience to work in more structured environments in which they get project-based exposure. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

**Learning Outcomes:**

1. Develop the ability to observe and analyse the functioning of development organisations;
2. Develop the ability to examine the process of program management and participate in the effort at various levels;
3. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
4. Develop critical understanding of the application of legislation, legal processes and social policy;
5. Develop the ability to formulate projects and evaluate the implementation of projects/programs;
6. Use human rights & strengths perspective to understand various forms of injustice prevailing in society;
7. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
8. Develop the capacity self-direction growth and change through self-awareness;
9. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

**Curricular Components & Requirements:**



The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<b>Concurrent Field Work in:</b>	<ul style="list-style-type: none"> <li>• <b>NGOs &amp; Government Agencies:</b> Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development – particularly at the block, tehsil, district and state levels.</li> </ul> <p>The basic <b>purpose of agency placement</b> is to understand the nature of policy-making, programme design and implementation, resource mobilization and the satisfaction of clientele groups served.</p> <p><b>Students are placed in -</b></p> <ul style="list-style-type: none"> <li>• <b>NGOs</b> working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>• <b>Government Agencies</b> working in the field of rural development; Counselling in medical settings; Zonal Hospital, Dr. Rajendra Prasad Government Medical College at Tanda (Kangra) etc.</li> </ul>
<b>Recording:</b>	<ul style="list-style-type: none"> <li>• Whether it is the reporting of <b>Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork</b> done, students have to record and submit separate reports immediately.</li> <li>• Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems &amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</li> <li>• Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</li> <li>• Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work done in the field.</li> <li>• At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled “<b>Consolidated Concurrent Fieldwork Report</b>”</li> </ul>
<b>Fieldwork Conference</b>	<ul style="list-style-type: none"> <li>• Both <b>Individual Conference (IC)&amp;Group Conference (GC)</b> are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor.</li> </ul>



	<ul style="list-style-type: none"> <li>Attendance in the fieldwork conferences is compulsory and internal assessment &amp; evaluation will be done at the end of the semester also on the basis of attendance &amp; participation of the learner in the conferences.</li> <li>Instructions given by the respective supervisor in IC &amp; GC have to be recorded in the fieldwork diary of the learner.</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>Attendance in field work is compulsory</li> <li>The department has to organize at the minimum <b>15 hours of field work per week</b> conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.</li> </ul>
<b>Submission of Reports:</b>	<ul style="list-style-type: none"> <li>Students are required to submit their fieldwork reports, field notes &amp; field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor</li> <li>Submission of reports is the responsibility of the student concerned.</li> <li>Submission of reports beyond the scheduled date/day shall be marked as <b>LATE SUBMISSION</b> in Red colour.</li> <li>Learners have to ensure that their supervisor signs each report submitted mentioning date.</li> </ul>

#### Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce

**Course Code:** SWR 475

**Course Name:** Social Security, Labour Welfare and Related legislations

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** The Course is designed to

- Comprehend the concept and importance of Social security and welfare.
- Describe the various Social Security laws and Legislations.
- Social and labour related Legislations

**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 : 25%

**Course contents:**

**UNIT I: Social Security (8 hours)**

- Conceptual and Theoretical framework of Social Security
- Constituents of Social security: Social Insurance, social Assistance and Allied Schemes.
- Current Scenario of Social Security
- Growth of Social Security In India

**UNIT II: Social Security Laws (8 hours)**

- Workmen's Compensation Act, 1923



- Maternity Benefit Act, 1961
- Payment of Gratuity Act, 1972

### UNIT III: Social Security Laws-2

(8 hours)

- Payment of Wages Act, 1936
- Employee's Provident Fund and Miscellaneous provision act, 1972
- Employee's State Insurance Act, 1946

## UNIT IV: Labour Legislation

(8 hours)

- Trade Union Act, 1926
- Industrial Disputes Act, 1947
- Contract Labour (Regulation And Abolition) Act, 1970
- Child labour (regulation & Prohibition) Act, 1986

## UNIT V: Labour Welfare

(8 hours)

- Concept, Principles & Approaches Of Labour Welfare
- Statutory and Non-Statutory Schemes Of Labour Welfare
- Safety, security and welfare measures of Factories Act, 1948:
- Role of Welfare Officer

**Text Books:**

- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalay Publishing House, Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)

### Additional Readings:

- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities
- Mishra, B.N. International Social Security System, Anmol Publication: New Delhi (Acc. No. 4587), Chapter 4 & 5 (Unit I, II & III)

- Sinha, P.K., Social Security Measures in India, Classical Publications: Delhi 1980 (Acc. No. 3023), (Unit I, II & III)

**Course Code:** SWR 487

**Course Name:** NGO Management

**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.)

**Learning Outcomes:** The course is designed to:

- To enable the students to form and register an NGO
- To introduce the students to NGO Sector.
- To introduce the Basic Concepts of NGOs.
- To provide an overview of NGOs.
- To provide basic managerial skills of NGO.

**Evaluation Criteria:**

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

**Course Contents:**

**UNIT - I: NGOs – An Introduction, Concepts and Functions (8 Hours)**

- Concepts, Typology of Non-Governmental Organization.
- Functions and Roles of Non-Governmental Organizations.
- Problem Definition
- Problem Solving.

**UNIT - II: Societies, Trusts and Companies (8 Hours)**

- How to register a Society.



- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- Duties & Liabilities of Trustees; Income Tax-Exemptions & FCRA

### **UNIT - III: Project Proposal and its Evaluation**

**(8 Hours)**

- Strategy: Vision / Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.
- Proposal Writing
- Mechanics of Proposal Writings, General Lineation for Formulation of Project Proposals.

### **UNIT – IV: Budgeting**

**(8 Hours)**

- Definition, Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

### **UNIT – V: Fund Raising**

**(8 Hours)**

- Principles of Fund Raising.
- Searching & Role of Fund Raiser.
- Factors affecting Fundraising.

### **Prescribed Text Books:**

1. Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.



Annexure III: Item SW-BoS-6/06.03: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of MPhil Programme offered by the Department.



समाज कार्य विभाग  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

Department of Social Work


Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



Syllabus

MPhil in Social Work

  
हिमाचल प्रदेश, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी वैधानिक खण्ड/Temporary Academic Council

## 1. Course Structure:

क्र.सं./ Sr. No.	सेमेस्टर/ Semester	OLD Course Code OLD / कोर्सकोड	NEW COURSE CODE	क्रेडिट/ Credit	कोर्स का पूरा नाम/ Full Name of Course
1.	--	SWR 7001	SWR 551	4	Research Methodology
2.	--	SWR 7002	SWR 552	4	Qualitative Research
3.	--	SWR 7003	SWR 553	2	Literature Review
4.	--	RPE	SWR 554	2	Research and Publication Ethics
5.	--	SWR 7004	SWR 555	4	Theory and Practice in Social Work
6.	--	SWR 7006	SWR 556	4	Social Issues and Social Work Practice
7.	--	--	SWR 557	4	Concurrent Field Work and Viva: MPhil
8.	--	--	SWR 558	10	Publications: MPhil
9.	--	--	SWR 559	10	Teaching Assistantships: MPhil
10.	--	--	SWR 560	20	Dissertation: MPhil

## 2. Credit Requirements: 60 Credits

- i. Course Work: 20 Credits
- ii. Dissertation: 20 Credits
- iii. Publications: 10 Credits
- iv. Teaching Assistantships: 10 Credits



**Course Code:** SWR 551

**Course Name:** Research Methodology

**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.)

**Learning Outcomes:** The course is designed 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 social work 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: 25%

**Course Contents:**

**UNIT - I: Research: Nature & Concept**

**(8 Hours)**

- Meaning of Research in Social Sciences & its Application in Social Work



- Concepts in Research: Theory & Fact, Variable, Concept,
- Indian Concepts of *Siddhant, Praman, Tantra Yukti*
- Nature of Scientific Methods and its Application to Social Phenomenon
- Social Work Research: Meaning & Scope
- Types of Research: Fundamental Research, Applied Research and Action Research.
- Ethical Considerations in Social Science Research

#### UNIT - II: Research Process

(8 Hours)

- Steps in Research: Deciding on the Topic of Research, Formulation of the Research Problem, Reviewing Existing Research, Identification of Gaps in Research, Research Questions, Research Objectives, Chapterisation, Area of Study, Sample Design, Data Collection: Methods & Tools, Data Analysis, Tabular & Graphical Presentation of Data & Research Report
- Sampling Methods: Probability & Non-Probability Sampling Methods

#### UNIT - III: Hypotheses, Methods and Tools of Data Collection

(8 Hours)

- Hypotheses: Nature, Characteristics, Sources & Types; What is a Good Hypothesis
- Hypothesis Testing
- Sources of Data: Primary & Secondary Sources
- Methods of Data Collection
- Tools of Data Collection: Observation Guide, Interview Schedule, Interview Guide, Mailed Questionnaire, Rating Scales
- Construction of a Tool of Data Collection; Pre-testing & Pilot Study

#### UNIT - IV: Research Designs

(8 Hours)

- Research Design: Concept and Types
- Types of Research Design: Exploratory, Descriptive, Experimental, Historical, Evaluative, Participatory, Longitudinal
- Quantitative, Qualitative Research, & Mixed Methods Research

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- Quantitative Research Methods: Census & Sample Survey
- Qualitative Research Methods: Case Study; Participatory Research, Ethnographic Methods
- Evidence-based Social Work Practice; Intervention Research and Social Work Practice: Phases; Social Work Research and Service Users; Evaluation in Social Work

#### UNIT - V: Statistics for Social Work Research

(8 Hours)

- Tabular and Graphical Presentation of Data
- Descriptive Statistics: Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non-Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

#### Prescribed Text Books:

1. Kumar, Ranjeet. (2019). *Research methodology: A step-by-step guide for beginners*. New Delhi: Sage Publications India Pvt Ltd.
2. Grinnell, R. M., & Unrau, Y. A. (2018). *Social work research and evaluation: Foundations of evidence-based practice*. New York: Oxford University Press.
3. Krishnaswamy, O. R., and M. Ranganatham. 2010. *Methodology of Research in Social Sciences*. Mumbai: Himalaya Pub. House.
4. Rubin, A., & Babbie, E. R. (2017). *Research methods for social work*. Boston, MA: Cengage Learning
5. Shaw, Ian. 2013. *The SAGE Handbook of Social Work Research*. Los Angeles, Calif: SAGE.
6. Shaw, Ian, and Nick Gould. 2001. *Qualitative Research in Social Work*. London: Sage.
7. Taylor, Bill; Sinha, G. & Ghosal, T. 2006. (Eastern Economy Edition) *Research Methodology: A Guide for Researchers in Management & Social Sciences*, New Delhi, PHI Learning Pvt. Ltd
8. Unrau, Y. A., Gabor, P., Grinnell, R. M., & Unrau, Y. A. (2007). *Evaluation in social work: The art and science of practice*. New York: Oxford University Press.



### Suggested Extra Readings:

1. Fraser, M. W. (2009). *Intervention Research: Developing Social Programs*. Oxford: Oxford University Press.
2. Hardwick, L., & Worsley, A. (2011). *Doing social work research*. London: SAGE.
3. Laldas, D. K. 2004. *Practice of Social Research*. Jaipur: Rawat.
4. Wilkinson, T.S., and Laldas, D.K. (2010). *Methodology & Techniques of Social Research*. Himalaya Publishing House.
5. Rothman, J. & Thomas, E.J. (). *Intervention Research: Design and Development for Human Service*. London: Routledge.
6. Tripodi, T. & Epstein, I. (1980). *Research Techniques for Clinical Social Workers*. New York: Columbia University Press.



**Course Code:**SWR 552

**Course Title:** Qualitative Research

**Credits:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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:** After completing this course the student will be able to:

1. Understand the significance of undertaking qualitative analysis of information and data
2. Learn the recent various schools of methods and trends in qualitative research
3. Get equipped with the tools of conducting qualitative research
4. Use subjective information wisely
5. Explore new areas of research

**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. CCIA (Comprehensive Continuous Internal Assessment): 25%

**UNIT – I: Qualitative Research – Basic Concepts & Paradigms**

**(8 hours)**

Basic Concepts in Research: Logic - Inductive & Deductive Inferences, Propositions, Premise & Conclusion, Categorical Statements and Inferences, Syllogism, Aristotelian Square of Opposition, Logical Fallacies

Concept of Qualitative Research; History of Qualitative Research; How do qualitative and quantitative research designs differ?

**UNIT – II: Major Paradigms& Perspectives**

**(8 hours)**

Interpretivist, Positivist, Verstehen, Constructivism, Critical theory; Criticism of various paradigms; Epistemological Background, Emic & Etic Perspective.

**Schools of Thought** in Qualitative Research: Ethnography, Ethnomethodology, Phenomenology;

**UNIT – III: Data in Qualitative Research**

**(8 hours)**

Critical Pedagogy & Qualitative Research (Bricolage); Using literature in Qualitative Research, Content Analysis, Narrative Inquiry, Discourse Analysis, Oral History, Talk and Conversation; Text & Genres; Construction and Understanding of Texts (Narrative & Hermeneutic Analysis).

**UNIT – IV: Strategies & Methods of Inquiry in Qualitative Research**

**(8 hours)**

Entering into the Field & Rapport Building;

Introduction to qualitative inquiry; Qualitative Research Design – Ethnography; Autoethnography - personal narrative & reflexivity; Case Studies; Analyzing interpretive practice; Braiding Narrative Ethnography with Memoirs & Creative Non-Fiction; Qualitative research sampling; Triangulation;

**Data collection methods in qualitative research:** Narrative Inquiry; Analyzing empirical materials; Observation – *Participant, Non-Participant and Quasi Participant*; Interviewing; Focus Group Discussion; Interpretation of documents & material culture, Images & visual methods; Analyzing Talk & Text; Photo-voice method;

Probing & Active listening as key qualitative research skills;

**UNIT – V: Data Analysis & Interpretation**

**(8 hours)**

Data Analysis using Data Displays; Memoing & Coding; Textual Data Analysis,

Flow Charts, Pareto Charts, Ishikawa Charts, Non-Standard Charts, Logical Framework Analysis, In-Depth Analysis, Grounded Theory;



Use of Computers in Qualitative Analysis, Mixed Method, Documentation & Writing Qualitative Research;

Future of Qualitative Research; Ethics in Qualitative Research.

**Prescribed Text Books:**

1. Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2011), *The Sage Handbook of Qualitative Research*, 4th Edition, Thousand Oaks, CA: Sage.
2. Bailey Ajay, Hutter Inge, Hennink Monique. (2011), *Qualitative Research Methods*, 1st Edition, London: Sage Publications India Pvt Ltd.
3. Uwe Flick (2009), *An Introduction to Qualitative Research*, 4<sup>th</sup> Edition, New Delhi: Sage Publications India Pvt Ltd.

**Suggested Extra Readings:**

1. Gerard Guthrie, (2010). *Basic Research Methods: An Entry to Social Science Research*, 1<sup>st</sup> Edition, London: Sage Publications India Pvt Ltd.
2. Holliday, A. R. (2007). *Doing and Writing Qualitative Research*, 2nd Edition. London: Sage Publications, Reprint 2010.
3. Stan Baronett, Madhucchanda Sen (2009). *Logic*. Dorling Kindersley (India) Pvt. Ltd., Licensees of Pearson Education, Noida.
4. Bill Taylor, Gautam Sinha, Taposh Ghoshal (2011), *Research Methodology: A Guide for Researchers in Management and Social Sciences*, 5<sup>th</sup> Reprint, PHI, New Delhi.



**Course Code:** SWR 553

**Course Name:** Literature Review

**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.)

**Learning Outcomes:** The course is designed to

- To undertake the literature review exercise.
- To improve the skills of academic writing.
- To publish high quality research papers in peer reviewed journals.
- To use computers in academic writing.

**Attendance Requirements:**

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

**Evaluation Criteria:**

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment (CIA): 25%

## Course Contents:

### UNIT – I: Literature Review

(4 hours)

- Sources of Literature
- Literature Review: Definition and Importance
- Literature Search: Manual and Online Databases
- Structuring the Literature Review: Chronological and Categorical
- Literature Review Matrix
- Annotated Bibliography

### UNIT – II: Academic Writing

(4 hours)

- Academic Writing: Characteristics and Skills
- Abstracting, Paraphrasing and Summarising
- Academic Vocabulary, Drafting and Revising

### UNIT – III: Types of Academic Writing

(4 hours)

- Case Studies, Book Review, Chapter in Edited Book
- Content Analysis, Monograph, Working Papers and Policy Paper
- Research Reports: Structuring, Writing and Formatting

### UNIT – IV: Journal Publication

(4 hours)

- Components of a Research Article
- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Quality of Research: Impact Factor, UGC List of Journals
- Communicating Research Findings
- Peer Review
- Use of Computers in Review
- Academic Journal Management

### UNIT – V: Referencing

(4 hours)

- Referencing: Definition, Importance and Styles

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विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
विभागाध्यक्ष, समाज कार्य विभाग  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
एनएच-1 पार्क/Dis/Office Postbox-1 Charamula-174215



- In-Text Citation and End Referencing: American Psychological Association (APA)
- Citation Index
- Bibliography
- Use of Computers in Referencing



### Prescribed Text Books:

1. Gupta, R. (2017). *A Course in Academic Writing*. Delhi: The Orient Blackswan.
2. Jesson, J; Matheson, L, and Lacey, F.M. (2011). *Doing Your Literature Review: Traditional and Systematic Techniques*. New Delhi: Sage Publishing.
3. Kanwaria, V.K. (2018). *Plagiarism, Citation and Referencing: Issues and Styles*. Delhi: Createspace Independent Pub.
4. American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.
4. Kanwaria, V.K. (2018). *Academic Writing, Anti-Plagiarism and Citations*. Delhi: Shipra Publications.
5. Pecorari, D. (2018). *Academic Writing and Plagiarism: A Linguistic Analysis*. New Delhi: Bloomsbury Academic India.
6. Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. New Delhi: Sage Publishing.

**Course Code: SWR 554**

**Course Name: Research and Publication Ethics**

**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.)

**Learning Outcomes:** The course is designed to

- To familiarise with the with the basics of philosophy of science and ethics, research integrity and publication ethics
- To enable identification of research misconduct and predatory publications
- To acquaint with indexing and citation databases, open access publications, research metrics and plagiarism checking tools

**Attendance Requirements:**

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination

**Evaluation Criteria:**

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment (CIA): 25%

**Course Contents:**

**Theory:**

**UNIT – I: Philosophy and Ethics (3 hours)**

- Introduction to philosophy: definition, nature and scope, concept, branches



- Ethics: definition, moral philosophy, nature of moral judgements and reactions

## **UNIT - II: Scientific Conduct**

**(5 hours)**

- Ethics with respect to science and research
- intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

## **UNIT - III: Publication Ethics**

**(7 hours)**

- Publication ethics: definition, introduction and importance
- Best practices / standards setting initiatives and guidances: COPE, WAME etc.
- Conflict of interest
- Publication misconduct: definition, concept, problems that lead to an ethical behaviour and vice-versa, types
- Violation of publication ethics, authorship and contributorship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and journals

### **Practice:**

## **UNIT - IV: Open Access Publishing**

**(4 hours)**

- Open access publications and initiatives
- SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
- Software tool to identify predatory publications developed by SPPU
- Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

## **UNIT - V: Publication Misconduct**

**(4 hours)**

### **A. Group Discussions (2 hours)**

- Subject specific ethical issues, FFP, authorship
- Conflict of interest
- complaint and appeals, examples and fraud from India and abroad



### B. Software Tools (2 hours)

Use of plagiarism software like Turnitin, Urkund and other open software tools

## UNIT - VI: Databases and Research Metrics

(7 hours)

### A. Databases (4 hours)

- Indexing databases
- Citation databases: Web of Science, Scopus, etc.

### B. Research Metrics (3 hours)

- Impact factor of Journals as per Journal Citation Reports, SNIP, SJR, IPP, Cite Score
- Metrics: h-index, g index, i10 index altmetrics

### Prescribed Text Books:

Bird, A. (2006). *Philosophy of Science*. Routledge.

MacIntyre, A. (1967). *A Short History of Ethics*. London.

Chaddah, P. (2018). Ethics in Competitive Research: Do not get scooped; do not get plagiarized.

National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition*. National Academies Press

Resnik, D.B. (2011). What is ethics in research and why it is important. *National Institute of Environmental Health Sciences*, 1-10. Retrieved from [https://www.niehs.nih.gov/research/resources/bioethics/what is/index.cfm](https://www.niehs.nih.gov/research/resources/bioethics/what%20is/index.cfm)

Beall, J. (2012). Predatory publishers are corrupting open access. *Nature*, 489 (7415), 179-179. <https://doi.org/10.1038/48917a>

Indian National Science Academy (INSA). (2019). Ethics in Science education, Research and Governance. [http://www.insaindia.res.in/pdf/Ethics\\_Book.pdf](http://www.insaindia.res.in/pdf/Ethics_Book.pdf)

**Course Code: SWR 555**

**Course Name: Theory and Practice in Social 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.)

**Learning Outcomes:** The course is designed to

- Become familiar with the different theories in social work and their application
- Understand the context of emergence of social work as a profession
- Familiarise with the emerging areas of research in social work

**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:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

**Course Contents:**

**UNIT – I: Social Science Thinkers & Theories**

**(8 hours)**

Value of Theory in Social Work Practice; Contributions of Western Social Science Theorists and their Application in Social Work: Jean Piaget, Sigmund Freud, Ivan Pavlov, Carl Jung, Albert Bandura, Jürgen Habermas, Michel Foucault, Anthony Giddens, Pierre Bourdieu, Karl Popper, Peter Berger & Thomas Luckmann; Contributions of Indian Social Science Theorists and their

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Phase-I Chhatarpuri-110007



application in Social Work: Gauri Rani Banerjee, K D Gangrade, G.S. Ghurye, Sachchidanand Sinha, Radhakamal Mukerjee, Shyama Charan Dube, M N Srinivas, Yogendra Singh

**UNIT – II: Social Work Theories**

**(8 hours)**

Social Systems Theory, Ecological Theory, Empowerment Theories, Critical Social Work, Feminist Social Work, Structural Social Work, Multiculturalism, Post-modernism

**UNIT – III: Social Work Perspectives**

**(8 hours)**

Strengths Perspective, Human Rights Perspective, Social Capital Perspective, Constructivist Perspective, Interdisciplinary Research, Social Network Analysis, Ethno-methodology and Ethnography

**UNIT – IV: Approaches to Social Work Practice**

**(8 hours)**

Entitlement and Capability Approach, Social Constructivist Approach, Gandhian Approach, Approaches of Phule & Ambedkar, Sitavva Joddatti's contribution to Women's emancipation, Deen Dayal's Integral Humanism, Livelihoods Approach, Social Exclusion and Social Inclusion, Participatory Approaches, Concept of Sewa, *Application of Indian Models in Social Work Practice – Srīniketan, Ramkrishna Mission, Vikas Bharti, Baba Amte, Chipko Movement, Water Conservation model of Alwar, Bishnoi Movement for environmental conservation*

**UNIT – V: Emerging Areas in Social Work Practice**

**(8 hours)**

Evidence-based Practice, Integrated Practice, International & Transnational Social Work, Spirituality and Social Work, Social Work Practice among Populations with Diverse Groups, Non-violence and Peace

**Prescribed Text Books:**

1. Gandhi, M.K. (2013). *The Story of My Experiments with Truth*. Delhi: Rajpal Publishing.
2. Ambedkar, B.R. (1946). *Who were the Shudras*. Bombay: Thacker and Co., Ltd.
3. Upadhyaya, D. (2016). *Integral Humanism: An Analysis of Some Basic Elements*. Delhi: Prabhat Prakashan.
4. Webb, Stephen A., and Mel Gray. 2009. *Social Work: theories and Methods*. London: SAGE.



5. Payne, Malcolm, and Jo Campling. 2005. *Modern social work theory*. Basingstoke: Palgrave.
6. Howe, David. 2009. *A brief introduction to social work theory*. Houndmills, Basingstoke, Hampshire [England]: Palgrave Macmillan.
7. Nagla, B.K. (2012). *Indian Sociological Thought*. Jaipur: Rawat Publications.
8. Ritzer, G. (2011). *Sociological Theory*. New Delhi: Tata McGraw Hill.
9. Haralambos, M. & Holborn, M., (2008), *Themes and Perspectives in Sociology*. London: Harper Collins.

**Course Code:** SWR 556

**Course Name:** Social Issues and Social Work Practice

**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.)

**Learning Outcomes:** The course is designed to

- Develop a critical understanding about contemporary social issues.
- Develop the ability to apply this understanding in designing social work research.
- Develop ability to critically analyse the research findings in light of social issues.

**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: 25%

**Course Contents:**

**UNIT - I: Contemporary Issues**

**(8 Hours)**

- Population Explosion: Major Demographic Trends in India
- Migration: Rural-Urban Migration, Effects of Migration
- Poverty: Magnitude of Poverty in India and Measures for Eradication
- Health: Reproductive and Child Health Care, National Health Mission, Privatisation of Health, Traditional Medicine of India
- Inclusive Education, Role of Social Worker in School Education
- Corporate Social Responsibility



## **UNIT - II: Social Challenges in India**

**(8 Hours)**

- Changing Structure of Family and its Associated Problems
- Children in Conflict with law: Causes, Prevention, Reintegration
- Children in Need of Care and Protection: Child Abuse, Child Marriage, Child Labour, Street Children
- Drug Addiction & Substance Abuse
- Livelihood Issues and Opportunities; Skill Development and Job Creation
- Issues of Farmers and Industrial Workers
- Entrepreneurship Development

## **UNIT - III: Social Justice and Empowerment**

**(8 Hours)**

- Caste in India: Role of Gandhi and Ambedkar in removal of Untouchability, Measures for removal of Caste based Stigma
- Tribes in India: Problems and Welfare Measures
- Issues related to Other Backward Classes
- Urbanisation and Slums
- Persons with Disability
- Transgender
- People Living with HIV/AIDS
- Elderly Persons

## **UNIT - IV: Gender Issues**

**(8 Hours)**

- Intersectionality and Gender
- Problems and Challenges: Domestic Violence, Dowry, Sexual Harassment at Workplace, Balancing Career and Family
- Surrogacy
- Women and Disability
- Representation of Women in Media
- Commercial Sex Work

## **UNIT - V: Emerging Areas of Practice**

**(8 Hours)**

- Transnational Social Work



## **UNIT - II: Social Challenges in India**

**(8 Hours)**

- Changing Structure of Family and its Associated Problems
- Children in Conflict with law: Causes, Prevention, Reintegration
- Children in Need of Care and Protection: Child Abuse, Child Marriage, Child Labour, Street Children
- Drug Addiction & Substance Abuse
- Livelihood Issues and Opportunities; Skill Development and Job Creation
- Issues of Farmers and Industrial Workers
- Entrepreneurship Development

## **UNIT - III: Social Justice and Empowerment**

**(8 Hours)**

- Caste in India: Role of Gandhi and Ambedkar in removal of Untouchability, Measures for removal of Caste based Stigma
- Tribes in India: Problems and Welfare Measures
- Issues related to Other Backward Classes
- Urbanisation and Slums
- Persons with Disability
- Transgender
- People Living with HIV/AIDS
- Elderly Persons

## **UNIT - IV: Gender Issues**

**(8 Hours)**

- Intersectionality and Gender
- Problems and Challenges: Domestic Violence, Dowry, Sexual Harassment at Workplace, Balancing Career and Family
- Surrogacy
- Women and Disability
- Representation of Women in Media
- Commercial Sex Work

## **UNIT - V: Emerging Areas of Practice**

**(8 Hours)**

- Transnational Social Work

- Social Work with Victims of Terrorism
- Adoption and Foster Care
- Human Trafficking
- Climate Change and Environmental Social Work
- Social Work Practice in the Context of Sustainable Development Goals
- Mental Health, Yog and Spirituality

**Prescribed Text Books:**

1. Ahuja, R. (2007). Social Problems in India(Second Edition). Jaipur: Rawat Publications.
2. Madan G.R. (1967). Indian Social Problems. New Delhi: Allied Publishers.
3. Rao. S. (2015). Indian Social Problems: A Sociological Perspective. New Delhi: S. Chand Publications.
4. Dandekar, K. (2000). Elderly in India: New Delhi: Sage Publications.
5. Nagpal. H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
6. Bhattacharya, S.K. (2003). Social Defence: An Indian Perspective. New Delhi: Regency Publications.
7. Kumari, V. (2004). Juvenile Justice in India: From Welfare to Rights. New Delhi: Oxford University Press.



Annexure IV: Item SW-BoS-6/06.04: Approval of changes in the Course Codes, Course Titles, & Syllabus (with Retrospective effect) in the courses of PhD Programme offered by the Department.



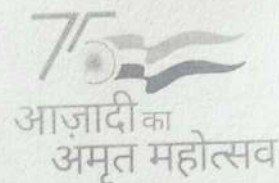
## समाज कार्य विभाग हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



## Syllabus

### PhD in Social Work



## 1. Course Structure:

क्र.सं./ Sr. No.	सेमेस्टर/ Semester	OLD Course Code OLD / कोर्सकोड	कोर्स का पूरा नाम/ Full Name of Course	NEW COURSE CODE	क्रेडिट/ Credit	कोर्स का पूरा नाम/ Full Name of Course
1.	--	SWR 7001		SWR 651	4	Research Methodology for Social Work Practice
2.	--	SWR 7002		SWR 652	4	Qualitative Research in Social Work
3.	--	SWR 7003		SWR 653	2	Literature Review and Academic Writing
4.	--	RPE		SWR 654	2	Research and Publication Ethics
5.	--	SWR 7004		SWR 655	4	Advanced Theory and Practice in Social Work
6.	--	--		SWR 656	4	Concurrent Field Work and Viva: PhD
7.	--	--		SWR 657	20	Publications: PhD
8.	--	--		SWR 658	20	Teaching Assistantships: PhD
9.	--	--	--	SWR 659	60	Dissertation: PhD

## 2. Credit Requirements: 116 Credits

- Course Work: 16 Credits
- Thesis: 60 Credits
- Publications: 20 Credits
- Teaching Assistantships: 20 Credits

**Course Code:SWR 651**

**Course Name: Research Methodology for Social Work Practice**

**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.)

**Learning Outcomes:** The course is designed 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 social work 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: 25%

**Course Contents:**

**UNIT - I: Research: Nature & Concept**

**(8 Hours)**

- Meaning of Research in Social Sciences & its Application in Social Work
- Concepts in Research: Theory & Fact, Variable, Concept,
- Indian Concepts of *Siddhant, Praman, Tantra Yukti*

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- Nature of Scientific Methods and its Application to Social Phenomenon
- Social Work Research: Meaning & Scope
- Types of Research: Fundamental Research, Applied Research and Action Research.
- Ethical Considerations in Social Science Research

## **UNIT - II: Research Process**

**(8 Hours)**

- Steps in Research: Deciding on the Topic of Research, Formulation of the Research Problem, Reviewing Existing Research, Identification of Gaps in Research, Research Questions, Research Objectives, Chapterisation, Area of Study, Sample Design, Data Collection: Methods & Tools, Data Analysis, Tabular & Graphical Presentation of Data & Research Report
- Sampling Methods: Probability & Non-Probability Sampling Methods

## **UNIT - III: Hypotheses, Methods and Tools of Data Collection**

**(8 Hours)**

- Hypotheses: Nature, Characteristics, Sources & Types; What is a Good Hypothesis
- Hypothesis Testing
- Sources of Data: Primary & Secondary Sources
- Methods of Data Collection
- Tools of Data Collection: Observation Guide, Interview Schedule, Interview Guide, Mailed Questionnaire, Rating Scales
- Construction of a Tool of Data Collection; Pre-testing & Pilot Study

## **UNIT - IV: Research Designs**

**(8 Hours)**

- Research Design: Concept and Types
- Types of Research Design: Exploratory, Descriptive, Experimental, Historical, Evaluative, Participatory, Longitudinal
- Quantitative, Qualitative Research, & Mixed Methods Research
- Quantitative Research Methods: Census & Sample Survey
- Qualitative Research Methods: Case Study; Participatory Research, Ethnographic Methods



- Evidence-based Social Work Practice; Intervention Research and Social Work Practice: Phases; Social Work Research and Service Users; Evaluation in Social Work

#### UNIT - V: Statistics for Social Work Research

(8 Hours)

- Tabular and Graphical Presentation of Data
- Descriptive Statistics: Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non-Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

#### Prescribed Text Books:

1. Kumar, Ranjeet. (2019). *Research methodology: A step-by-step guide for beginners*. New Delhi: Sage Publications India Pvt Ltd.
2. Grinnell, R. M., & Unrau, Y. A. (2018). *Social work research and evaluation: Foundations of evidence-based practice*. New York: Oxford University Press.
3. Krishnaswamy, O. R., and M. Ranganatham. 2010. *Methodology of Research in Social Sciences*. Mumbai: Himalaya Pub. House.
4. Rubin, A., & Babbie, E. R. (2017). *Research methods for social work*. Boston, MA: Cengage Learning
5. Shaw, Ian. 2013. *The SAGE Handbook of Social Work Research*. Los Angeles, Calif: SAGE.
6. Shaw, Ian, and Nick Gould. 2001. *Qualitative Research in Social Work*. London: Sage.
7. Taylor, Bill; Sinha, G. & Ghosal, T. 2006. (Eastern Economy Edition) *Research Methodology: A Guide for Researchers in Management & Social Sciences*, New Delhi, PHI Learning Pvt. Ltd
8. Unrau, Y. A., Gabor, P., Grinnell, R. M., & Unrau, Y. A. (2007). *Evaluation in social work: The art and science of practice*. New York: Oxford University Press.

#### Suggested Extra Readings:

1. Fraser, M. W. (2009). *Intervention Research: Developing Social Programs*. Oxford: Oxford University Press.
2. Hardwick, L., & Worsley, A. (2011). *Doing social work research*. London: SAGE.
3. Laldas, D. K. 2004. *Practice of Social Research*. Jaipur: Rawat.
4. Wilkinson, T.S., and Laldas, D.K. (2010). *Methodology & Techniques of Social Research*. Himalaya Publishing House.
5. Rothman, J. & Thomas, E.J. (). *Intervention Research: Design and Development for Human Service*. London: Routledge.
6. Tripodi, T. & Epstein, I. (1980). *Research Techniques for Clinical Social Workers*. Ne York: Columbia University Press.

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**Course Code:**SWR 652

**Course Title:** Qualitative Research in Social Work

**Credits:** 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 Objective:** After completing this course the student will be able to:

1. Understand the significance of undertaking qualitative analysis of information and data
2. Learn the recent various schools of methods and trends in qualitative research
3. Get equipped with the tools of conducting qualitative research
4. Use subjective information wisely
5. Explore new areas of research

**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: 25%

**UNIT – I: Qualitative Research – Basic Concepts & Paradigms (8 hours)**

Basic Concepts in Research: Logic - Inductive & Deductive Inferences, Propositions, Premise & Conclusion, Categorical Statements and Inferences, Syllogism, Aristotelian Square of Opposition, Logical Fallacies

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विभागाध्यक्ष, समाज कार्य  
Head, Department of Social Work  
विभागाध्यक्ष, समाज कार्य  
Central University of Himachal Pradesh  
आचार्य शैक्षणिक ब्लॉक/Temporary Academic Block  
आचार्य शैक्षणिक ब्लॉक/Temporary Academic Block



Concept of Qualitative Research; History of Qualitative Research; How do qualitative and quantitative research designs differ?

**UNIT – II: Major Paradigms & Perspectives**

**(8 hours)**

Interpretivist, Positivist, Verstehen, Constructivism, Critical theory; Criticism of various paradigms; Epistemological Background, Emic & Etic Perspective.

**Schools of Thought** in Qualitative Research: Ethnography, Ethnomethodology, Phenomenology;

**UNIT – III: Data in Qualitative Research**

**(8 hours)**

Critical Pedagogy & Qualitative Research (Bricolage); Using literature in Qualitative Research, Content Analysis, Narrative Inquiry, Discourse Analysis, Oral History, Talk and Conversation; Text & Genres; Construction and Understanding of Texts (Narrative & Hermeneutic Analysis).

**UNIT – IV: Strategies & Methods of Inquiry in Qualitative Research**

**(8 hours)**

Entering into the Field & Rapport Building;

Introduction to qualitative inquiry; Qualitative Research Design – Ethnography; Autoethnography - personal narrative & reflexivity; Case Studies; Analyzing interpretive practice; Braiding Narrative Ethnography with Memoirs & Creative Non-Fiction; Qualitative research sampling; Triangulation;

**Data collection methods in qualitative research:** Narrative Inquiry; Analyzing empirical materials; Observation – *Participant, Non-Participant and Quasi Participant*; Interviewing; Focus Group Discussion; Interpretation of documents & material culture, Images & visual methods; Analyzing Talk & Text; Photo-voice method;

Probing & Active listening as key qualitative research skills;

**UNIT – V: Data Analysis & Interpretation**

**(8 hours)**

Data Analysis using Data Displays; Memoing & Coding; Textual Data Analysis,  
Flow Charts, Pareto Charts, Ishikawa Charts, Non-Standard Charts, Logical Framework  
Analysis, In-Depth Analysis, Grounded Theory;  
Use of Computers in Qualitative Analysis, Mixed Method, Documentation & Writing  
Qualitative Research;  
Future of Qualitative Research; Ethics in Qualitative Research.

**Prescribed Text Books:**

1. Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2011), *The Sage Handbook of Qualitative Research*, 4th Edition, Thousand Oaks, CA: Sage.
2. Bailey Ajay, Hutter Inge, Hennink Monique. (2011), *Qualitative Research Methods*, 1st Edition, London: Sage Publications India Pvt Ltd.
3. Uwe Flick (2009), *An Introduction to Qualitative Research*, 4<sup>th</sup> Edition, New Delhi: Sage Publications India Pvt Ltd.

**Suggested Extra Readings:**

1. Gerard Guthrie, (2010). *Basic Research Methods: An Entry to Social Science Research*, 1<sup>st</sup> Edition, London: Sage Publications India Pvt Ltd.
2. Holliday, A. R. (2007). *Doing and Writing Qualitative Research*, 2nd Edition. London: Sage Publications, Reprint 2010.
3. Stan Baronett, Madhucchanda Sen (2009). *Logic*. Dorling Kindersley (India) Pvt. Ltd., Licensees of Pearson Education, Noida.
4. Bill Taylor, Gautam Sinha, Taposh Ghoshal (2011), *Research Methodology: A Guide for Researchers in Management and Social Sciences*, 5<sup>th</sup> Reprint, PHI, New Delhi.



**Course Code:SWR 653**

**Course Name: Literature Review and Academic 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.)

**Learning Outcomes:** The course is designed to

- To undertake the literature review exercise.
- To improve the skills of academic writing.
- To publish high quality research papers in peer reviewed journals.
- To use computers in academic writing.

**Attendance Requirements:**

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

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: 25%

**Course Contents:**

**UNIT – I: Literature Review**

**(4 hours)**

- Sources of Literature
- Literature Review: Definition and Importance
- Literature Search: Manual and Online Databases

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Head, Department of Social Work  
University of Jharkhand  
Temporary Academic Block  
Dumka



- Structuring the Literature Review: Chronological and Categorical
- Literature Review Matrix
- Annotated Bibliography

#### **UNIT – II: Academic Writing**

**(4 hours)**

- Academic Writing: Characteristics and Skills
- Abstracting, Paraphrasing and Summarising
- Academic Vocabulary, Drafting and Revising

#### **UNIT – III: Types of Academic Writing**

**(4 hours)**

- Case Studies, Book Review, Chapter in Edited Book
- Content Analysis, Monograph, Working Papers and Policy Paper
- Research Reports: Structuring, Writing and Formatting

#### **UNIT – IV: Journal Publication**

**(4 hours)**

- Components of a Research Article
- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Quality of Research: Impact Factor, UGC List of Journals
- Communicating Research Findings
- Peer Review
- Use of Computers in Review

#### **UNIT – V: Referencing**

**(4 hours)**

- Referencing: Definition, Importance and Styles
- In-Text Citation and End Referencing: American Psychological Association (APA)
- Citation Index
- Bibliography
- Use of Computers in Referencing

**Prescribed Text Books:**

1. Gupta, R. (2017). *A Course in Academic Writing*. Delhi: The Orient Blackswan.
2. Jesson, J; Matheson, L, and Lacey, F.M. (2011). *Doing Your Literature Review: Traditional and Systematic Techniques*. New Delhi: Sage Publishing.
3. Kanwaria, V.K. (2018). *Plagiarism, Citation and Referencing: Issues and Styles*. Delhi: Createspace Independent Pub.
4. American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.
4. Kanwaria, V.K. (2018). *Academic Writing, Anti-Plagiarism and Citations*. Delhi: Shipra Publications.
5. Pecorari, D. (2018). *Academic Writing and Plagiarism: A Linguistic Analysis*. New Delhi: Bloomsbury Academic India.
6. Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. New Delhi: Sage Publishing.



**Course Code:**SWR 654

**Course Name:** Research and Publication Ethics (RPE)

**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.*)

**Learning Outcomes:** The course is designed to

- To familiarise with the with the basics of philosophy of science and ethics, research integrity and publication ethics
- To enable identification of research misconduct and predatory publications
- To acquaint with indexing and citation databases, open access publications, research metrics and plagiarism checking tools

**Attendance Requirements:**

The Research Scholars are expected to attend all lectures in order to be able to fully benefit from the course and successfully complete the course work.

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:**



**Theory:**

**UNIT – I: Philosophy and Ethics**

**(4 hours)**

- Introduction to philosophy: definition, nature and scope, concept, branches
- Ethics: definition, moral philosophy, nature of moral judgements and reactions

**UNIT - II: Scientific Conduct**

**(4 hours)**

- Ethics with respect to science and research
- intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

**UNIT - III: Publication Ethics**

**(4 hours)**

- Publication ethics: definition, introduction and importance
- Best practices / standards setting initiatives and guidances: COPE, WAME etc.
- Conflict of interest
- Publication misconduct: definition, concept, problems that lead to an ethical behaviour and vice-versa, types
- Violation of publication ethics, authorship and contributorship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and journals

**Practice:**

**UNIT - IV: Open Access Publishing**

**(4 hours)**

- Open access publications and initiatives
- SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies
- Software tool to identify predatory publications developed by SPPU
- Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester, etc.

**UNIT - V: Publication Misconduct**

**(4 hours)**

*6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021*

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विभागाध्यक्ष, सामाजिक कार्य विभाग  
Head, Department of Social Work  
विश्वविद्यालय, पुणे  
Pune University  
Central Library, 4th Floor, 7/Accademic Block  
पुणे - 411 006 / Contact No. 2611-172215

#### A. Group Discussions (2 hours)

- Subject specific ethical issues, FFP, authorship
- Conflict of interest
- complaint and appeals, examples and fraud from India and abroad

#### B. Software Tools (2 hours)

Use of plagiarism software like Turnitin, Urkund and other open software tools

#### UNIT - VI: Databases and Research Metrics

(7 hours)

##### A. Databases (4 hours)

- Indexing databases
- Citation databases: Web of Science, Scopus, etc.

##### B. Research Metrics (3 hours)

- Impact factor of Journals as per Journal Citation Reports, SNIP, SJR, IPP, Cite Score
- Metrics: h-index, g index, i10 index altmetrics

#### Prescribed Text Books:

Bird, A. (2006). *Philosophy of Science*. Routledge.

MacIntyre, A. (1967). *A Short History of Ethics*. London.

Chaddah, P. (2018). Ethics in Competitive Research: Do not get scooped; do not get plagiarized.

Resnik, D.B. (2011). What is ethics in research and why it is important. *National Institute of Environmental Health Sciences*, 1-10. Retrieved from [https://www.niehs.nih.gov/research/resources/bioethics/what is/index.cfm](https://www.niehs.nih.gov/research/resources/bioethics/what%20is/index.cfm)

Beall, J. (2012). Predatory publishers are corrupting open access. *Nature*, 489 (7415), 179-179. <https://doi.org/10.1038/48917a>

Indian National Science Academy (INSA). (2019). Ethics in Science education, Research and Governance. [http://www.insaindia.res.in/pdf/Ethics\\_Book.pdf](http://www.insaindia.res.in/pdf/Ethics_Book.pdf)



**Course Code:SWR 655**

**Course Name: Advanced Theory and Practice in Social 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.)

**Learning Outcomes:** The course is designed to

- Become familiar with the different theories in social work and their application
- Understand the context of emergence of social work as a profession
- Familiarise with the emerging areas of research in social work

**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: 25%

**Course Contents:**

**UNIT – I: Social Science Thinkers & Theories**

**(8 hours)**



Value of Theory in Social Work Practice; Contributions of Western Social Science Theorists and their Application in Social Work: Jean Piaget, Sigmund Freud, Ivan Pavlov, Carl Jung, Albert Bandura, Jürgen Habermas, Michel Foucault, Anthony Giddens, Pierre Bourdieu, Karl Popper, Peter Berger & Thomas Luckmann; Contributions of Indian Social Science Theorists and their application in Social Work: Gauri Rani Banerjee, K D Gangrade, G.S. Ghurye, Sachchidanand Sinha, Radhakamal Mukerjee, Shyama Charan Dube, M N Srinivas, Yogendra Singh

#### **UNIT – II: Social Work Theories**

**(8 hours)**

Social Systems Theory, Ecological Theory, Empowerment Theories, Critical Social Work, Feminist Social Work, Structural Social Work, Multiculturalism, Post-modernism

#### **UNIT–III: Social Work Perspectives**

**(8 hours)**

Strengths Perspective, Human Rights Perspective, Social Capital Perspective, Constructivist Perspective, Interdisciplinary Research, Social Network Analysis, Ethno-methodology and Ethnography

#### **UNIT – IV: Approaches to Social Work Practice**

**(8 hours)**

Entitlement and Capability Approach, Social Constructivist Approach, Gandhian Approach, Approaches of Phule & Ambedkar, Sitavva Joddati's contribution to Women's emancipation, Deen Dayal's Integral Humanism, Livelihoods Approach, Social Exclusion and Social Inclusion, Participatory Approaches, Concept of Sewa, *Application of Indian Models in Social Work Practice – Sriniketan, Ramkrishna Mission, Vikas Bharti, Baba Amte, Chipko Movement, Water Conservation model of Alwar, Bishnoi Movement for environmental conservation*

#### **UNIT – V: Emerging Areas in Social Work Practice**

**(8 hours)**

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

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विभागाध्यक्ष, सामाजिक कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक खण्ड/Temporary Academic Block  
धौलाधर परिसर-1 धौलाधर/Dhauladhar Part-1 Dhauladhar-176215

Evidence-based Practice, Integrated Practice, International & Transnational Social Work, Spirituality and Social Work, Social Work Practice among Populations with Diverse Groups, Non-violence and Peace

#### Prescribed Text Books:

1. Gandhi, M.K. (2013). *The Story of My Experiments with Truth*. Delhi: Rajpal Publishing.
2. Ambedkar, B.R. (1946). *Who were the Shudras*. Bombay: Thacker and Co., Ltd.
3. Upadhyaya, D. (2016). *Integral Humanism: An Analysis of Some Basic Elements*. Delhi: Prabhat Prakashan.
4. Webb, Stephen A., and Mel Gray. 2009. *Social Work: theories and Methods*. London: SAGE.
5. Payne, Malcolm, and Jo Campling. 2005. *Modern social work theory*. Basingstoke: Palgrave.
6. Howe, David. 2009. *A brief introduction to social work theory*. Houndmills, Basingstoke, Hampshire [England]: Palgrave Macmillan.
7. Nagla, B.K. (2012). *Indian Sociological Thought*. Jaipur: Rawat Publications.
8. Ritzer, G. (2011). *Sociological Theory*. New Delhi: Tata McGraw Hill.
9. Haralambos, M. & Holborn, M., (2008), *Themes and Perspectives in Sociology*. London: Harper Collins.

#### Supplementary Books:

1. Teater, Barbra. 2010. *An introduction to applying social work theories and methods*. Maidenhead: McGraw Hill - Open University Press.
2. Parton, Nigel, and Patrick O'Byrne. 2000. *Constructive social work: towards a new practice*. New York N.Y.: St. Martin's Press.



Annexure V: Item SW-BoS-6/06.05: Approval of the new Course Structure and Syllabus of MSW Programme in tune with the New Education Policy (NEP)-2020 (effective from Academic Session 2021-22 onwards).

समाज कार्य विभाग

हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



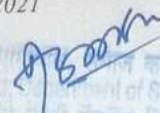
## SYLLABUS

Master of Social Work

Academic Session 2021-22 onwards

As per Recommendations of  
National Education Policy: 2020

25 September 2021

  
समाज कार्य विभाग  
Department of Social Work  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
सप्त सिंधु परिसर, देहरा/Temporary Academic Block  
जिला कांगड़ा/Dehra District - Kangra



### 1. Course Structure:

Semester	Name of the Course	Type of Course	Course Code	Credits
I	Social Science Concepts for Social Work	Major Course	MSW 401	02
I	History Philosophy and Fields of Social Work	Major Course	MSW 402	04
I	Methods of Social Work: Social Casework	Major Course	MSW 403*	04
I	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork	Minor Course	MSW 421*	04
I	School Social Work and Counselling	Vocational / Skill	MSW 451*	04
	NGO Management	Vocational / Skill	MSW 452*	04
	Project Formulation	Vocational / Skill	MSW 453*	04
I	Indian Knowledge System	IKS: University Wide	MSW 481	02
II	Methods of Social Work: Social Group Work	Major Course	MSW 404*	04
II	Methods of Social Work: Community Organization and Social Action	Major Course	MSW 405*	04
II	Methods of Social Work: Social Work Administration	Major Course	MSW 406*	04
II	Field Work Practicum - II: Concurrent Field Work and Educational Tour	Minor Course	MSW 422*	04
II	Block Placement Training	Vocational / Skill	MSW 454*	02
II	Indian Knowledge System: Social Work	IKS: Departmental	MSW 482	02
III	Dynamics of Human Behaviour	Major Course (Elective Specialisation)	MSW 411	04
III	Human Resource Management and Industrial Relations		MSW 413*	04
III	Working with Rural & Tribal Communities		MSW 415*	04
III	Research Methodology		MSW 423	04
III	Software based Data Analysis	Minor Course	MSW 455	04
		Vocational / Skill		

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Semester	Name of the Course	Type of Course	Course Code	Credits
III	Review of Literature, Research Proposal based on Field Work Practicum - III	Review of Literature, Research Proposal	MSW 471*	08
IV	Drug Abuse Prevention & Social Work	Major Course (Elective Specialisation)	MSW 412*	04
	Social Security, Labour Welfare and Related Legislations		MSW 414*	04
	Working with Urban Communities		MSW 416*	04
IV	Academic Writings	Minor Course (Theory)	MSW 424	02
IV	Paper Publications / Seminar-Conference Presentation at National Level	Minor Course (Practical)	MSW 425	02
IV	Data Analysis and Interpretation based on Field Work Practicum - IV	Vocational / Skill	MSW 456*	04
IV	Dissertation, Presentation and Viva-voce	Dissertation, Presentation and Viva-voce	MSW 472*	08

\* Employability Course

## 2. Course Credit Structure

a. Total Credits: 80 Credits

b. Total Credits in each Semester: 20 Credits

## 3. Entry and Exit Options in Master of Social Work Programme (2 Years)

Sr. No.	Entry Semester	Exit Semester	Conditions	Certificate, Diploma/ Degree/ Advance Diploma/ Others
1.	I	II	Candidate has to successfully complete the all courses offered in 1st to 2nd Semesters	PG Diploma
2.	I	IV	Candidate has to successfully complete the all courses offered in 1st to 4th Semesters.	Degree
3.	III	IV	Candidate has to successfully complete the all courses offered in 1st to 4th Semesters.	Degree

**4. Eligibility:** The students who have 3 Years Bachelor's Degree are eligible for admission in this programme.

**Course Code: MSW 401**

**Course Name: Social Science Concepts for Social Work**

**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.)

**Learning Outcomes:** The course is designed to

- To acquaint with basic social science concepts
- To understand the nature and Development of human behaviour in socio-cultural context.
- To enable the students to integrate social science concepts to social work theory and practice

**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:**

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

**Course Contents:**

**UNIT - I: Orientation to Significant Sociological Concepts**

**(4 Hours)**

- Social Structure and Social Institution and Social Groups
- Culture: Elements in Culture, Cultural Systems and Sub Systems
- Socialisation: Meaning, Socialization and Development of Self
- Social Conformity & Social Deviation



- Social Control

## **UNIT - II: Social Institutions**

**(4 Hours)**

- Family: Joint and Nuclear Family, Changing Structures and Patterns of Family.
- Religion, Role of Religion in Society, Secularism
- Application of sociological concepts in social work practice

## **UNIT -III: Indian Polity**

**(4 Hours)**

- The Indian Constitution: Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- Indian Judiciary and Judicial System
- Good Governance, Right to Information
- Panchayati Raj System, Urban Local Bodies

## **UNIT- IV: Human Psychological**

**(4 Hours)**

- Psychology: Meaning, Concept and its Branches
- Determinants of Human Behavior: Heredity & Environment
- Life Span Perspective of Human Development
- Concept and Theories of Cognition, Learning and Motivation, Personality

## **UNIT- V: Mental Health and Process: Development & Assessment**

**(4 Hours)**

- Mental Health
- Mental Retardation
- Defense Mechanism

### **Prescribed Text Books:**

1. Nagla, B. K. (2008). Indian Sociological Thought (Illustrated ed.). Rawat Publications
2. Johnson, Harry M., (2007ss), Sociology: A Systematic Introduction, New Delhi, Allied Publishers
3. Ahuja, Ram, (2001), Indian Social System, Jaipur, Rawat Publications
4. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson Publications.
5. Morgan, C. Tand King, R.A., (2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill.
6. Baron, A. Robert, (2001), Psychology, New Delhi, Pearson Publications.

**Course Code:** MSW 402

**Course Name:** History, Philosophy and Fields of Social 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.)

**Learning Outcomes:** The course is designed to

- Become familiar with the core values and philosophy of social work profession and be able to imbibe these values into their professional self.
- Understand and differentiate social work and other related terms
- Understand the context of emergence of social work as a profession
- Understand the nature of Social work practice in different settings

**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: Introduction to Social Work Profession (8 Hours)**

- Social Work: Definition, Philosophy and Purpose.
- Values and Principles
- Methods of Social Work

**Unit II: Historical Development of Social Work (8 Hours)**

- Concept of *Sewa* in Bharat



- Development of Professional Social Work in U.K. and U.S.A.
- Social Service Traditions and Social Reform Movements in India.
- Contribution of Swami Vivekananda, Gandhi, Ambedkar and Phule

**Unit III: Social Work as a Profession**

(8 Hours)

- Requirements of a Social Work Profession
- Social Work Functions and Roles of Social Workers.
- Competencies for Social Work Practice.
- Socio-cultural factors impacting social work.practice

**Unit IV: Social Work Practice Areas-I**

(8 Hours)

- Emerging Perspectives and Trends of Social Work Practice.
- Community Development: Rural and Urban
- Family and Child Welfare.

**Unit V: Social Work Practice Areas -II**

(8 Hours)

- Disability and Disaster Management.
- Environmental Social Work
- School Social Work
- Elderly and HIV/AIDS.

**Prescribed Text Books:**

1. Mishra, Prayag Din (1994), Social Work – Philosophy and Methods, New Delhi, Inter – India Publications.
2. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
3. Elizabeth A. Sehgal. et al. (2011), Professional Social Work, Jaipur, Rawat Publications.

**Supplementary Books:**

1. Skidmore, et al. (1997), Introduction to Social Work, Boston, Allyn & Bacon.
2. Sheldon Brian, et al. (2010), A Textbook of Social Work, New Delhi, Routledge Publications.



**Course Code:** MSW 403

**Course Name:** Methods of Social Work: Social Casework

**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.)

**Learning Outcomes:** The course is designed to:

- To study the Case Work as one of the primary method of Social Work
- To understand the client based study and interventions
- Theoretical understanding of working with individuals.

**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: Social Case Work: An Introduction**

(8 hours)

- Historical development of casework as a method of social work
- Meaning, concept, Objectives of social case work
- Philosophical & chief assumptions
- Components, Contribution of Mary Richmond & Friendly Visitors

**UNIT - II: Case Work Process/Principles/Theories**

(8 hours)

- Process in case work- Intake, Study
- Assesment

- Intervention
- Termination & evaluation
- Principles of case work

(8 hours)

### UNIT - III: Techniques and skill in Social Case work

- Case work Relationship: Conceptual Framework
- Helping Techniques:-Interviewing , listening, Rapport building Observation, home visit, Relationship
- Supportive techniques:-Acceptance, empathy, Assurance, Facilitation, Encouragement & Reassurance
- Recording in Case work

### UNIT – IV: Understanding the client System

(8 hours)

- Psychoanalytical Theory
- Psychosocial Theory
- Diagnostic School and Functional School of case work
- Counseling

### UNIT – V: Therapeutic Approach to Social Case Work

(8 hours)

- Behaviour Modification Approach
- Problem Solving Approach
- Crisis Intervention Approach
- Electic approach

### Prescribed Books:

1. Mathew, G. 2011. An Introduction to Social Casework. Mumbai: Tata Institute of Social Sciences.
2. Perlman, H.H 2011.Social Casework:- A problem-solving Process. Jaipur:Rawat.
3. Upadhyay,R.K 2010.Social Casework: A Therapeutic Approach. Jaipur:Rawat

### Suggested Extra Readings:

1. Kadushin, A, & Kadushin, G.1997. The social case work interview: A guide for human service professionals. New York: Columbia University Press.

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

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2. Biestek, Felix P. The casework: A psychosocial Therapy. New York: Mcgraw Hills.
3. Hollis, F. 1964. Casework: A Psychosocial Therapy. New York: McGraw Hills.

Head, Department of Social Work  
Temporary Academic Staff



**Course Name:** Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork

### Introduction on Field Work:

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

1. Develop the ability to observe and analyse social realities understand the characteristics of Social systems and their dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Develop the ability to recognise the need for new programs initiated & participate in them;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<b>Orientation:</b>	<ul style="list-style-type: none"> <li>• 10 hours of one-hour sessions spread over one week in the</li> </ul>
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	<p>beginning of the first semester.</p> <ul style="list-style-type: none"> <li>Inductive orientation program provide the newly inducted students in social work have information relating to the importance and place of the practical in the masters level Social Work program, the purpose, functions and ethics and professional practice</li> </ul>
<b>Observation Visits:</b>	<p>Observation visits provide an exposure to students an understanding of the community and agency settings, facilities available &amp; services provided in response to people's needs. Community visits to urban and rural areas provide students an experience of community life and living; problems and issues faced by people; understanding peoples core needs which shall ultimately lead to the development of programs which students can implement in concurrent fieldwork when placed in communities.</p> <p>Visits are arranged to the following -</p> <ul style="list-style-type: none"> <li>Villages &amp; Urban communities</li> <li>NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li>Government Agencies working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;</li> </ul>
<b>Concurrent Field Work in:</b>	<ul style="list-style-type: none"> <li><b>Rural &amp; Urban Communities:</b> For concurrent field work practice, students are placed in community settings to study and understand social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.</li> </ul>



	<ul style="list-style-type: none"> <li>Students are required to work in community settings in the 2<sup>nd</sup> semester through placements done in NGOs so that they get to know structured ways of functioning of NGOs and the implementation of project-based activities undertaken.</li> <li>Learners get to know the dynamics of relationships between the local communities &amp; the NGO concerned.</li> <li>Learners also become conscious and aware about the organizational structures and functioning of NGOs as per the policy donor agencies or grant-giving organizations.</li> </ul> <p><b>Type of Agencies in which students are placed -</b></p> <ul style="list-style-type: none"> <li>NGOs working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health &amp; sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.</li> <li><b>Government Agencies</b> working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings etc.</li> </ul>
<b>Recording:</b>	<ul style="list-style-type: none"> <li>Whether it is the reporting of <b>Fieldwork Orientation, Observation Visits, or Concurrent Fieldwork</b> done, students have to record and submit separate reports immediately.</li> <li>Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems &amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</li> </ul>



	<ul style="list-style-type: none"> <li>Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</li> <li>Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work done in the field.</li> <li>At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled "<b>Consolidated Concurrent Fieldwork Report</b>"</li> </ul>
<b>Fieldwork Conference</b>	<ul style="list-style-type: none"> <li>Both <b>Individual Conference (IC)&amp;Group Conference (GC)</b> are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor.</li> <li>Attendance in the fieldwork conferences is compulsory and internal assessment &amp; evaluation will be done at the end of the semester also on the basis of attendance &amp; participation of the learner in the conferences.</li> <li>Instructions given by the respective supervisor in IC &amp; GC have to be recorded in the fieldwork diary of the learner.</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>Attendance in field work is compulsory</li> <li>The department has to organize at the minimum <b>15 hours of field work per week</b> conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.</li> </ul>
<b>Submission of Reports:</b>	<ul style="list-style-type: none"> <li>Students are required to submit their fieldwork reports, field notes &amp; field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor</li> <li>Submission of reports is the responsibility of the student concerned.</li> <li>Submission of reports beyond the scheduled date/day shall be</li> </ul>

	<p>marked as <b>LATE SUBMISSION</b> in Red colour.</p> <ul style="list-style-type: none"> <li>Learners have to ensure that their supervisor signs each report submitted mentioning date.</li> </ul>
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### Evaluation Criteria:

#### 1. End Term Evaluation: 200 Marks

##### Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports and Presentations
- Assignments relating to fieldwork
- Viva-voce



**Course Code:** MSW 451

**Course Name:** School Social Work and Counselling

**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.)

**Learning Outcomes:** The course is designed to:

- To provide a historical background of education in India
- To comprehend the structure of school education in India
- To familiarise with the terminology associated with school education
- To be able to apply the methods of social work in school setting
- To provide counselling to various stakeholders associated with school education

**Evaluation Criteria:**

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

**Course Contents:**

**UNIT - I: School Education in India**

**(8 Hours)**

- School Education in Ancient India
- Compulsory Education, Basic Education, Right to Education, Informal Education
- Structure of School Education System
- Education Policies in India
- Programme and Policies
- Issues and Concerns associated with Indian Schooling System

**UNIT - II: Quality in School Education**

**(8 Hours)**

- Total Quality Management, Six Sigma
- School Records and MIS



- Curriculum Development and Learning Assessment
- Net Enrolment, Gross Enrolment
- Drop-out Rate
- Teacher-Student Ratio
- Teaching Learning Pedagogy
- Best Practices from NGO Sector: Azim Premji Foundation, Bharti Foundation, Akshay Patra, Vanvasi Kalyan Ashram

### **UNIT - III: Social Work Practice in Schools**

**(8 Hours)**

- Working with Stakeholders: Children with Special Needs, Out-of-School Children, Female Students, Students from Underprivileged Background, Parents, School Administration (Principals/Head Master/Mistress), Teachers, School Management, Local Community
- Inclusive Education
- Home Visit, Social Mobilisation, Conduct of Meetings
- Training and Fund Raising
- Participatory Research, Need Assessment and Evaluation

### **UNIT – IV: Basics of Counselling**

**(8 Hours)**

- Counselling: Definition, Need and Scope
- Types of counselling
- Attributes, Attitudes and Skills of a Counsellor
- Scope of counselling in social work practice
- Challenges and concerns of counsellors
- Ethics in Counselling

### **UNIT – V: Counselling: Process and**

**(8 Hours)**

- Relationship Building
- Assessment
- Goal Setting
- Intervention
- Assessment

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 Head, Department of Social Work  
 Himachal Pradesh Sahitya Akademi  
 Central University of Himachal Pradesh  
 Sector-1, Shimla-171005  
 Himachal Pradesh Sahitya Akademi  
 Himachal Pradesh Sahitya Akademi

- Termination

**Prescribed Text Books:**

1. Aldbridge, S., Rigby, S (2004). Counselling Skills in Context. London: Hodder and Stoughton



**Course Code:** MSW 452

**Course Name:** NGO Management

**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.)

**Learning Outcomes:** The course is designed to:

- To enable the students to form and register an NGO
- To introduce the students to NGO Sector.
- To introduce the Basic Concepts of NGOs.
- To provide an overview of NGOs.
- To provide basic managerial skills of NGO.

**Evaluation Criteria:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment (CIA): 25%

**Course Contents:**

**UNIT - I: NGOs – An Introduction, Concepts and Functions**

**(8 Hours)**

- Concepts, Typology of Non-Governmental Organization.
- Functions and Roles of Non-Governmental Organizations.
- Problem Definition and Solving

**UNIT - II: Societies, Trusts and Companies**

**(8 Hours)**

- How to register a Society.
- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- Duties & Liabilities of Trustees; Income Tax-Exemptions & FCRA



### **UNIT - III: Project Proposal and its Evaluation**

**(8 Hours)**

- Strategy: Vision / Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.
- Proposal Writing
- Mechanics of Proposal Writings, General Lineation for Formulation of Project Proposals.

### **UNIT – IV: Budgeting**

**(8 Hours)**

- Definition, Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.
- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

### **UNIT – V: Fund Raising**

**(8 Hours)**

- Principles of Fund Raising.
- Searching & Role of Fund Raiser.
- Factors affecting Fundraising.

### **Prescribed Text Books:**

Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change. New Delhi, Sage Publications India Pvt. Ltd.

**Course Code: MSW 453**

**Course Name: Project Formulation**

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.)

Learning Outcomes: The course is designed to:

- To introduce students to project planning, formulation and implementation.
- To train learners in developing the skills for writing a good proposal.
- To orient learners about the nature of project management methods & techniques.
- To equip learners with the skill of maintaining records & generating reliable reports.

Evaluation Criteria:

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

**COURSE CONTENTS:**

**Unit I: Introduction to Project Formulation**

**(8 Hours)**

- Introduction to Projects; Meaning of Project; Distinction between Project & Programme; Basic
- Components of a Project; Types of Projects – Action, Training & Research.
- Project Appraisal: Meaning & Types - technical, financial, social, economic, environmental,
- institutional approaches; Social Cost Benefit Analysis (SCBA) and Feasibility Studies. Logical
- Framework Analysis (LFA)

**Unit II: Project Formulation**

**(8 Hours)**

- Methodology for Project Identification and formulation; Baseline Surveys.

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Dr. Anurag K. Singh  
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- Steps in Project Formulation: Problem statement; statement of vision, mission and objectives;
- Work Break-down Structure (WBS); Preparation of Gantt Chart, Human Resources &;
- Infrastructure requirement, Budgeting, Training &; Development, etc.; Collaboration / Partner
- Agencies and their Roles.

### **Unit III: Fund Raising & Grant Writing**

**(8 Hours)**

- Fund Raising: Meaning, methods &; techniques; Types of Assistance—Grants, Low-Interest Loans, and In-Kind Contributions; Seeking grants of government &; international agencies; Private/Foundation and Corporate/CSR Funding Opportunities; Crowd Funding; Planning for Sustainability; People's Contribution.
- Grant-writing in different fields of Non-profit Practice: health, education, technology,
- social/human services, faith-based work, environment, economic development, etc.; Basic Elements of a Proposal (General Guidelines, Letters of Enquiry to funding Agencies): Cover Letter, Cover Sheet, Abstract, Statement of Need, Project Description, Partners &; Stakeholders,
- Goals & Objectives, Administrative Capacity, Budget, Sustainability, Evaluation Plan.

### **Unit IV: Project Management**

**(8 Hours)**

Project Management: meaning &; importance, steps; Life-cycle of a Project – Planning, Scheduling, Resource Mobilization, Staffing; Execution, Monitoring &; Evaluation. Techniques of Project Management - PERT &; CPM.

### **Unit IV: Project Monitoring & Evaluation**

**(8 Hours)**

Project Monitoring &; Evaluation (PME): Internal &; External Monitoring; Participatory and non-participatory; Types of Evaluation - Concurrent, Phase-wise/Mid-Term and Terminal Evaluation/ Post-facto (at the end of the project); Indicators for monitoring &; evaluation; Types of Reports.

### **Suggested Readings:**



1. Dale, R., & Dale, Reidar. (2004). Evaluating Development Programmes and Projects. Sage Publications India.
2. Gorsevski, E. W. (2016). Writing successful grant proposals. Rotterdam: Sense Publishers.
3. Horine, G. (2013). Absolute Beginner's Guide to Project Management. Indianapolis, Ind: Que.
4. Jason, L. A. (2006). Participatory community research: Theories and methods in action. Washington: American Psychological Association.
6. Kerzner, H. (2017). Project management: A Systems Approach to Planning, Scheduling, and Controlling. Hoboken, New Jersey : John Wiley & Sons, Inc.
7. Lester, A., & O'Reilly for Higher Education (Firm). (2017). Project Management, Planning and Control, 7th Edition. Butterworth-Heinemann: Oxford, UK.
8. Lock, D. M. (2014). Essentials of Project Management. Farnham Ashgate Publishing Ltd: Burlington, USA
9. Ramakrishna, K. (2010). Essentials of Project Management. PHI Publishing house: New Delhi.
10. Singh, K., Chandurkar, D., & Dutt, V. (2017). A Practitioners' Manual on Monitoring and Evaluation of Development Projects. Newcastle upon Tyne, UK: Cambridge Scholars Publishing.
11. Smith, N. B., & Works, E. G. (2012). The complete book of grant writing: Learn to write grants like a professional. Naperville, Ill: Sourcebooks.

**Course Code:** MSW 481

**Course Name:** Indian Knowledge Systems: University Wide

**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 Code:** MSW 404

**Course Name:** Methods of Social Work: 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.)

**Learning Outcomes:** 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%

**Course Contents:**

**UNIT - I: Understanding Concepts of Social Group Work**

**(8 Hours)**

- Concept and Importance of Groups
- 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
- Skills and Distinctive Principles of Group Work
- Classification of Groups; Primary Group & Secondary Group; Formal & Informal Group
- Common Interest Group, Self-help Groups, Task Group, Therapy Group, Single Session Group, Peer Group, Reference Group

**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 Counselling, Group Discussion, Group Decision Making.
- Programme Media, Role Play, Group Diagnosis

**UNIT - IV: Use of Programme and Dynamic of Group Process**

**(8 Hours)**

- Programme Planning in 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 Group Work
- Group Work Practice in Agencies
- Role of Social Group Worker for the Satisfaction of the Social Needs and Development of Individual and Community.
- Evaluation: Individual Growth, Group, Evaluation of the Member's Group Contribution

**Prescribed Text Books:**

1. Mishra, P.D. (2008), Social Work – Philosophy & Methods, New Delhi, Inter-India Publications.
2. Siddiqui, H.Y. (2008), Group Work - Theories and Practices, Jaipur, Rawat Publications.
3. Battacharya, Sanjay (2008), Social Work an Integrated Approach, New Delhi, Deep & Deep Publications.
4. Zastrow, C. (2010), Social Work with Groups, Jaipur, Rawat Publications.

**Suggested Extra Readings:**

Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007), A Hand Book of Social Work with Groups, Jaipur, Rawat Publications



**Course Code:** MSW 405

**Course Name:** Methods of Social Work: Community Organisation and Social Action

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** Having successfully completed this course, a student should be able to:

- Develop understanding regarding community organization as a method of social work
- Understand the critical elements of practicing community organization
- Enhance critical understanding of the models and strategies for community organization
- Enhance the understanding of the roles of the agencies and community organizer
- Understanding Social Action as a method of Social Work
- Develop perspective and skills for participatory processes in the community and civil society

**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:**

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

**Course Contents:**

**UNIT - I: Basic Conceptual Framework**

**(8 Hours)**

- Community meaning and types: Rural, Urban and Tribal
- Community and Social Work Practice
- Community Work: Evolution, Definition, Objectives and Scope



- Process of Community Work
- Interface between Community work, community organization and community development

#### **UNIT - II: Community Organization**

**(8 Hours)**

- Community Organization: Definition, concept and
- Steps in Community Organization
- Basic Assumptions of Community Organization
- Principles and Skills of Community Organization

#### **UNIT - III: Approaches and Models in Community Organization (8 Hours)**

- Approaches
- Models of Community Organization
- Strategies of Community Organization
- Peoples Participation

#### **UNIT -IV: Community Organization and Practice**

**(8 Hours)**

- Networking and Coordination : Rationale ,Meaning and Scope
- Intervention of NGO's
- Government intervention in Community Organization.
- Role of Community Worker

#### **UNIT - V: Social Action**

**(8 Hours)**

- Meaning, Concept, Objectives and Scope of Social Action
- Principles of Social Action
- Tactics and Methods of Social Action
- Social Action and Community Organization

#### **Prescribed Text Books:**

1. Siddiqui, H.Y. (1997), Working with Communities, New Delhi, Hira Publications: New Delhi.
2. Ross. M. G., Community Organization, Harper Press :New York.

**Suggested Extra Readings:**

3. Siddiqui, H.Y., Social Work & Social Action, Har Nam Publications: New Delhi.
4. Goel S.L; Jain,R.K., Social Welfare Administration Vol.2, Deep &Deep Publications: New Delhi
5. Mukherji.B., Community Development in India, Orient Longman :New Delhi.



**Course Code:** MSW 406

**Course Name:** Methods of Social Work: Social Welfare Administration

**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.)

**Learning Outcomes:** 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 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:**

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

**Course Contents:**

**UNIT - I: Conceptual Understanding**

(8 Hours)

- Social Welfare Administration: Nature and Scope
- Principles of Administration
- Basic Concepts: Social Welfare, Social Welfare Administration, Social Security Administration, Social Services, Public administration, Business administration and development administration.

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**UNIT - II: Components of Administration**

**(8 Hours)**

- Planning, Organizing and Staffing
- Directing, Coordinating and Supervising
- Reporting and Budgeting
- Monitoring and Evaluation System
- Unity of Command, Centralization and Decentralization, Span of Control, Delegation and Supervision.

**UNIT - III: Structure of Social Welfare Administration**

**(8 Hours)**

- Administrative structure of different levels: Central, State and Panchayat
- Administrative structure of NGO's engaged in provision of human services
- Development organizations
- Organizational Structures: Ministry of Social Justice and Empowerment (MoSJE), Ministry of Women and Child Development (MoWCD).

**UNIT - IV: Legislative Framework for Formation of Development Organization(8 Hours)**

- The Societies Registration Act (1860)
- The Indian Trust Act (1882)
- The Cooperative Societies Act (1912)
- The Companies Act (2013)
- Section 12(A) and 80 (G) of income tax act (1961)
- Foreign Contribution Regulatory Act (2010)

**UNIT – V Project Planning and Development**

**(8 Hours)**

- Project Formulation: objectives and Stages
- Decision-Making, Communication, Accountability and Transparency
- Funding-raising, grant-in-aid
- Social Marketing

**Text books:**

1. Goel S.L.; Jain, R.K., Social Welfare Administration Vol.2, Deep & Deep Publications: New Delhi 1998.
2. Chowdhry, D Paul, Social Welfare Administration, Atma Ram & Sons: Delhi, 1962.

**Reference Books:**

3. Bhattacharya Sanjay, (2008), Social Work: An Intergraded Approach, New Delhi, Deep & Deep Publications.
4. Bean, Philip, Approaches to Welfare, Routledge & Kegan Paul: London, 1983.
5. Prasad, Rajeshwar, Social Administration, Shree Publishing House: Delhi 1982.
6. Encyclopaedia of Social Work in India, Publication Division GOI: New Delhi 1968, Vol I Pg.110-118 (Communication), Vol III Pg 210-235 (Social Administration).
7. Sanjay Bhattacharya, Social Work Administration and Development, Rawat Publications, New Delhi.



**Course Code:**MSW 422

**Course Name:**Field Work Practicum - II: Concurrent Field Work and Educational Tour

**Credits Equivalent:**4 Credits

### **Introduction on Field Work:**

Field work practicum in the Master of Social Work (MSW) programme is a compulsory component and is designed to provide a variety of opportunities to develop and enhance professional practice skills in the learners. Learning is aided through observation, analysis of social realities and experience of participation and designing and providing social work interventions. The faculty and respective field work supervisor under whom a group of students are placed, design a variety of tasks and activities to help the learner acquire basic skills, practice those already acquired, and master them from simple to complex. The learner is gradually facilitated to become an independent worker.

### **Learning Outcomes:**

1. Develop the critical abilities to understand social realities and community dynamics;
2. Appreciate society's response to people's needs, problems and social issues;
3. Use human rights perspective to understand various forms of injustice prevailing in society and the need for equity in all interventions;
4. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
5. Develop the capacity self-direction growth and change through self-awareness;
6. Enhance writing skills to document practices appropriately. Recordings are to be viewed as an expression of interest, motivation and involvement in practice and as evidence of enrichment in the process of professional growth.

### **Curricular Components & Requirements:**

The objectives of field work practicum are achieved by providing a variety of experiences to learners:

<b>Concurrent Field Work in:</b>	<ul style="list-style-type: none"><li>• <b>Rural &amp; Urban Communities:</b> For concurrent field work practice, students are placed in community settings to study and understand</li></ul>
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social systems family as an institution social relationships power structures existing in the community forms and patterns of social interaction the functioning of various institutions like cast class religion and the relationship with various social issues and problems faced by individuals groups and families in the community.

- Students are encouraged to work in close cooperation with various institutions of organizations working in the field of rural or urban development like Gram Panchayat, Block Development Office, Municipality, Community Health Centre, Anganwadi, DRDA (District Rural Development Authority) etc.

**OR/AND**

- **NGOs & Government Agencies:** Students are also placed in agency settings i.e. non-governmental organisations or government agencies which are working in the field of social welfare and social development.

The basic **purpose of agency placement** is to understand the functioning of these institutions, the organizational structure, staffing pattern, distribution of roles and responsibilities, program design and implementation, resource mobilization and the direct delivery of services to the public or the clientele population.

**Students are placed in -**

- **NGOs** working in the field of rural development, child protection, human rights, disability, empowerment of women and children, domestic violence, Early Child Education (Anganwadi), health & sanitation, immunization, elderly, drug de-addiction, youth development, Sustainable Livelihoods, micro-credit, slum development etc.
- **Government Agencies** working in the field of rural development; Integrated Child Development (ICDS); Integrated Child Protection (ICPS); Childline; Counselling in medical settings;

**Recording:**

- Reports of **Concurrent Fieldwork** undertaken by students have to

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	<p>recorded and submitted immediately in the following week as notified by the department.</p> <ul style="list-style-type: none"> <li>• Students are expected to take <b>field notes</b> in their <b>fieldwork diaries</b> and record in brief their experience and observations made, interactions done with clients in the community/agency placed with respect to social systems &amp; structures, social dynamics, power structures, social problems &amp; social issues; community initiatives, community resources &amp; facilities; organisational structures, organizational culture &amp; group dynamics in agencies; implementation of government programmes; etc.</li> <li>• Students have to <b>record the use of various principles, methods, techniques and strategies of social work</b> in their fieldwork and correlate this with the various theories taught in the classrooms; they shall also record the type of <b>emotional experiences</b> they had and <b>reflect</b> upon the methods, techniques and skills used.</li> <li>• Students have to record and submit <b>separate reports for Social Casework &amp; Group Work</b> apart from the daily reports of work done in the field.</li> <li>• At the end of the semester a student has to submit a summary of fieldwork done during the semester which is titled "<b>Consolidated Concurrent Fieldwork Report</b>"</li> </ul>
<b>Fieldwork Conference</b>	<ul style="list-style-type: none"> <li>• Both <b>Individual Conference (IC)&amp;Group Conference (GC)</b> are organized by the department and concerned faculty every week as per the convenience of the department and the respective faculty/fieldwork supervisor.</li> <li>• Attendance in the fieldwork conferences is compulsory and internal assessment &amp; evaluation will be done at the end of the semester also on the basis of attendance &amp; participation of the learner in the conferences.</li> <li>• Instructions given by the respective supervisor in IC &amp; GC have to be recorded in the fieldwork diary of the learner.</li> </ul>

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<b>Attendance:</b>	<ul style="list-style-type: none"> <li>Attendance in field work is compulsory</li> <li>The department has to organize at the minimum <b>15 hours of field work per week</b> conducted on any 2-days in the week. This is reflected in the time-table of the department notified in the beginning of the semester.</li> </ul>
<b>Submission of Reports:</b>	<ul style="list-style-type: none"> <li>Students are required to submit their fieldwork reports, field notes &amp; field diaries every Monday around 11.00 A.M. to their respective Field Work Supervisor</li> <li>Submission of reports is the responsibility of the student concerned.</li> <li>Submission of reports beyond the scheduled date/day shall be marked as <b>LATE SUBMISSION</b> in Red colour.</li> <li>Learners have to ensure that their supervisor signs each report submitted mentioning date.</li> </ul>

#### Evaluation Criteria:

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports
- Evaluations of Presentations
- Assignments relating to fieldwork
- Viva-voce



**Course Code:** MSW 454

**Course Name:** Block Placement Training

**Credits Equivalent:** 2 Credits

**Block Placement Training:**

Block Placement is an integral part of the social work curriculum and is an essential component of fieldwork practicum. At the end of 2<sup>nd</sup> semester or 4<sup>th</sup> semester the MSW students are placed in NGOs or Government Agencies to get exposure to working in formal organizations and get **on-the-job** experience. This is essential to provide students an opportunity to hone their skills, test their theoretical knowledge, know about organizational structures, awareness of work environments etc.

**Learning Outcomes:**

1. Develop the ability to observe and understand organizations and formal systems;
2. Appreciate skills and core competencies required to work in structured formal environs;
3. Develop the ability to examine the process of program management and participate in the effort at various levels;
4. Develop the ability to recognise the need for new programs initiated & participate in them;
5. Develop an understanding of organisational structures, Resource Management and day-to-day administration of human service programs - both development and welfare;
6. Develop the capacity to integrate knowledge and practice theory by participating in interventions, clarify values which sustain positive attitudes and professional ethics;
7. Develop decision-making and practice skills in managing work processes;

**Evaluation Criteria:**

End Term Evaluation (for maximum **100 marks**)

- **Components of Evaluation**

- Attendance
- Assessment of block placement report
- Evaluations of Presentation on work done in block placement
- Viva-voce

**Course Code:** MSW 482

**Course Name:** Indian Knowledge Systems: Social Work

**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.)

**Learning Outcomes:** After completing this course the students will be able to:

- Develop an understanding about the traditional knowledge of the Indian culture.
- Acquire the knowledge of the Indian texts, traditions and theories.
- Acquire the skills for the practice of social work using the traditional knowledge.

**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 : 25%

**Course Contents:**

**UNIT - I: Indian Concepts and texts related to social work**

- Concepts of *Purushartha*, *Sewa*, *Kalyan*, *Mangal* and *Yogashema*
- State and society in ancient Bharat
- Communities in Indian Context: *Matt*, *Panth* and *Sampradaya*
- *Vedas* and Life in Vedic Period

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- Shrimad Bhagwat Geeta, Artha Shastra, Dharma Shastra, Manusamriti, Shukraniti and Vidurniti
- Misinterpretation of Indian Sanskriti and Texts

*Abhinav*



## UNIT – II: Indian Social Thinkers

Gautam Buddha, Guru Nanak, Govind Sadashiv Ghurye, Shyama Charan Dube, M.N.Srinivas, Irawati Karve, Dr. Bhimrao Ramji Ambedkar, Brij Raj Chauhan, Swami Vivekananda, Shri Aurobindo, Deendayal Upadhyaya, Nanaji Deshmukh.

## UNIT - III: Women and family in Indian Context

- Women education in ancient India
- Rishikas and their Position in Indian Society
- Women Warriors of Bharat
- Indian Family System: Importance and challenges

## Unit –IV: Indian Perspectives of Psychology

- Indian Approach to Life Span: Ashrama
- Body and Mind: Pancha Koshas Consciousness and states of consciousness
- Personality development: Triguna theory

## UNIT - V: Yoga and Social Work

- Yoga: Origin, Concept and Traditions
- Ashtanga Yoga
- Yoga in social work practice

## Prescribed Text Books:

- Rao, K. R., & Paranjpe, A. C. (2015). Psychology in the Indian Tradition. Springer Publishing.
- Ahuja, R. (1993). Indian Social System. Rawat Publications. Ghurye, G. S. (2021). Caste and
- Race in India. SAB.

- Saraswati, S. S. P. (2021). The Four Vedas : A Set of 22 Volumes. DAV Publication Division.
- योगदर्शनम् (हिंदी भाष्य सहित 487, अर्थवानप्रस्थ आश्रम ज्वालापुर (हरिद्वार)
- Srimad Bhagwat Geeta

*[Signature]*



**Course Code:** MSW 411

**Course Name:** Dynamics of Human Behaviour

**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.)

**Learning Outcomes:** The course is designed to

- Learn to apply Concepts and Theories of Psychology
- Develop a Critical Perspective of the Theories of Human Behavior and Personality.
- Understand the Nature and Development of Human Behaviour in Socio-Cultural Context.

**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:**

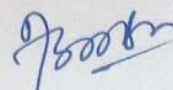
1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment : 25%

**Course Contents:**

**UNIT - I: Socio- Cultural Environment, Human Behaviour, Growth & Development**

**(8 Hours)**

- Introduction to Psychology and its Branches





- Determinants of Human Behavior, Growth vs Development
- Stages of Human Development
- Role of Social Institution and Group in Shaping Human Behavior
- Understanding Human Behavior: Cross Cultural Perspective

#### **UNIT - II: Basic Psychological Process**

**(8 Hours)**

- 1) Concept and theories of
  - Cognition and Learning
  - Motivation, Emotion and Intelligence
- 2) Theories of Personality
  - Psychoanalytic Theories of Personality: Freud, Erikson and Adler
  - Behavioural Theories: Miller and Bandura
  - Humanistic Theories: Rogers and Maslow

#### **UNIT - III: Mental Health and Process: Development & Assessment**

**(8 Hours)**

- Mental Health: Meaning & Characteristics
- Mental Retardation: Concept, Type, Causes and Related Problem
- Defence Mechanism: Meaning & Types
- Psychological Testing: Personality, Intelligence and Attitude

#### **UNIT - IV: Abnormal Psychology**

**(8 Hours)**

- Abnormal Psychology : Concept of Normal and Abnormal Behaviour
- Etiological Factors of Mental Illness
- Types of Mental Disorders: Neurosis and Psychosis
- Therapeutic Process: Counselling and Therapies

*Abn*

## UNIT – V: Social Psychology

(8 Hours)

- Social Psychology: Concept, Definition and Nature -Social Perception
- Attitude: Formation, Change and Measurement
- Prejudice Stereotypes and Discrimination: Development, Form/Manifestations, Ethnocentrism, Prejudice With Reference to Dalits Minorities and other Disadvantage Group.
- Theories of Collective Behavior: Crowd, Riot and Rebellion.

### **Prescribed Text Books:**

1. Baron, A. Robert and Byrne, D., (2010), Social Psychology, New Delhi, Pearson
2. Morgan, C.T and King, R.A., (2007), An Introduction to Psychology, New Delhi, Tata McGraw Hill
3. Baron, A. Robert, (2001), Psychology, 5<sup>th</sup> Edition, New Delhi, Pearson
4. Ahuja Niraj (2002), A Short Textbook of Psychiatry, New Delhi, Jaypee Brothers

### **Suggested Additional Readings:**

5. Park, K., (2010), Textbook of Preventive and Social Medicine, Jabalpur, Barnarsidass Bhanot Publisher
6. Page J.D., (2010), Abnormal Psychology, New Delhi, Tata McGraw Hill



**Course Code:** MSW 413

**Course Name:** Human Resource Management and Industrial Relations

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** The Course is designed to

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

**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:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

**Course contents:**

**UNIT I: Human Resource Management and HRD**

**(8 hours)**

- Human Resource Management: Meaning, function, objectives
- Human Resource Development: Meaning, function and scope
- Human Resource Development Instruments
- Relation between HRM and HRD

**UNIT II: HR Planning and selection process**

**(8 hours)**

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021



- HR planning: meaning and objectives and process
- Recruitment and Selection Process.
- Job Description and Job Specification
- Concept of human resource and information system(HRIS)

**UNIT III: Performance management and development. (8 hours)**

- Performance appraisal- concept and methods
- MBO: Objectives and Methods
- Career planning and development

**UNIT IV: Management of jobs and compensation (8 hours)**

- Job analysis and Job Design
- Job evaluation: objectives and methods
- Wage determination: Factors, Principles and Theories.

**UNIT V: Industrial Relations (8 hours)**

- IR: Concept and models
- IR: machinery preventive and curative
- Collective Bargaining: Concept, Strategies and process

**Text Books:**

- Saiyadain, M. S. (2003). *Organisational behaviour*. Tata McGraw-Hill Education.
- Rao, T. V. (1986). Recent experiences in human resources development.
- Pettinger, R. (2013). Introduction to management.
- Pettinger, R. (2000). *The future of industrial relations*. Thomson Learning

**Additional Readings:**

- Pareek, U. (2006). *Designing And Managing Human Resource Systems*, 3/E. Oxford and IBH publishing.
- Flippo, E. B. (1976). *Principles of personnel management*. McGraw-Hill.

**Course Code:** MSW 415

**Course Name:** Working with Rural & Tribal Communities

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** The Course is designed to

- Comprehend the concept and importance of Human Resource Management
- Understanding Human Resource Development instruments & techniques
- To understand the functioning of Industrial Relations Machinery.

**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: 25%

**UNIT - I: Introduction to Rural Communities**

(8 Hours)

- Rural Communities: Issues of Identity and Diversity
- Rural Development: Definition and Elements
- Overview of Indian Rural Economy

**UNIT - II: Planning for Rural Development**

(8 Hours)

- Panchayati Raj Institutions in India
- Panchayats (Extension to Scheduled Areas) Act, 1996



- Decentralised Planning and Micro Planning
- Preparation of Gram Panchayat Development Plan

UNIT - III: Programmes and Schemes for Rural Development (8 Hours)

- Historical Analysis of Rural Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Rural Development of Government of India
- Overview of Operational Programmes and Schemes for Rural Development of Government of Himachal Pradesh
- Microcredit and Self-Help Groups

UNIT - IV: Tribal Communities (8 Hours)

- Understanding Tribal Communities
- Demographic profile of Tribal Communities
- Problems of Tribal Communities

UNIT - V: Programmes and Schemes for Tribal Development (8 Hours)

- Historical Analysis of Tribal Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Tribal Development of Government of India
- Overview of Operational Programmes and Schemes for Tribal Development of Government of Himachal Pradesh

Prescribed Text Books:

1. Nagpal. H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Laxmikanth, M. (2013). Indian Polity. New Delhi: McGraw Hill Education (India) Pvt. Limited.



5. Singh, K. (2009). Rural Development: Principles, Policies and Management. Delhi: Sage Publications
6. Chambers, R. (2013). Rural Development: Putting the Last First. London: Routledge.

*Handwritten signature*

**Course Code:** MSW 423

**Course Name:** Research Methodology

**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.)

**Learning Outcomes:** The course is designed 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: 25%

**Course Contents:**

**UNIT - I: Research: Nature & Concept**

(8 Hours)

- Nature of Scientific Methods and its Application to Social Phenomenon
- Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action Research
- Concepts in Research: Theory, Variable, Concept, Universe & Sampling

**UNIT - II: Selection of Research Problem and Review of Literature**

(8 Hours)

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

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*[Signature]*  
Head, Department of Social Work  
Central University of Himachal Pradesh  
जम्मू शैक्षणिक ब्लॉक/Temporary Academic Block  
पैरा-1 धरमचौक-176215



- Problem Selection – Identification & Formulation
- Selection of Research Topic
- Review of Literature

(8 Hours)

#### UNIT - III: Objectives and Hypothesis

- Formulation of Objectives
- Hypotheses: Nature, Characteristics, Sources & Types
- Testing of Hypothesis

(8 Hours)

#### UNIT - IV: Research Process

- Research Design: Concept and Types
- Sampling: Probability Sampling and Non-Probability Sampling
- Data: Primary & Secondary,
- Tools of Data Collection
- Rating Scales

#### UNIT - V: Field Work, Data Analysis and Writing the Research Report (8 Hours)

- Importance of Field Work in Research
- Planning and Conduct of Field Work
- Data Analysis and Interpretation
- Writing the Research Report

#### Prescribed Text Books:

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.



**Course Code:** MSW 455

**Course Name:** Software based Data Analysis

**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.)

**Learning Outcomes:** The course is designed to

- Develop an understanding about the use of computers in social work research
- To gain an understanding of the various software used in quantitative data analysis
- To gain an understanding of the various software used in qualitative data analysis

**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:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

**Course Contents:**

**UNIT - I: Introduction to Computer and Software (8 Hours)**

- Computer Literacy and Social Sciences
- Basics of Computer Hardware, Configurations, and Peripherals
- Basics of Computer Software and Operating System
- Internet and Open Source Resources
- Cyber Security and Cyber Laws

**UNIT - II: Application of Word Processors (8 Hours)**

- Composing and Editing Documents
- Document Formatting and Printing
- References and Bibliography
- Reviewing Documents

(8 Hours)

### UNIT - III: Application of Spreadsheets

- Data Entry and Data Management
- Data Storage
- Data Retrieval

(8 Hours)

### UNIT - IV: Quantitative and Qualitative

- Use of Computers for Quantitative Research: SPSS
- Use of Computers for Qualitative Research: Atlas.ti
- Use of Open Source Software

### UNIT - V: Internet Based Tools and Other Software

(8 Hours)

- Internet based design of research tools, data storage and analysis
- Software for social work research and practice: GIS Tools, Client Data Management Software

### Prescribed Text Books:

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

### Suggested Extra Readings:



1. Bhandarkar, P.L., & Wilkinson, T. S. (2009) Methodology and Techniques of Social Research, Bombay, Himalaya.
2. Laldas, D. K. (2004) Practice of Social Research, Jaipur, Rawat



**Course Code:** MSW 471

**Course Name:** Review of Literature, Research Proposal based on Field Work Practicum - III

**Credits Equivalent:** 8 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.).

**Credit Division:** 50% Theory and 50% Practical as per NEP-2020 guidelines of the University

**Learning Outcomes:** The course is designed to

- To comprehend the importance of review of literature in research
- To identify relevant literature and complete the review of literature
- To design a research proposal based on the concurrent field work placement of the student

**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:**

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

**Course Contents:**

**Unit -1: Review of literature**

**(16 hours)**

- Review of literature: Definition and importance
- Process of literature review
- Sources of review of literature

**Unit -II: Types of Review-I**

**(16 hours)**

- Review of Book
- Review of Chapter in an edited book
- Review of Journal article

**Unit-III: Types of Review-II**

**(16 hours)**

- Review of government reports
- Review of conference proceedings
- Literature review matrix

**Unit -IV: Referencing**

**(16 hours)**

- Referencing: Definition & styles
- In text and end text referencing (APA)
- Importance of referencing
- Use of computer in referencing

**Unit -V: Research Proposal**

**(16 hours)**

- Research Proposal: Meaning and Importance
- Format and structure of research proposal
- Components of research proposal
- Ethics of writing research proposal

**Prescribed Text Books:**

1. Ridley, D. (2008). *The Literature Review: A Step-by-Step Guide for Students*. New Delhi: Sage Publishing.
2. Kumar, Ranjeet (2011) *Research Methodology: a step-by-step guide for beginners*, New Delhi, Sage Publications India Pvt Ltd.
3. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) *Research Methodology: A Guide for Researchers in Management & Social Sciences*, New Delhi, PHI Learning Pvt. Ltd



4. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

**Course Code:** MSW 412

**Course Name:** Drug Abuse Prevention & Social Work

**Credits Equivalent:** 04 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.)

**Learning Outcomes:** Having successfully completed this course, a student should be able to:

- To develop the basic understanding about alcohol & drug abuse.
- To provide knowledge about harmful effects of substance abuse on individual.
- To develop an understanding about prevention & treatment of the substance abuse.
- To make the students understands about why and how a person gets addicted.
- To develop national & international understanding about different Protocols, Conventions, Acts and movements related to the substance use.
- Develop skills related with social work treatment and rehabilitation of the patients suffering with substance abuse.

**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:**

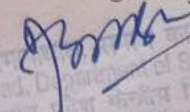
1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continues Internal Assessment : 25%

**Course Contents:**

**UNIT - I: Basic Concepts, Nature & Impact of Alcohol & Other Drugs (AOD) (8 Hours)**

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

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Head, Department of Social Work  
Central University of Himachal Pradesh  
Shimla  
Academic Block  
Sector-1, Shimla / District-1 Shimla-171005



- Basic Concept & Definition: Drugs, Drug Abuse, Drug Dependency, Alcoholism & Addiction.
- Basic Concept of Drug Abuse, Drug Addiction & Alcoholism.
- Nature & Impact of Abusable Drugs.
- Effects & Health Risks: Stimulants, Hallucinogens, Sedatives or Depressants

(10 Hours)

#### UNIT - II: Causes, Treatment & Dependence

- Causes & Problem of Alcohol Abuse
- Causes of Dependence & Addiction
- Treatment & Prevention: Historical Background & Current Context
- Treatment of Alcoholics
- From the Field: The Case Studies.

(10 Hours)

#### UNIT - III: Protocols, Conventions, Acts & Movements

- Protocols & United Nations Conventions.
- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- Women & Anti-Liquor Movements.
- Role of Family & Peer Group in Drug Abuse.
- Prohibitions & Control over Drug Abuse.

(6 Hours)

#### UNIT - IV: Drug Abuse Management in India

- Process and Stages of counselling
- Understanding addiction and behavioral pattern
- Limitation of Treatment & Rehabilitation Programmes.
- Suggestions for Intervention Programmes.
- Counselling room set up and Role plays and discussions on practical aspects

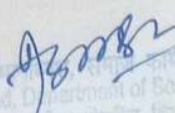
(6 Hours)

#### UNIT - V: The Role of Social Worker as a Change Agent

- Definition, Concept & Basic Principles of counselling
- The Role of the Social Worker and Qualities of a counsellor.

6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021

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 Head, Department of Social Work  
 हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
 Central University of Himachal Pradesh  
 आर्यापरी बिल्डिंग ब्लॉक/Temporary Academic Block  
 हिमाचल पार्स-1 धर्मशाला/Dharmshala Palsar-1 Dharmshala-17E215

- Impact of Drug Policies at the Micro-Level Intervention.
- Social Worker: A Change Agent

**Prescribed Text Books:**

1. Elizabeth A. Sehgal (2011), Professional Social Work, Jaipur, Rawat Publications.
2. Ahuja, Ram (2007,) Social Problems in India. Second Edition. Jaipur, Rawat Publications.
3. Charles, Molly(1999), Drug Culture in India: A street Ethnographic Study of Heroin Addiction in Bombay, Jaipur, Rawat Publications.

**Suggested Extra Readings:**

1. Goodman, A.(2007), Social Work with Drug and Substance Misusers,Jaipur, Rawat Publications.
2. Manning, P. (2007), Drugs and Popular Culture, Jaipur, Rawat Publications.



**Course Code:** MSW 414

**Course Name:** Social Security, Labour Welfare and Related legislations

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** The Course is designed to

- Comprehend the concept and importance of Social security and welfare.
- Describe the various Social Security laws and Legislations.
- Social and labour related Legislations

**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 : 25%

**Course contents:**

**UNIT I: Social Security**

**(8 hours)**

- Conceptual and Theoretical framework of Social Security
- Constituents of Social security: Social Insurance, social Assistance and Allied Schemes.
- Current Scenario of Social Security
- Growth of Social Security In India



**UNIT II: Social Security Laws (8 hours)**

- Workmen's Compensation Act, 1923
- Maternity Benefit Act, 1961
- Payment of Gratuity Act, 1972

**UNIT III: Social Security Laws-2 (8 hours)**

- Payment of Wages Act, 1936
- Employee's Provident Fund and Miscellaneous provision act, 1972
- Employee's State Insurance Act, 1946

**UNIT IV: Labour Legislation (8 hours)**

- Trade Union Act, 1926
- Industrial Disputes Act, 1947
- Contract Labour (Regulation And Abolition) Act, 1970
- Child labour (regulation & Prohibition) Act, 1986

**UNIT V: Labour Welfare (8 hours)**

- Concept, Principles & Approaches Of Labour Welfare
- Statutory and Non-Statutory Schemes Of Labour Welfare
- Safety, security and welfare measures of Factories Act, 1948:
- Role of Welfare Officer

**Text Books:**

- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalay Publishing House: Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)

**Additional Readings:**

- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities

**Course Code:** MSW 416

**Course Name:** Working with Urban Communities

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** The Course is designed to

- To develop understanding of urban communities and their problems
- To gain comprehension about the programmes and schemes for urban communities
- To enable the students to practice of social work methods while working with urban communities

**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:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

**Course contents:**

**UNIT - I: Urban Communities and Urbanisation**

(8

**Hours)**

- Urban Communities: Types and Features
- Level of Urbanisation and Urban Infrastructure in India
- Causes and Consequences of Urbanisation



**UNIT II: Social Security Laws (8 hours)**

- Workmen's Compensation Act, 1923
- Maternity Benefit Act, 1961
- Payment of Gratuity Act, 1972

**UNIT III: Social Security Laws-2 (8 hours)**

- Payment of Wages Act, 1936
- Employee's Provident Fund and Miscellaneous provision act, 1972
- Employee's State Insurance Act, 1946

**UNIT IV: Labour Legislation (8 hours)**

- Trade Union Act, 1926
- Industrial Disputes Act, 1947
- Contract Labour (Regulation And Abolition) Act, 1970
- Child labour (regulation & Prohibition) Act, 1986

**UNIT V: Labour Welfare (8 hours)**

- Concept, Principles & Approaches Of Labour Welfare
- Statutory and Non-Statutory Schemes Of Labour Welfare
- Safety, security and welfare measures of Factories Act, 1948:
- Role of Welfare Officer

**Text Books:**

- Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalay Publishing House: Bombay 1996 (Acc. No. 4443)
- Goswami, V.G., Labour & Industrial Laws, Central Law Agency: Allahbad 1995 (Acc. No. 4439)

**Additional Readings:**

- Bhatnagar, D. (1984). *Labour welfare and social security legislation in India*. Humanities



**Course Code:** MSW 416

**Course Name:** Working with Urban Communities

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organized 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.)

**Learning Outcomes:** The Course is designed to

- To develop understanding of urban communities and their problems
- To gain comprehension about the programmes and schemes for urban communities
- To enable the students to practice of social work methods while working with urban communities

**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:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Continuous Internal Assessment: 25%

**Course contents:**

**UNIT - I: Urban Communities and Urbanisation**

**Hours)**

- Urban Communities: Types and Features
- Level of Urbanisation and Urban Infrastructure in India
- Causes and Consequences of Urbanisation

(8

- Slum: Concept, Factors Contributing to Slum Development, Consequences and Issues around Evictions and Relocation

(8 Hours)

#### UNIT – II: Urban Development in India

- Urban development programmes in India
- 74<sup>th</sup> Constitutional Amendment and the role of Urban Local Bodies
- Informal Economy, Self-Employment, Unorganised Sector and Entrepreneur Development
- Urban Housing and Right to Shelter

(8 Hours)

#### UNIT - III: Urban Governance in India

- History of local self-government – Municipal Government Composition –
- Structure- Functions – Personnel- Finance- Municipal Government and Problems in State administration.
- 74th amendments in the Indian Constitution: Provisions of the amendments- Structure, Functions and Programmes of Metropolitan development Authority. Limitations of metropolitan development authority

#### UNIT - IV: Programmes and Schemes for Urban Development

(8 Hours)

- Historical Analysis of Urban Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Urban Development of Government of India
- Overview of Operational Programmes and Schemes for Urban Development of Government of Himachal Pradesh

#### UNIT - V: Social Work Practice in Urban Communities

(8 Hours)

- Application of Social work methods in urban community practice
- Use of PRA Tools
- Role of NGOs in urban development



**Text Books:**

1. Nagpal, H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
4. Blansett, K., Cahill, C. D., & Needham, A. (2022). Indian Cities: Histories of Indigenous Urbanization. University of Oklahoma Press.



**Course Code:**MSW 424

**Course Name:** Academic Writings

**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.)

**Learning Outcomes:** The course is designed to

- To comprehend the importance of academic writing
- To improve the skills of academic writing.
- To write research reports and dissertation.

**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:**

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

**Course Contents:**

**UNIT – I: Academic Writing**

**(4 hours)**

- Academic Writing: Characteristics and Skills
- Abstracting, Paraphrasing and Summarising
- Drafting and Revising

**UNIT – II: Types of Academic Writing**

**(4 hours)**

- Case Studies, Book Review, Chapter in Edited Book
- Research Reports: Structuring, Writing and Formatting

**UNIT -III: Research Article**

**(4 hours)**

- Components of research article
- Quality of Research: Impact Factor, UGC List of Journals
- Communicating Research Findings

**UNIT – IV: Journal Publication**

**(4 hours)**

- Authorship in Journal Articles: First Author, Corresponding Author, Co-Author
- Peer Review

**UNIT – V: Academic Integrity and Plagiarism**

**(4 hours)**

- Plagiarism: Meaning and types
- HEI (UGC) Plagiarism Regulations, 2018

**Prescribed Text Books:**

1. Gupta, R. (2017). *A Course in Academic Writing*. Delhi: The Orient Blackswan.
2. Jesson, J; Matheson, L, and Lacey, F.M. (2011). *Doing Your Literature Review: Traditional and Systematic Techniques*. New Delhi: Sage Publishing.
3. Kanwaria, V.K. (2018). *Plagiarism, Citation and Referencing: Issues and Styles*. Delhi: Createspace Independent Pub.  
American Psychological Association. (2019). *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.  
Kanwaria, V.K. (2018). *Academic Writing, Anti-Plagiarism and Citations*. Delhi: Shipra Publications.
4. Pecorari, D. (2018). *Academic Writing and Plagiarism: A Linguistic Analysis*. New Delhi: Bloomsbury Academic India.



**Course Code:** MSW 425

**Course Name:** Paper Publications / Seminar-Conference Presentation at National Level

**Credits Equivalent:** 2 Credits

**Learning Outcomes:** The Course is designed to

- To publish quality research papers in peer reviewed journals
- To present the research findings in seminars and conferences

**Evaluation Criteria:** As per University guidelines issued from time to time



**Course Code:**MSW 456

**Course Name:** Data Analysis and Data interpretation based on Field Work Practicum - IV

**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.)

**Learning Outcomes:** The course is designed to:

1. To understand the different types of data collected from concurrent field work
2. To enable the students to enter and prepare data set for analysis
3. To tabulate and graphically represent the data
4. To analyse data using computer applications

**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:**

- Mid Term Examination: 25%
- End Term Examination: 50%
- Continuous Internal Assessment: 25%

**Course Contents:**

**Unit -I: Basics Concept of Data**

**(8 hours)**

- Data: Definition and Types

- Classification of Data
- Storage of Data
- Data Entry in Computers

**Unit –II: Data Processing and Tabulation**

**(8 hours)**

- Data Processing & Techniques of Data Processing
- Editing, Coding & Preparing a Master Chart
- Tabulation: Concept and Types
- Use of computer for Tabulation

**Unit –III: Graphical representation of Data**

**(8 hours)**

- Graphic and Diagrammatic Presentation of Data
- Types of Graphs, Charts and Diagrams
- Use of Computer for Graphical Representation of Data
- One-dimensional, Two-dimensional and three-dimensional diagrams

**Unit –IV: Quantitative Analysis**

**(8 hours)**

- Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non-Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

**Unit –V: Qualitative Analysis**

**(8 hours)**

- Data Analysis using Data Displays; Memoing & Coding; Textual Data Analysis
- Flow Charts, Pareto Charts, Ishikawa Charts, Non-Standard Charts, Logical Framework Analysis,



- In-Depth Analysis, Grounded Theory; Content Analysis, Oral History, Discourse Analysis
- Use of Computers in Qualitative Analysis, Mixed Method, Documentation & Writing Qualitative Research

**Prescribed Text Books:**

1. Denzin, Norman K. & Lincoln, Yvonna S. (Eds.). (2011), *The Sage Handbook of Qualitative Research*, 4th Edition, Thousand Oaks, CA: Sage.
2. Grinnell, R. M., & Unrau, Y. A. (2018). *Social work research and evaluation: Foundations of evidence-based practice*. New York: Oxford University Press.
3. Krishnaswamy, O. R., and M. Ranganatham. 2010. *Methodology of Research in Social Sciences*. Mumbai: Himalaya Pub. House.
4. Rubin, A., & Babbie, E. R. (2017). *Research methods for social work*. Boston, MA: Cengage Learning

Handwritten signature: *Abhishek*  
 Head, Department of Social Work  
 Central University of Himachal Pradesh  
 Shimla-176215



**Course Code:** MSW 472  
**Course Name:** Dissertation, Presentation and Viva-voce  
**Credits Equivalent:** 8 Credits

### **Dissertation**

Dissertation is an integral part of the social work curriculum. All students enrolled in the MSW Programme will have to undertake the dissertation under the supervision of a faculty member of the department. This provides students an opportunity to apply their theoretical knowledge on social work research in practice.

### **Learning Outcomes:**

1. To identify a broad area of research based related to social work
2. To identify a research topic and undertake review of literature on the topic.
3. To formulate research questions and research objectives
4. To design the research methodology
5. To design appropriate research tools and collect primary data
6. To analyse and interpret the data and submit the research report in the form of a dissertation.

### **Evaluation Criteria:**

End Term Evaluation: 200 marks

- **Components of Evaluation**
  - Attendance
  - Assessment of Dissertation
  - Evaluations of Presentation
  - Viva-voce

Annexure VI: Item SW-BoS-6/06.06: Approval of the Value Added Course to be offered by the Department of Social Work.

## समाज कार्य विभाग



हिमाचल प्रदेश केंद्रीय विश्वविद्यालय

सप्त सिंधु परिसर, देहरा, जिला कांगड़ा, हिमाचल प्रदेश - १७७ १०१

Department of Social Work

Central University of Himachal Pradesh

Sapt Sindhu Parisar, Dehra, District: Kangra, Himachal Pradesh, 177 101



## SYLLABUS

### Value Added Course

### Emerging Areas of Social Work Practice

As per Recommendations of  
National Education Policy: 2020

विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
हिमाचल प्रदेश केंद्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
कार्यालय शिक्षण ब्लॉक/Temporary Academic Block  
सप्त सिंधु परिसर-1 कांगड़ा/Himalachal Pradesh-1 Dehra/177215



25 September 2021

**1. Value Added Courses (VAC):**

- Department of Social Work will offer Value Added Courses (VAC) of 20 credits apart from their discipline-specific courses in each semester.
- These courses will be offered in a blended mode.
- Eligibility: Minimum School leaving certificate obtained after the successful completion of Grade 12 in any discipline.
- This course is also available for the students who are pursuing their Bachelor's and Master's Degree in CUHP.
- For this enrollment, the student has to pay the fee, which will be decided by the university.
- The student will have the option to complete this value-added course within the duration of 3 Years from the date of enrollment in the course.
- After successful completion of the said Value-Added Course, the student will be awarded Certificate by the university.
- Vocational Courses being offered by one Department will be considered as Value-Added Courses for the students of other Departments.
- The weightage is in the range of 60% for Theory and 40% for Practice.
- This VAC constitutes of FIVE courses. Each course is of 04 Credits.
- The courses are as follows:
  - Environment and Social Work
  - Working with Older Adults and People with Disability
  - Disaster Management
  - Field Work in Community Setting
  - Professional Field Work Practice

**2.Course Structure:**

S. No.	Name of the Course	Course Code	Credits
1.	Environment and Social Work	SWR 101	04
2.	Working with Older Adults and People with Disability	SWR 102	04
3.	Disaster Management	SWR 103	04
4.	Field Work in Community Setting	SWR 104	04
5.	Professional Field Work Practice	SWR 105	04



**Course Code:** SWR 101

**Course Title:** Environment and Social Work

**Credits Equivalent:** 04 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.)

**Learning Outcomes:** Having successfully completed this course, a student should be able to:

- Understand the inter relatedness of human life, living organisms and environment.
- Understand the environment problems nature and impact of development initiatives.
- Examine the utilization and management of natural resources.
- Study the role of social work practice in dealing with environmental problems and in disaster management.

**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: Definition, Typology & Issues of Environmental Problems. (8 Hours)**

- Definition & Typology of Environmental Problems.
- Environment and Natural Resources.
- Anthropogenic Impact on Environment & Climate Change - Global Warming, Acid Rain, Green House Effect etc.
- Environmental Pollution: Sources, Treatment, Prevention (Soil, Water, Air, Noise)

**UNIT - II: Human Population & Environment (6 Hours)**

- Population and Environment: Interrelatedness of Human Life, Living Organisms.
- Environmental & Human Health.
- Sustainable Development: Concept & Basic Aspects of Sustainable Development.

**UNIT - III: Environmental Impact Assessment & Management (10 Hours)**

- Environmental Impact Assessment (EIA)
- Environmental Management
- Biodiversity & Wildlife Parks: Planning & Management

- (10 Hours)

(6 Hours)

- UNIT - V: Social Work & Environment**

- ### Prescribed Text Books:

- Suggested Extra Readings:**

- 6<sup>th</sup> BoS Meeting of Department of Social Work held on 25.09.2021



**Course Code:** SWR 102

**Course Title:** Working with Older Adults and People with Disability

**Credits Equivalent:** 04 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:

- Understand the concept and phenomenon of aging in the life.
- Develop awareness of the historical evaluation of the problem of the aged in India.
- Develop an attitude of respect for this stage of life and belief in the potentialities of this stage of life.
- To make distinctive understanding of the theory and concepts related to Persons with Disability
- To gain insight into the emerging needs and problems of PwDs vis-à-vis services programs for them
- The nature of social work interventions with PwDs

**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: 25%

**Course Contents:**

**UNIT - I: Concept of Aging**

**(10 Hours)**

- Concept of Old Age, Ageism, Geriatrics, Gerontology and Process of Dying
- Historical Context of Ageing, Demography of the Aged in India
- Role of Social Worker in Age Care, Challenging Issues with Older People
- Biological, Sociological, Neurological and Psychological aspects
- Family and Aged Person, Society and Aged Persons
- Vulnerability and Abuse of Aged Persons

**UNIT - II: Health Problem and Management of Old Age & Care Services: Institutional and Non Institutional**

**(10 Hours)**

- Alzheimer's Disease, Dementia, Depression, Learning Disabilities
- Assessment Domains (Bio, Neuro, Psycho-Social and Spiritual),
- Mobile Health Services



- Stakeholder participation in Disaster Management.

(8 Hours)

### UNIT - III: Disaster Preparedness

- Information, Education & Communication in Disaster Management
- Community based disaster preparedness (CBOP) & management (CBDM) – Components
- Capacity building of communities with Special emphasis on vulnerable communities/groups
- Preparation of CBDP plan, community-based risk management & response plans; building disaster resilient communities.
- Community participation in managing & mitigating disasters.

(6 Hours)

### UNIT - IV: Assessment of Disasters

- Coordinating search & rescue; relief mobilization & management; evacuation & camp management.
- Contingency planning & crisis management.
- Rapid health assessment & emergency health management.
- Restoration & rehabilitation interventions, livelihood security & social justice concerns in disaster recovery & reconstruction, compensation & related issues in disaster management.

### UNIT - V: Consequences of Disasters and Treatment of Victims

(10 Hours)

- Impact of disasters - Physical, Economic, Political, Psychosocial, Ecological & Others
- Mental health consequences of disaster; grief reactions, Post-traumatic stress disorders (PTSD)
- Principles & techniques of psycho-social care in post-disaster situations.
- Specific needs of vulnerable groups like Children, Women, Older persons & persons with disability.
- Post-trauma care & counseling including grief counseling with survivors. Social care of orphans, disabled & those facing destitution.

#### Prescribed Text Books:

1. Sundar, I., & Sezhiyan, T. (2007). Disaster management. New Delhi: Sarup & Sons.
2. Sharma, V.K. (ed.), Disaster Management, New Delhi: National Centre for Disaster Management, 1994.
3. Singh, S. K., Kundu, S. C., & Singh, S. (1998). Disaster management. New Delhi: Mittal Publications.

Course Code: SWR 104  
Course Title: Field Work in Community Setting  
Credits Equivalent: 04 Credits

### Course Description:

This course is part of an initiative by the university wherein each department in the university has to offer a course that helps in making university education relevant to the local community and provide meaningful solutions through local interventions using locally available resources, skills and traditional knowledge. The purpose is to establish sustainable **university-community linkages** so that students get an exposure to real-life problems & issues and develop skills in formulating projects and proposals for experimenting workable solutions. The ultimate goal of the university/department is to foster a spirit of community engagement and scientific temper that initiates a process of change in the society and instils in the learner a sense of connectedness and ownership.

### Learning Outcomes:

- To acquaint students with process of need-identification, identification of social issues & problem, undertake structured research in identified areas in the community and develop models of intervention.
- To undertake activities in the selected villages as part of Community Engagement Programme.
- To initiate a dynamic interaction between the University and local community to comprehend ideas for the betterment of the lives of the villagers.
- To sensitize students to the living conditions in rural areas and the cultural ethos of rural communities.
- To develop a comprehensive understanding of the demographic, socio-economic composition and felt needs of the villages.
- To design and implement interventions within the purview of the University in light of the felt needs.
- To generate awareness and sensitize the rural community about the Governmental schemes and programmes.
- To collect & collate, nurture and preserve indigenous knowledge leading to the promotion of the rich rural heritage.
- To create synergy between the rural needs & aspiration and to facilitate the bridging of the void between the 'book-view' (etic) and the 'field-view' (emic).
- To infuse the field insights into the teaching-learning and encourage pedagogical innovations



### **Evaluation Criteria:**

End Term Evaluation: 200 Marks

Components of Evaluation:

- Attendance
- Assessment of field projects implemented
- Evaluation of fieldwork reports and Presentations
- Assignments relating to fieldwork
- Viva-voce

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**Course Code:** SWR 105

**Course Name:** Field Work in Agency Setting

**Credits Equivalent:** 04 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.)

**Learning Outcomes:**

- Exposure of students to various welfare programmes and services through agency placement
- To understand the professional attributes of social work practice in agency setting
- To develop sensitivity towards the needs and problem of individual & families and professional attitude and skills to deal with them.
- To develop professional attitude conducive to deal with human problems.
- To learning to make use of professional relationship and referrals to help solve human problem.

**Evaluation Criteria:**

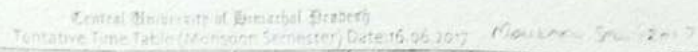
End Term Evaluation: 200 Marks

Components of Evaluation:

- a. Attendance
- b. Assessment of field projects implemented
- c. Evaluation of fieldwork reports and Presentations
- d. Assignments relating to fieldwork
- e. Viva-voce

**Agency Field Work Tasks:**

1. Preparation of agency profile
2. Work with Volunteers and para-professional in the Agency / Community.
3. Relating to individual, and interacting (6-8), Families (5-6) and Group situation (1-2).
4. Assistance in taking social case history and / or programme planning for Group Activities.
5. Participation in execution of programme and activities of the Agency for Group Activities.
6. Identification and use of available resources in order to help Individual, Group and Families.
7. Study of self-help measures initiated by Individual and Families.
8. Official correspondence, maintenance of Record and participating in simple Administrative Tasks.
9. Review of field work experience.



Individuals Planned for Training			
CARRIED FORWARD TO FORM 1000			
Adult Graduate Programme (Minimum of 1000 Hours)			
Partners (1000)			
NAME (Last, First)	DATE (Month/Day/Year)	Grade	Location
John Doe	01/01/2020	1	Anderson Road
John Doe	01/01/2020	2	Anderson Road
John Doe	01/01/2020	3	Anderson Road
John Doe	01/01/2020	4	Anderson Road
John Doe	01/01/2020	5	Anderson Road
John Doe	01/01/2020	6	Anderson Road
John Doe	01/01/2020	7	Anderson Road
John Doe	01/01/2020	8	Anderson Road
John Doe	01/01/2020	9	Anderson Road
John Doe	01/01/2020	10	Anderson Road
John Doe	01/01/2020	11	Anderson Road
John Doe	01/01/2020	12	Anderson Road

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Head, Department of Social Work  
Central University of Himachal Pradesh  
Shimla

Agree





# Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

CHANDIGARH DISTRICT KANGRA HIMACHAL PRADESH-176215

Tentative Time Table (Monsoon Semester) date 16.06.2018

Tentative Time Table (Monsoon Semester) date 16.06.2017

DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
MON	ROOM	SWR 499 Field Work Practicum-I (4 Credits)								
	II	SWR 499 MSA (Dissemination)-Credit			SWR 501 Field Work Practicum-II (4 Credits)					
	ROOM									
TUE	I	Foundation Course	SWR 499	SWR 714	SWR 498	Tutorials	Foundation Course (M)	ICGC		
	ROOM	Guidance	ICGC	312	313	FR	FR			
	II	ICGC			Tutorials	SWR 715	Lunch Break	SWR 700	SWR 716	SWR 499 Monitoring
WED	I	Foundation Course	SWR 499	SWR 714	SWR 498	Tutorials	Foundation Course (M)	ICGC		
	ROOM	Guidance	ICGC	312	313	FR	FR			313
	II	ICGC			Tutorials	SWR 715	Lunch Break	SWR 700	SWR 716	SWR 499 Monitoring
THU	I	Foundation Course	SWR 499	SWR 714	SWR 498	Tutorials	Foundation Course (M)	ICGC		
	ROOM	Guidance	ICGC	312	313	FR	FR			313
	II	ICGC			Tutorials	SWR 715	Lunch Break	SWR 700	SWR 716	SWR 499 Monitoring
FRI	I	Foundation Course	SWR 499	SWR 714	SWR 498	Tutorials	Foundation Course (M)	ICGC		
	ROOM	Guidance	ICGC	312	313	FR	FR			313
	II	ICGC			Tutorials	SWR 715	Lunch Break	SWR 700	SWR 716	SWR 499 Monitoring
SAT	I	SWR 499 Field Work Practicum-I (4 Credits)								
	II	SWR 499 MSA (Dissemination)-Credit			SWR 501 Field Work Practicum-II (4 Credits)					
	ROOM									

June 2018

Dr. Anurag Kumar  
Head of Department of Social Work  
Central University of Himachal Pradesh  
Temporary Academic Block  
Chandigarh District Kangra Himachal Pradesh-176215





Central University of Himachal Pradesh  
(Established under Central Universities Act 2009)  
PO BOX- 21, DHARAMSHALA, DISTRICT RANGRA - 176215, HIMACHAL PRADESH  
Dept. of Social Work - Tentative Time Table (Spring Semester Jan to June 2019)

DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
Mon	II	ROOM	SWR 423 BPT							
	IV	ROOM								
	II	IC/GC	SWR 201	SWR 407	Tutorials	Mentoring	Foundation Courses(HM)	Mentoring	Tutorials	Tutorial
	III	313	201	201	201	Guidance		Guidance	313	213
TUE	IV	IC/GC	Tutorial	Tutorial	SWR 717	SWR 714 /706	Lunch Break	SWR 715	SWR 702	Mentoring &
	III	313	313	313	201	201		201	201	Guidance
	II	IC/GC	SWR 701	SWR 407	SWR 408	Tutorials	Foundation Courses(HM)	Mentoring	Tutorial	Tutorial
	III	313	201	201	201	FR		Guidance	313	213
WED	IV	IC/GC	Tutorial	Tutorial	SWR 717	SWR 714 /706	Lunch Break	SWR 715	SWR 702	Mentoring &
	III	313	201	201	201	201		201	201	Guidance
	II	IC/GC	SWR 701	SWR 407	SWR 704	Tutorials	Foundation Courses(SO)	Mentoring	Tutorial	Tutorial
	III	313	201	201	201	201		Guidance	313	213
THU	IV	IC/GC	Tutorial	Tutorial	SWR 717	SWR 714 /706	Lunch Break	SWR 715	SWR 702	Mentoring &
	III	313	201	201	201	201		201	201	Guidance
	II	IC/GC	SWR 701	SWR 407	SWR 704	Tutorials	Foundation Courses(SO)	Mentoring	Tutorial	Tutorial
	III	313	201	201	201	201		Guidance	313	213
FRI	IV	IC/GC	Tutorial	Tutorial	SWR 717	SWR 714 /706	Lunch Break	SWR 715	SWR 702	Mentoring &
	III	313	201	201	201	201		201	201	Guidance
SAT	II	ROOM	SWR 423 BPT							
	IV	ROOM								

BPT - Block Placement Training			
DEPARTMENT OF SOCIAL WORK			
Post Graduate Programme (Master of Social Work)			
SEMESTER-II			
CORE COURSES	CORE COMPULSORY (Total 12 Credits)	Credits	Teacher
SWR 401	Field Work Practicum-I	6	Dr. Parag
SWR 401	Social Group Work	4	Shashi Arora
SWR 401	Social Work with Individual	2	Arundhan Jambh
CORE OPEN (Total 04 Credits)			
SWR 412	Block Placement Training	4	All Faculty
HUMAN RIGHTS (University Wide - 01 Credits)			
SWR 404	Social Work and Human Rights (Field)	2	Arundhan Jambh
SKILL DEVELOPMENT (University Wide - 02 Credits)			
SWR 404	Project Formulation & Report Writing	2	Dr. A. Pradhan
TOTAL		28	

DEPARTMENT OF SOCIAL WORK			
Post Graduate Programme (Master of Social Work)			
SEMESTER-III			
CORE COURSES	CORE COMPULSORY (Total 08 Credits)	Credits	Teacher
SWR 501	Field Work Practicum-II	4	All Faculty
SWR 502	Management of Developmental and Welfare Services	4	Post Graduate Program - II & III
CORE OPEN (Total 04 Credits)			
ELECTIVE COURSES			
ELECTIVE SPECIALIZATION (Total 08 Credits)			
SWR 717	Social Security, Labour Welfare and Related Legislations	4	Arundhan Jambh
SWR 715	NGO and Social Work	4	Shashi Arora
ELECTIVE OPEN (Total 04 Credits)			
SWR 714 /706	Medical Social Work/ Practice in Medical Social Work	4	Dr. Arundhan Jambh
		20	

Head/Dean, SSW, CSW

Dr. Parag  
Head, Department of Social Work  
Central University of Himachal Pradesh  
PO BOX- 21, DHARAMSHALA, DISTRICT RANGRA - 176215, HIMACHAL PRADESH

Dept. of Social Work - Tentative Time Table (Spring Semester - ~~Jan to June 2019~~) *Spring Semester 2019*

June, 2019

DEPARTMENT OF SOCIAL WORKS			
Post Graduate Programme (Master of Social Work)			
SEMESTER-II			
CORE COURSES	CORE COMPULSORY (Total 60 Credits)	Credits	Teacher
SWR 621	Health Work Practicums-I	6	AB Faculty
SWR 614	Topics of Social Work Practicum	6	AB Faculty
SWR 639	MSW Dissertation	6	AB Faculty
<b>ELECTIVE COURSES</b>			
SWR 713	Human Resource Management and	4	Arundhan (Bogal)
SWR 715	MSW and Social Work	4	Shikha Arora
	<b>TOTAL</b>	<b>28</b>	

Head/Dean, East Campus

Head Department of Social Work  
Central University of Himachal Pradesh  
Shimla





Central University of Himachal Pradesh  
(Established under Central Universities Act 2009)  
PO BOX- 25, DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH  
Dept. of Social Work - Tentative Time Table (Spring Semester- Jan to June 2020)

DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
MON										
TUE										
WED										
THU										
FRI										
SAT										

DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
MON										
TUE										
WED										
THU										
FRI										
SAT										

DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
MON										
TUE										
WED										
THU										
FRI										
SAT										

NOTICE

विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
विभागाध्यक्ष, मॉडल केन्द्रीय विद्यापीठ  
Central University of Himachal Pradesh  
आचार्य भवन, छात्र/छात्रिका अकादमिक ब्लॉक  
कैंपस परिसर-1, धरमशाला/Dehra-1 Dharamshala-176215





हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
(Established under Central Univer. Res. Act 1979)

PO Box - 21, Dharamshala, District Kangra, Himachal Pradesh 176215

Department of Social Work  
Time Table : 2020-21 (Tentative)

Monsoon Sem Aug - Dec 2020

		8:30-9:30	9:30-10:30	10:30-11:30	11:30-12:30	12:30-1:30	1:30-2:30	2:30-3:30	3:30-4:30	4:30-5:30
SWR 200: Field Work Practicum-I: Observation Visits, Skill Lab and Concurrent Fieldwork										
SWR 501: Field Work Practicum-III										
SWR 401	IC/GC	SWR 401	IC/GC	Tutorial	SWR 4103	SWR 4100	SWR 4002	Mentoring & Guidance	Tutorial	IC/GC
	IC/GC	Online/Conference: Shubab								
	IC/GC	Mentoring & Guidance	SWR 709	SWR 715	IC/GC	SWR 713	Lunch break	SWR 411	SWR 403	IC/GC
SWR 402	IC/GC	SWR 401	IC/GC	Tutorial	SWR 4103	SWR 4100	SWR 4002	Online/Conference: Shubab	Tutorial	IC/GC
	IC/GC	Online/Conference: Shubab								
	IC/GC	Mentoring & Guidance	SWR 709	SWR 715	IC/GC	SWR 713	Lunch break	SWR 411	SWR 403	IC/GC
SWR 403	IC/GC	SWR 401	IC/GC	Tutorial	SWR 4103	SWR 4100	SWR 4002	Online/Conference: Shubab	Tutorial	IC/GC
	IC/GC	Online/Conference: Shubab								
	IC/GC	Mentoring & Guidance	SWR 709	SWR 715	IC/GC	SWR 713	Lunch break	SWR 411	SWR 403	IC/GC
SWR 404	IC/GC	SWR 401	IC/GC	Tutorial	SWR 4103	SWR 4100	SWR 4002	Online/Conference: Shubab	Tutorial	IC/GC
	IC/GC	Online/Conference: Shubab								
	IC/GC	Mentoring & Guidance	SWR 709	SWR 715	IC/GC	SWR 713	Lunch break	SWR 411	SWR 403	IC/GC
SWR 405	IC/GC	SWR 401	IC/GC	Tutorial	SWR 4103	SWR 4100	SWR 4002	Online/Conference: Shubab	Tutorial	IC/GC
	IC/GC	Online/Conference: Shubab								
	IC/GC	Mentoring & Guidance	SWR 709	SWR 715	IC/GC	SWR 713	Lunch break	SWR 411	SWR 403	IC/GC
SWR 4200: Field Work Practicum-I: Observation Visits, Skill Lab and Concurrent Fieldwork										
SWR 501: Field Work Practicum-III										

IC/GC > Individual Conference / Group Conference

DEPARTMENT OF SOCIAL WORK Post Graduate Programme (Master of Social Work)			
SEMESTER-I			
CORE COURSES	CORE COURSE(S) (Total 04 Credits)		
SWR 4101	Methods of Social Work: Community Organisation and Social Action	4	Dr. Anandam Jassal
SWR 4102	History Philosophy and Fields of Social Work	4	Dr. D. Phukan
SWR 4103	Field Work Practicum-I: Observation Visits, Skill Lab and Concurrent Fieldwork	4	All Faculty
ELECTIVE COURSES			
CORE COURSE(S)	CORE COURSE(S) (Total 04 Credits)		
SWR 4201	Human Growth and Development	4	Dr. S. Ahmad
SWR 4202	Human Resource Development (University Wide) (02 Credits)		
SWR 4203	Industry & Policy	2	Dr. Shweta Sharma
SWR 4204	SKILL DEVELOPMENT (University Wide) (02 Credits)		
SWR 4205	Issues of Research	2	Dr. Shweta Sharma
TOTAL		20	

DEPARTMENT OF SOCIAL WORK Post Graduate Programme (Master of Social Work)			
SEMESTER-II			
CORE COURSES	CORE COURSE(S) (Total 04 Credits)	Credits	
SWR 709	Drug Abuse Prevention & Social Work	4	Dr. S. Ahmad
SWR 501	SWR 501: Field Work Practicum-III	4	All Faculty
CORE COURSES			
CORE COURSE(S)	CORE COURSE(S) (Total 02 Credits)		
SWR 403	Social Policy and Social Development	2	Dr. Anandam Jassal
ELECTIVE COURSES			
CORE COURSE(S)	CORE COURSE(S) (Total 06 Credits)		
SWR 713	Human Resource Development and Industrial Relations	4	Dr. Anandam Jassal
SWR 715	NGO and Social Work	4	Dr. S. Ahmad
ELECTIVE COURSES			
CORE COURSE(S)	CORE COURSE(S) (Total 02 Credits)		
SWR 411	Social Legislations	2	Dr. D. Phukan
TOTAL		20	

*Signature*  
Head/Dean, PGW, CUP

*Signature* 14.02.2022 15:41



**DEPARTMENT OF SOCIAL WORK**  
**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**  
 [Established Under the Central Universities Act, 2009]  
 DISTRICT KANGRA, HIMACHAL PRADESH

Jan, 2021

Dated: 27 April 2021 (Corrected)

**TIMETABLE (EVEN SEMESTER)**

ACADEMIC SESSION: 2020-21

PROGRAMME OF STUDY: MSW

Day	Semester	08:30 – 09:30	09:30 – 10:30	10:30 – 11:30	11:30 – 12:30	12:30 – 01:30	01:30 – 02:30	02:30 – 03:30	03:30 – 04:30	04:30 – 05:30
Monday	II	SWR 4202 (Concurrent Field Work)								
	IV	SWR 502 (Group Conference)								
Tuesday	II	SWR 4202 (Concurrent Field Work)					SWR 4202 (Group Conference)			
	IV	SWR 502 (Concurrent Field Work)					SWR 502 (Group Conference)			
Wednesday	II	SWR 4102		SWR 4101	SWR 4101	SWR 400	M/G/T	SWR 4302	SWR 4302	M/G/T
	IV	SWR 716			SWR 717	SWR 717	M/G/T	SWR 423		SWR 499
Thursday	II	SWR 4102	SWR 4102	SWR 4101		SWR 4007	M/G/T		SWR 4302	M/G/T
	IV	SWR 716			SWR 717		M/G/T	SWR 423		SWR 499
Friday	II	SWR 4102	M/G/T	SWR 4101		SWR 400	SWR 4007		SWR 4302	M/G/T
	IV	SWR 716	M/G/T		SWR 717			SWR 716	SWR 423	SWR 499
Saturday	II			SWR 4202 & SWR 502 (WebInspire / Peer <sup>1</sup> / Webinar)			M/G/T			
	IV						M/G/T	SWR 499	SWR 423	

\*Individual Conference will be held as per the convenience of the faculty member and guidance shall be provided @ 30 minutes per student per week  
 \*\* Mentoring, Guidance and Tutorial (M/G/T) will be held according to the individual needs of the students.

*Asutosh Pradhan*  
 (Prof. Asutosh Pradhan)  
 Head, Department of Social Work

*Asutosh Pradhan*  
 Head, Department of Social Work  
 Central University of Himachal Pradesh  
 Temporary Academic Block  
 Sector-1, Dharmshala, Shimla-176229



June 2021

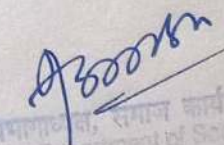
Department of Social Work  
MSW Time Table (Monsoon semester) Aug-Dec, 2021  
Sapt Simdhu Parisar II, CUHP, Dehra

DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
MON	I	M/G/T	M/G/T	MSW 401	MSW 452	MSW 402	MSW 402	IKS (U.W.)	M/G/T	IC/GC
	ROOM	FC	FC	11	11	11	11	11	FC	FC
	II	IC/GC	IC/GC	SWR 472	SWR 472	SWR 473	SWR 480	M/G/T	12	M/G/T
TUE	I	MSW 403	MSW 403	MSW 452	MSW 403	MSW 402	MSW 402	IKS (U.W.)	FC	FC
	ROOM	11	11	11	11	11	11	M/G/T	SWR 474	M/G/T
	II	IC/GC	IC/GC	SWR 480	SWR 473	SWR 472	SWR 472	M/G/T	12	IC/GC
WED	I	M/G/T	M/G/T	MSW 401	MSW 403	MSW 452	MSW 452	11	FC	FC
	ROOM	FC	FC	11	11	11	11	SWR 474	SWR 474	M/G/T
	II	IC/GC	IC/GC	SWR 473	SWR 473	SWR 480	SWR 480	12	12	FC
THU	I	MSW 471 Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork								
	ROOM	MSW 471 Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork								
	II	SWR 485 Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations								
FRI	I	MSW 471 Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork								
	ROOM	MSW 471 Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork								
	II	SWR 485 Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations								

MSW I Semester			Faculty
Course Code	Credits	Course Name	
MSW 401	02	Social Science Concepts for Social Work	Dr. Shweta Sharma
MSW 402	04	History Philosophy and Fields of Social Work	Dr. Ambreen Jamali
MSW 403	04	Methods of Social Work: Social Casework	Prof. Asutosh Pradhan
MSW 421	04	Field Work Practicum - I: Observation Visits, Skill Lab and Concurrent Fieldwork	All Faculty
MSW 452	04	NGO Management	Dr. S. Ahmad
IKS	02	Indian Knowledge System	Phukan

MSW III Semester			Faculty
Course Code	Credits	Course Name	
SWR 480	4	Methods of Social Work: Social Work Administration	Dr. Shweta Sharma
SWR 472	4	Alcohol & Other Drug Abuse Prevention*	Dr. S. Ahmad
SWR 485	4	Field Work Practicum - III: Concurrent Field Work and Summer Placement in Development Organizations*	All Faculty
SWR 473	4	Human Resource Management and Industrial Relations*	Dr. Ambreen Jamali
SWR 474	4	Social Work in Industrial Setting*	Dr. D. Phukan

Head, Department of Social Work

  
 विभागाध्यक्ष, समाज कार्य विभाग  
 Head, Department of Social Work  
 हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
 Central University of Himachal Pradesh  
 जलपाथी विज्ञानिक वास्तु/Temporary Academic Block  
 कैंपस परिसर-1 देहरादून/Dehradun Campus-1 Dehra



Department of Social Work  
PhD (Semester I, Course Work)  
Time Table (Spring semester) 27<sup>th</sup> January-July 2022  
Sapt Sindhu Parisar II, CUHP, Dehra

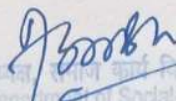
DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
MON	I	IC/GC	SWR 655	SWR 654	IC/GC	IC/GC	M/G	SWR 651	SWR 653	M/G
	ROOM	FC	12	12	12	FC	FC	12	12	FC
TUE	I	IC/GC	SWR 655	SWR 654	IC/GC	IC/GC	M/G	SWR 651	SWR 653	M/G
	ROOM	FC	12	12	FC	FC	FC	12	12	FC
WED	I	SWR 655	SWR 655	Tutorial	Tutorial	SWR 651	SWR 651	ITKP	ITKP	Tutorial
	ROOM	12	12	FC	FC	12	12	12	12	FC
THU	I		SWR 656	Concurrent Field Work and Viva: PhD						
	ROOM									
FRI	I		SWR 656	Concurrent Field Work and Viva: PhD						
	ROOM									

MSW II Semester			Faculty
Course Code	Credits	Course Name	
SWR 651	04	Research Methodology for Social Work Practice	Dr. Shveta Sharma
SWR 653	02	Literature Review and Academic Writing	Dr. D. Phukan
SWR 654	02	Research and Publication Ethics	Prof. A. Pradhan
SWR 655	04	Advanced Theory and Practice in Social Work	Prof. A. Pradhan
SWR 656	04	Concurrent Field Work and Viva: PhD	All Faculty
ITKP	02		Dr. D. Phukan
PTLP	02	Pedagogy of Teaching Learning Process (PTLP)"	Dr. Anu G.S

\*\*Course code PTLP (02 credits) will be offered in online mode by Department of Education in evening from 5:30 to 6:30pm.

\*\* IC-Individual counseling, GC- group counseling, M- Mentoring, G- guidance.

Head, Department of Social Work

  
 विभागाध्यक्ष, समाज कार्य विभाग  
 Head, Department of Social Work  
 हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
 Central University of Himachal Pradesh  
 अस्थायी शैक्षणिक ब्लॉक/Temporary Academic Block  
 पता: सप्त-सिन्धु परिसर-1 धौलाचर/Dhaulochar Parisar-1 Dharamshala-176215



Central University of Himachal Pradesh  
(Established under Central Universities Act 2009)  
P.O. BOX: 21, DHARAMSHALA, DISTRICT KANGRA - 176215, HIMACHAL PRADESH  
**Tentative Time Table (Spring Semester)**

DAY	SEMESTER	8.30-9.30	9.30-10.30	10.30-11.30	11.30-12.30	12.30-1.30	1.30-2.30	2.30-3.30	3.30-4.30	4.30-5.30
Mon	II	SWR 423: BPT		SWR 502: Field Work Practicum-IV						
Tue	II	IC/GC	SWR 701	SWR 407	Tutorials	Mentoring	Foundation Courses(HM)	Mentoring		
	ROOM	313	201	201	201	201	201	201	201	201
	IC/GC	SWR 701	SWR 407	SWR 408	Tutorials	Foundation Courses(HM)	Mentoring			
	ROOM	313	201	201	201	201	201	201	201	201
WED	II	IC/GC	SWR 701	SWR 407	SWR 717	SWR 714	Lunch Break	SWR 715	SWR 702	Mentoring & Guidance
	ROOM	313	201	201	201	201		201	201	201
	IC/GC	SWR 701	SWR 407	SWR 704	Tutorials	Foundation Courses(SD)	Mentoring			
	ROOM	313	201	201	201	201	201	201	201	201
THU	II	IC/GC	SWR 701	SWR 407	SWR 717	SWR 714	Lunch Break	SWR 715	SWR 702	Mentoring & Guidance
	ROOM	313	201	201	201	201		201	201	201
	IC/GC	SWR 701	SWR 407	SWR 704	Tutorials	Foundation Courses(SD)	Mentoring			
	ROOM	313	201	201	201	201	201	201	201	201
FRI	II	IC/GC	SWR 701	SWR 407	SWR 717	SWR 714	Lunch Break	SWR 715	SWR 702	Mentoring & Guidance
	ROOM	313	201	201	201	201		201	201	201
	IC/GC	SWR 701	SWR 407	SWR 704	Tutorials	Foundation Courses(SD)	Mentoring			
	ROOM	313	201	201	201	201	201	201	201	201
SAT	II	SWR 423: BPT		SWR 451: Field Work Practicum-II						
	ROOM			SWR 502: Field Work Practicum-IV						

DEPARTMENT OF SOCIAL WORK Post Graduate Programme (Master of Social Work)			
SEMESTER-III			
CORE COURSES	CORE COMPULSORY (Total 22 Credits)	Credits	Teacher
SWR 451	Field Work Practicum-II	8	All Faculty
SWR 407	Social Group Work	4	Shabab Ahmad
SWR 701	Social Work with Individual	4	Amreen Jamil
CORE COURSES			
CORE OPEN (Total 04 Credits)			
SWR 423	Block Placement Training	4	All Faculty
Foundation Courses			
SWR 454	HUMAN MAKING (University Wide - 02 Credits)		
SWR 454	Social Work and Human Rights (HRS)	2	Amreen Jamil
Foundation Courses			
SWR 458	SKILL DEVELOPMENT (University Wide - 02 Credits)		
SWR 458	Project Formulation & Report Writing	2	Shabab Ahmad
	TOTAL	30	

DEPARTMENT OF SOCIAL WORK Post Graduate Programme (Master of Social Work)			
SEMESTER-IV			
CORE COURSES	CORE COMPULSORY (Total 08 Credits)	Credits	Teacher
SWR 502	Field Work Practicum-IV	8	All Faculty
SWR 702	Management of Developmental and Welfare Services	4	Amreen Jamil
CORE COURSES			
CORE OPEN (Total 04 Credits)			
ELECTIVE COURSES			
ELECTIVE SPECIALIZATION (Total 08 Credits)			
SWR 717	Social Security, Labour Welfare and Related Legislations	4	Amreen Jamil
SWR 715	NGO and Social Work	4	Shabab Ahmad
ELECTIVE COURSES			
ELECTIVE OPEN (Total 04 Credits)			
SWR 714	Medical Social Work	4	Shabab Ahmad
	TOTAL	30	

*Shabab Ahmad*  
Head, Department of Social Work  
Central University of Himachal Pradesh  
Temporary Academic Block  
Dharamshala-176215



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

Course Code: SWR 434

Course Name: Social Work and Human Rights

Faculty: Ambreen Jamali

**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:

- Social work Profession in the development, practice and enforcement of human rights
- Terminologies & Theoretical framing of human rights and human rights in practice
- Contemporary issues in human rights.

**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:**

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. 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.

*Ambreen Jamali*

Head, Department of Social Work  
Central University of Himachal Pradesh

Page 2 | Page

Head, Department of Social Work  
Central University of Himachal Pradesh

Temporary Academic Block  
Temporary Academic Block



1.3.1 (2017-18), (2018-19)  
(2019-20)

**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 3<sup>rd</sup> 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.

*Ashwini Pradhan*

विभागाध्यक्ष, समाज कार्य  
Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक खण्ड/Temporary Academic Block  
लाहौर परिसर-1 धर्मशाला/Dhaulagiri Campus-1 Dharamshala

*Ashwini Pradhan*  
विभागाध्यक्ष, समाज कार्य  
Head, Department of Social Work  
हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh  
अस्थायी शैक्षणिक खण्ड/Temporary Academic Block  
लाहौर परिसर-1 धर्मशाला/Dhaulagiri Campus-1 Dharamshala

1.3.1 (2017-18), (2018-19)  
(2019-20)

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**  
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PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA - 176215 (HP)  
[www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

Course Code: SWR 498

Course Name: Project Formulation & Report Writing

Faculty: Shabab Ahmad

**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:**

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

**Course Contents:**

**UNIT - I: Conceptual Understandings: Problem Statement, Vision, Mission etc. (5 Hours)**

- Steps in Selection of Problem
- Problem Statement, Identification & Formulation
- Strategy: Vision & Mission Statements, Differentiation and Organizational Alignment.
- Best Practice Case Study.
- Strategy Formulation.

**UNIT - II: Project Proposal & Some Basic Techniques**

(4 Hours)

- Proposal Writing
- Mechanics of Proposal Writings
- General Lineation for Formulation of Project Proposals.
- Checklist for Project Proposal

**UNIT - III: Non-governmental organizations & Corporate Social Responsibility**

(4 Hours)

- Matters included in Bye - Laws of a Society.
- Matters included in Rules & Regulations.
- NGOs & Corporate Social Responsibility

**UNIT - IV: Budgeting**

(3 Hours)

- Purpose and Preparation of a Good Budget.
- Guiding Principles of Budgeting.

*Shabab Ahmad*

*Shabab Ahmad*

Head, Department of Social Work  
Central University of Himachal Pradesh  
Temporary Academic Block



- A Good Budget –Desirability, Feasibility, Possibility, Continuity and Impact.

**UNIT – V: Fund Raising**

**(4 Hours)**

- Ways & Means of Raising Fund
- Locating the Funding Sources
- Activities for Raising Fund

**Prescribed Text Books:**

1. Accenture - Stiftung, Germany, School of Communication Management, International University in Germany, Bruchsal, The Banyan, India. (2009) Strategic Research and Political Communications for NGOs: Initiating Policy Change New Delhi, Sage Publications India Pvt. Ltd.

**Suggested Additional Readings:**

2. Fr. Emmanuel S. Fernando (2001), Project From Problems, Emmanuel Sylvester., Mumbai

*Abhinav Chandra*

विभागाध्यक्ष, समाज कार्य विभाग  
Head, Department of Social Work  
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131 (2020-21)

Course Code: SWR 434

Course Name: Social Work and Human Rights

Faculty: Ambreen Jamali

**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

- Social work Profession in the development, practice and enforcement of human rights
- Terminologies & Theoretical framing of human rights and human rights in practice.
- Contemporary issues in human rights

**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.

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Ambreen Jamali

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1.3.1 (2020-21)

- Environment & Human Rights.

**Prescribed Text Books:**

1. O'Byrne, Darren (2011 3<sup>rd</sup> 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 466\*

Course Name: Society and Polity

**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:** The course is designed to

- Understand basic sociological concepts and social formations
- Develop skills to analyze and understand Indian society
- Learn to apply sociological insight in day to day life

**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: Orientation to Significant Sociological Concepts (4 Hours)

- Culture: Elements in Culture, Cultural Systems and Sub Systems
- Social Structure and Social Institution and Social Groups
- Socialization - Meaning, Socialization and Development of Self
- Social Conformity & Social Deviation
- Social Control

\* The Course Code was changed in the Meeting of the 6<sup>th</sup> BoS of the Department held on 25<sup>th</sup> September 2022.

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गुरुरन एरुधन  
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1.2.3. (2020-21)

**UNIT - II: Social Change**

(4 Hours)

- Social Change
- Marxist Approach to the Study of Society
- Modernization
- Globalisation
- Post-Modernism

**UNIT - III: Social Institutions**

(4 Hours)

- Family- The Joint and the Nuclear Family.
- Family as Social Institution, Changing Structures and Patterns of Family.
- Religion, Role of Religion in Society, Secularism

**UNIT - IV: Social Structure and Social Stratification**

(4 Hours)

- Social Stratification & Social Mobility
- Caste & Class: Changing Dynamics.
- Dalits, Adivasis and Minority Groups. Situation, Changing Relationship and Dynamics.

**UNIT - V: Contemporary Social Concerns**

(4 Hours)

- Social Problems in Indian Social Structure(Caste & Politics and Communalism, Youth Unrest)
- Violence Against Women,
- Corruption

**Prescribed Text Books:**

1. Johnson, Harry M.,(2007), Sociology: A Systematic Introduction, New Delhi, Allied Publishers
2. Ahuja, Ram, (2001), Indian Social System, Jaipur, Rawat Publications
3. Ahuja, Ram, (2008), Social Problems in India, Jaipur, Rawat Publications

**Suggested Additional Readings:**

1. Haralambos, M. & Holborn, M., (2008), Themes and Perspectives in Sociology, London, Harper Collins.
2. Doshi, S.L., Modernity, Post Modernity & Neo Sociological Theories, Jaipur, Rawat Publications

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131 (2020-21)

Course Code: SWR 405

Course Name: Basics of Research Methodology

Faculty: Shabab Ahmad

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

- 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: 25%
  - Presentation: 5%
  - Assignment: 5%
  - Project Work: 15%

Course Contents:

UNIT - I: Research: Nature & Concept

(4 Hours)

- Nature of Scientific Methods and its Application to Social Phenomenon
- Types of Research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Evaluative, Participative and Action Research
- Concepts in Research: Theory, Variable, Concept, Universe & Sampling

UNIT - II: Research Process and Sampling

(5 Hours)

- Problem Selection – Identification & Formulation
- Selection Specific Research Issue, Formulation of Objectives, Clarifying the Objectives.
- Probability Sampling: Simple Random Sampling, Proportionate and Disproportionate Stratified Random Sampling, Cluster Sampling.
- Non-Probability Sampling: Accidental Sampling, Quota Sampling, Purposive Sampling, Snowball Sampling.

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UNIT - III: Hypotheses, Methods and Tools of Data Collection

(4 Hours)

- Hypotheses: Nature, Characteristics, Sources & Types
- Tools of Data Collection: Primary & Secondary, Observation, Interview Schedule, Questionnaire, Types and Formats.
- Rating Scales

UNIT - IV: Research Designs

(5 Hours)

- Research Design: Concept and Types
- Qualitative and Quantitative Research Designs (Including Case study Method); Participatory Research (RRA / PRA / PLA).
- Report Writing

UNIT - V: Statistical Analysis

(5 Hours)

- Descriptive Statistics: Measurement of Central Tendency, Dispersion, Skewness, Kurtosis, Regression and Correlation
- Measurement of Correlation: Karl Pearson's Correlation and Rank Correlation
- Statistical Inference: Point and interval estimates, Parametric and Non Parametric Test (Chi-Square, Test of Differences, Significance and Freedom).

Prescribed Text Books:

1. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
2. Taylor, Bill; Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
3. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

Suggested Extra Readings:

4. Bhandarkar, P.L., & Wilkinson, T. S. (2009) Methodology and Techniques of Social Research, Bombay, Himalaya.
- Laldas, D. K. (2004) Practice of Social Research, Jaipur, Rawat

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1.3.1. (2020-21)

(4 Hours)

UNIT - III: Hypotheses, Methods and Tools of Data Collection

- Hypotheses: Nature, Characteristics, Sources & Types
- Tools of Data Collection: Primary & Secondary, Observation, Interview Schedule, Questionnaire, Types and Formats
- Rating Scales

(5 Hours)

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- Qualitative and Quantitative Research Designs (Including Case study Method); Participatory Research (RRA / PRA / PLA)
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(5 Hours)

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Prescribed Text Books:

5. Kumar, Ranjeet (2011) Research Methodology: a step-by-step guide for beginners, New Delhi, Sage Publications India Pvt Ltd.
6. Taylor, Bill, Sinha, G. & Ghosal, T. (2006, Eastern Economy Edition) Research Methodology: A Guide for Researchers in Management & Social Sciences, New Delhi, PHI Learning Pvt. Ltd
7. Krishnaswamy, O. R. (1993) Methodology for Research in Social Science, Bombay, Himalaya Publications.

Suggested Extra Readings:

8. Bhandarkar, P. L., & Wilkinson, T. S. (2009) Methodology and Techniques of Social Research, Bombay, Himalaya.
9. Laidas, D. K. (2004) Practice of Social Research, Jaipur, Rawat

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2 1.3.2

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Students Enrolled in MSW Program  
Year 2017-18

S.No.	Roll No/Regd. No.	Name of Student
1.	CUHP17MSW01	Akhil Thakur
2.	CUHP17MSW02	Akhilesh Kumar
3.	CUHP17MSW03	Amit Kumar
4.	CUHP17MSW04	Archit Mehra
5.	CUHP17MSW05	Arpit Dhiman
6.	CUHP17MSW06	Attaullah
7.	CUHP17MSW07	Divya
8.	CUHP17MSW08	Meena Devi
9.	CUHP17MSW09	Neha
10.	CUHP17MSW10	Nitika
11.	CUHP17MSW11	Pooja
12.	CUHP17MSW12	Priyanka
13.	CUHP17MSW13	Raj Kumar
14.	CUHP17MSW14	Rajnish Kumar
15.	CUHP17MSW15	Rosy
16.	CUHP17MSW16	Rupali
17.	CUHP17MSW17	Salman Khan
18.	CUHP17MSW18	Sameer Ahmad
19.	CUHP17MSW19	Shabi Ahmad
20.	CUHP17MSW20	Shabnam Sambyal
21.	CUHP17MSW21	Shivani
22.	CUHP17MSW22	Shubham Sharma
23.	CUHP17MSW23	Tanveer Ahmad
24.	CUHP17MSW24	Trikush Singh
25.	CUHP17MSW25	Vyomesh Nanda

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1.3.1 (2018-19)  
1.3.2



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**Students Enrolled in MSW Program**  
**Year 2018-19**

S. No.	Roll No.	Name of Student
1	CUHP18MSW02	Ankita
2	CUHP18MSW03	Jyotika Negi
3	CUHP18MSW04	Manjil Bodo
4	CUHP18MSW06	Mohd Aslam
5	CUHP18MSW09	Sargam
6	CUHP18MSW10	Shahrukh Khan
7	CUHP18MSW11	Sher Singh
8	CUHP18MSW12	Shiwani Devi
9	CUHP18MSW13	Shruti
10	CUHP18MSW15	Suncha
11	CUHP18MSW16	Zubair Aslam

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Students Enrolled in MSW Program  
Year 2019-20

Sr. No.	Roll No	Name
1	CUHP19MSW01	Adarsh
2	CUHP19MSW04	Ankush Goud
3	CUHP19MSW05	Ayushi Sood
4	CUHP19MSW06	Bhavya Sharma
5	CUHP19MSW07	Diwanshi Thakur
6	CUHP19MSW08	Kartik Singh
7	CUHP19MSW09	Laeque Ahmad
8	CUHP19MSW10	Megha Goyal
9	CUHP19MSW11	Minhaz Khan
10	CUHP19MSW12	Mohammed Kaif
11	CUHP19MSW13	Mohd Danish
12	CUHP19MSW14	Neha
13	CUHP19MSW15	Sonal
14	CUHP19MSW16	Sonali Thakur
15	CUHP19MSW17	Sumedha Sharma

*Sumedha Sharma*

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1.3.1 & 1.3.2 (2020-21)



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**Students Enrolled in MSW Program**  
**Year 2020-21**

Sr. No.	Roll No	Name
1.	CUHP20MSW01	Anchal thakur
2.	CUHP20MSW02	Anunai Singh
3.	CUHP20MSW04	Ayushi
4.	CUHP20MSW05	Iaraplang Marwein
5.	CUHP20MSW06	Kajal
6.	CUHP20MSW07	Neha
7.	CUHP20MSW11	Pallavi Pathania
8.	CUHP20MSW12	Rohan Thakur
9.	CUHP20MSW16	Sourav Jamwal
10.	CUHP20MSW17	Sugandha
11.	CUHP20MSW18	Sunanda Devi

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