



माँ विन्ध्यवासिनी विश्वविद्यालय, मीरजापुर

Maa Vindhyavasini University, Mirzapur

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Semester-wise Titles of the Papers in U.G. Programme (Social Work)

Year	Semester.	Course Code	Paper Title	Theory/Practical	Credits
B.A-1st Year	I	A160101T	Fundamentals of Social Work (Theory)	Theory	4
1	I	A160102P	Introduction to Field Work Practice	Practical	2
1	II	A160201T	Social Science concepts and Social Problems	Theory	4
1	II	A160202P	Field Work Practicum-I (Observational visit of the agencies)	Practical	2
B.A-2nd Year	III	A160301T	Areas of Social Work Practice	Theory	4
2	III	A160302P	Field Work Practicum-II (Intervention of Social work)	Practical	2
2	IV	A160401T	Methods of Social Work	Theory	4
2	IV	A160402P	Field Work Practicum-III(Importance of Community Base Services)	Practical	2
B.A 3rd Year	V	A160501T	Human Growth and Development	Theory	4
	V	A160502T	Social Work Practice and Media Information	Theory	4
3	V	A160503P	Field Work Practicum -IV	Practical	2
3	V	A160504R	Rural Educational camp	Project	3
3	VI	A160601T	Social Legislation and Policy	Theory	4
3	VI	A160602T	Counseling and Guidance	Theory	4
3	VI	A160603P	Field work Practicum-V (In Speciality)*	Practical	2
3	VI	A160604R	NGO and Project Formulation	Project	3

Proposed Year wise Structure of U.G. Program in Social Work

Program Outcomes:

The main purpose of the Programme in Social Work is to develop and disseminate knowledge, skills and values through education, field training and research necessary for promoting, maintaining and improving the functioning of individuals, families, groups, organizations and communities existing in the society. The programme is strongly committed to a diverse learning environment, in which respect for dignity and worth of all human beings and understanding of diverse conditions would be practiced. It respects to individual's uniqueness and offers a professional program to build a foundation for practice with population groups, keeping the larger goal in mind. The values and ethics of professional social work practice, the theory guiding the profession, and the skills that are necessary for practice and the ability to be engaged in lifelong learning.

B. A. First Year

Program Specific Outcomes (PSOs)

At the end of program following outcomes are expected from students to understand evolution of social work profession, both in India and in Western countries and to develop insights into the origin and development of ideologies and approaches to social change and develop Skills to understand contemporary reality in its historical context. To understand the genesis and manifestation of social problems. Acquire knowledge of the preventive and remedial measures for contemporary social problems; and knowledge about role of social workers in addressing specific social problems; and psychological concepts and its relevance to Social Work.

	Semester I	Name of Papers	Credits	No. of Lectures
		Fundamentals of Social Work (Theory)	4	60
		Introduction to Field Work Practice (Practical)	2	30
	Total		6	90
	Semester II	Name of Paper	Credits	Lectures
		Social Science concepts and Social Problems(Theory)	4	60
		Field Work Practicum-I(Observational visit of the agencies)(Practical)	2	30
	Total		6	90

B.A. Second Year**Program Specific Outcomes:**

Students shall understand Social Case Work and Social Group Work methods. They shall learn application of tools, techniques and skills of these methods in practice settings. They shall also understand use of media and communication technology in the field.

	Semester III	Name of Paper	Credits	No of Lectures
		Areas of Social Work Practice(Theory)	4	60
		Field Work Practicum-II(Intervention of Social work)(Practical)	2	30
	Total		6	90
	Semester IV	Name of Paper	Credits	No of Lectures
		Methods of Social Work (Theory)	4	60
		Field work Practicum-III (Importance of Community basedservices)(Practical)	2	30
	Total		6	90

B.A. Third Year**Program Specific Outcomes (PSOs)**

To develop an understanding of human growth and development, social legislation and policy, social work practice and media, counselling and guidance and social planning and how these understanding are useful in field work practice in rural setting.

	Semester V	Name of Paper	Credits	No of Lectures
		Human Growth and Development (Theory)	4	60
		Social Work Practice and Media Information (Theory)	4	60
		Field Work Practicum-IV (Practical)	2	30
		Rural Educational Camp(Project)	3	45
	Total	Total	13	195
	Semester VI	Name of Paper	Credits	No of Lectures
		Social Legislation and Policy (Theory)	4	60
		Counselling and Guidance (Theory)	4	60
		Field work Practicum -V I(in specialty) (Practical)	2	30
		NGO and Project Formulation(Project)	3	45
	Total		13	195

B.A. 1st year (Semester I) Paper -1
(Theory)

Programme/Class: Certificate/BA	Year: First	Semester: First
Subject: Social Work		
Course Code:A160101T	Course Title:Fundamentals of Social Work (Theory)	
<p style="text-align: center;">Course outcomes:</p> <ul style="list-style-type: none">• To understand history and evolution of social work profession, both in India and in Western countries.• To develop insights into the origin and development of ideologies and approaches to social change.• To develop Skills to understand contemporary reality in its historical context.		

Credits: 4		Core Compulsory
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical(in hours per week)L-4/w		
Units	Topic	No of Lectures
I	Basic concepts in Social Work <ol style="list-style-type: none"> 1. Social Work: Concept and definitions 2. Related concepts: Social Welfare, Social Service and Social reform 	10
II	History of Social Work <ol style="list-style-type: none"> 1. Emergence of Social Work: U.K. and U.S.A. 2. Emergence of Social Work in India 	08
III	Fundamental of Social Work <ol style="list-style-type: none"> 1. Values and objectives of Social Work 2. Principles of Social Work 	08
IV	Social Work Profession in India <ol style="list-style-type: none"> 1. Profession: Meaning and Attributes 2. Professionalization of Social Work in India 3. Issues related to Social Work Profession 	08
V	Human Rights and Social Justice <ol style="list-style-type: none"> 1. Concept of Human Rights 2. Concept of Social Justice 	08
VI	Approaches I <ol style="list-style-type: none"> 1. Gandhian Approaches to Social Work 	05

VII	Approaches II 1. Integrated Approaches to Social Work Practice	03
VIII	Ideology of Social Work 1. Social work as charity 2. Welfare social work 3. Clinical social work 4. Ecological social work 5. Radical social work 6. Feminist social work	10
<u>Suggested Readings:</u> <ol style="list-style-type: none"> 1. Surendra Singh (Chief Editor). (2012): Encyclopedia of Social Work in India. Lucknow: New Royal Book Company. 2. Singh, D. K. and Bhartiya, A.K. (2010). Social Work: Concept and Methods. Lucknow: New Royal Book Company. 3. Annie Pullen-Sansfaçon (2013), The Ethical Foundations of Social Work, Stephen Cowden Routledge, 4. Banks, S. (1995). Ethics and Values in Social Work: Practical Social Work Series, London: Macmillan Press Ltd. 5. Compton, B. R. (1980). Introduction to Social Welfare and Social Work. Illinois: The Dorsey Press. 6. Desai, Murli, (2006). Ideologies and social Work: Historical and Contemporary Analyses, Rawat Publication, New Delhi 7 Prof RajaramShastri, समाजकार्य, (2016): Uttar Pradesh Hindi Sansthan,Lucknow 8 <u>Dr.AjayR.Choure</u>, Dr. Vinod Shankar Singh “ समाजकार्यकापरिचर्” <p>”</p> <p>Read more at: https://hindi.oneindia.com/dictionary/social-work-meaning-in-hindi/</p> <p>This course can be opted as an elective by the students of following subjects: Open for all</p>		
<u>Suggested Continuous Evaluation Methods:</u> A) Semester End Examination :75 marks B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05) Assignment / Test / Quiz(MCQ) / Seminar/ Presentations		
Suggested equivalent online courses: http://mssw.in/		

**B.A. Ist Year Semester I Paper 2
(Practical)**

Programme/Class: Certificate/BA	Year: First	Semester: First
Subject: Social Work		
Course Code:A160102P	Course Title: Introduction to Field Work Practice (Practical	
<u>Course outcomes:</u> <ul style="list-style-type: none">• Able to understand the concept ad place of field work in Social Work education• Able to understand and develop self-awareness and orientation to field work• Able to explore role of Social Worker in different settings• Able to develop skills in Field Work like report writing, observation and Analysis		

Credits: 2		Core Compulsory / Elective
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures-Tutorials-Practical(in hours per week)P-2/w		
	Topic	No. of Lectures
	Understanding Self and Field Work <ol style="list-style-type: none"> 1. Field Work: Concept, Definition, Purpose and Component. 2. Professional Self 	07
	Field Work Practice <ol style="list-style-type: none"> 1. Field work Learning Plan: Need and Importance 2. Planning for Programmes: Objectives and Process 3. Participatory Techniques in Field Work: Social and Resource Mapping 	08
	Field Work and Record Writing <ol style="list-style-type: none"> 1. Report Writing 2. Field Work Record Writing with Individual, Group and Community 	07
	Skills and Techniques in Field Work <ol style="list-style-type: none"> 1. Rapport Building, Observation and Analysis 2. Public Relation and Advocacy 3. Lobbying and Networking 4. Use of Programme Media and Mass Media - 	08

Suggested Readings:

1. Ahuja, Ram (1997) Social Problem in India, Rawat Publishers, Jaipur
2. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers
3. Bhusan, Vidya&Sachdeva, D. R. (2000) An Introduction to Sociology, Allahabad :Kitab Mahal
4. Crawford, K. (2004). Social Work and human development: Transforming Social Work practice. Exeter: Learning Matters
5. Flippo, Osella and Katy, Gardner (2003) Contraventions to Indian Sociology, Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication
5. Gandhi P. Jagadish (1982) Indian Economy – Some Issues, Institute of Social Sciences and

<p>Research, Vellore</p> <p>6. Koutsoyiannis (2008), Modern Micro Economics, 2nd Edition, London: Macmillan Press Ltd.</p> <p>Mahajan, G. (Ed.). (1998). Democracy, Difference and Social Justice. New Delhi: Cambridge University Press</p>
<p>This course can be opted as an elective by the students of following subjects: Open for all</p>
<p>Suggested Continuous Evaluation Methods:</p> <p>The distribution of internal and external marking scheme will be 75 and 25 respectively</p> <p>Test / Quiz(MCQ) / Seminar, Individual and Group presentation</p> <p>Evaluation: Orientation Report, Report Writing, Focus Group Discussion</p> <p>(Viva Voce)</p>
<p>Suggested equivalent online courses:</p> <p>http://mssw.in/</p>

B.A. 1st Year (Semester 2) Paper 1 (Theory)

Programme/Class: Certificate/BA		Year: First	Semester: Second
Subject: Social Work			
Course Code: A160201T		Course Title: Social Science Concepts and Social Problems(Theory)	
Course outcomes: <ul style="list-style-type: none">To understand and develop insight about sociological concepts for professional social work practiceAble to understand preventive and remedial measures for contemporary social problemsAble to understand role of social work in addressing social problems			
Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w			
Unit	Topic	No. of Lectures	
I	Understanding Society and Social Process 1. Society: Concepts and Characteristics 2. Social process: Associative and Dissociative Processes 3. Social Institutions	7	
II	Basic Concepts 1. Socialization: Meaning and Agencies 2. Social Groups, Community, Association	7	
III	Social Stratification 1. Concept and Forms ofStratification: Caste, Class, Power, Gender 2. Concept of Status and role, role conflict	7	
IV	Social Changeand social Control 1. Social Change: Concept, characteristics and factors 2. Social Control: Meaning and agencies	7	
V	Understanding Social Problems 1. Social Problems: Concept, Definition and Characteristics 2. Types of social problems 3. Social Work response to Social problems	8	
VI	Gender and Related Concerns 1. Understanding gender, patriarchy and masculinity 2. Problem of Gender Based Discrimination andViolence 3. Legal Measures: PWDV Act 2005, Dowry Prohibition Act 1961.	8	

VII	Contemporary Social problems(I) <ol style="list-style-type: none"> 1. Issues of Scheduled Castes and Scheduled Tribes, 2. Issues of Other Backward Classes and Minorities 3. Alcoholism and drug abuse 	8
VIII	Contemporary Social problems (II) <ol style="list-style-type: none"> 1. Suicide: Definition, Causes, Types and Impact 2. Poverty and Unemployment: Prevention, Remedy and Role of Social Workers 3. Trafficking among women and children 	8
Suggested Readings: <ol style="list-style-type: none"> 1. Ram Ahuja (2014): Social problems in India, Jaipur: Rawat Publication 2. Malcolm Spector (2017): Constructing Social Problems: Routledge 3Joel Best (2016): Social Problems: W.W.Norton, Incorporated. 3. Joel Best (2017): Images of Issues-Typifying Contemporary Social Problems, Routledge 4. Madan, G.R. (1981): Indian social problem, New Delhi: Allied publication 5. H.S, Becker.(1966). Social Problems-A Modern Approach. New York: John Wiley and Sons. 		
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: <ol style="list-style-type: none"> A) Semester End Examination :75 marks B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05) Assignment / Test / Quiz(MCQ) / Seminar/ Presentations		
Suggested equivalent online courses: http://mssw.in/		

B.A. 1st Year(Semester 2) Paper 2 (Practical)

Programme/Class: Certificate/BA		Year: First	Semester: Second
Subject: Social Work			
Course Code: A160202P		Course Title: Field Work Practicum –I(Observational visit of the agencies)	
Course outcomes: <ul style="list-style-type: none">• Able to understand the significance of field work in social work education• Able to understand role of professional Social Workers in different settings• Capable to understand the role of professional social workers• Able to understand the programmes and projects of governmental and non-governmental social welfare/developmental agencies/organisation			
Credits: 2		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical(in hours per week)P-2/w			
Unit	Topic		No. of Lectures
	Task/Activities <ol style="list-style-type: none">1. Attend orientationprogramme organized by the department2. Agency/ Community visits for learning agency /community/structure,functioning,policies,programmes& activities,services and networking with other organization3. Establish contact and develop rapport with agency personnel,volunteers and community4. Regular reporting to all concerned persons (both at agency and college level) during scheduled meetings and supervisor/individual conferences under the guidance of supervisor5. Prepare and submit learning plan6. Complete and submit weekly records7. Continuous self-assessment of field work experiences		

This course can be opted as an elective by the students of following subjects: Open for all

Suggested Readings:

1. Singh,A.P (2017). Strengthening Field Work in Social Work Education. Lucknow,India.Rapid Book Services
2. Subhedar, I.S.(2001) Field Work Training in Social Work. New Delhi: Rawat Publications.
3. Verma,R.B.S. and Singh A.P.(2011), Handbook of Field Work Practice Learning in Social Work.Lucknow,India:New Royal Book Company.

Suggested Continuous Evaluation Methods:

Note: A minimum 15 hours(including report writing) per week

Assessment will be done by both internal supervisor and external examiner.

The distribution of internal and external marking scheme will be 75 and 25 respectively

Test / Quiz(MCQ) / Seminar

Suggested equivalent online courses:

<http://mssw.inbswinfo@ignou.ac.in>

B.A. 2nd Year(Semester 3) Paper 1(Theory)

Programme/Class: Diploma		Year: Second	Semester: Third
Subject: Social Work			
Course Code: A160301T		Course Title: Area of Social Work Practice(Theory)	
Course outcomes: <ul style="list-style-type: none">• Able to gain opportunity in understanding contemporary fields of social work profession• Able to influence to practice, analyze and evaluate social work intervention• Able to develop understanding of different areas of social work practice like correctional social work, medical, psychiatric and school social work			
Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w			
Unit	Topic		No of Lectures
I	Family Welfare 1. Family welfare: Concept and characteristics 2. Family: Concept, types and functions Problems and Issues related with family: Single parent, female headed household		8
II	Child Welfare 1. Concept of Child Welfareand Child Development 2. Needs and Problems of Children 3. School Social Work		8
III	Youth Welfare 1. Youth: Meaning and definition 2. Youth welfare: Concept and importance 3. Needs and problems of youth in India		8
IV	Elderly Welfare 1. Concept of aged and aging. 2. Elderly Welfare: Concept and importance 3. Needs and problems of elderly in India		8
V	Community and Ecological Development 1. Community Development: Concept, values and objectives 2. Rural and Urban Community Development:Definition, scope and features of 73 rd and 74 th Constitutional Amendments. 3. Ecological Development: Definition and scope		7
VI	Industrial and Correctional Social Work 1. Concept of Labour Welfare, Industrial Relations and		7

	2. Human Resource Management: Concept and characteristics 3. Correctional Social Work: Concept, Definition, Characteristics and Problems	
VII	Medical, Psychiatric and School Social Work 1. Medical Social Work: Concept, Meaning, Definitions and Scope 2. Psychiatric Social Work Concept, Definition and scope 3. Role and Functions of Social worker in physical and mental health setting (early diagnosis and treatment, and rehabilitation)	7
VIII	Women Empowerment 1. Status and problems of women in India 2. Women's Empowerment: Concept and process 3. Policies and Programmes for Women's Empowerment	7
	Suggested Readings: 1. Uttar Pradesh Hindi Santhan "समाजकार्यके क्षेत्र" 2. Bajpai, A. (2003). Child Rights in India – Law, Policy and Practice, Delhi: Oxford University Press. 3. चौधरी, अनिलकुमार (2017). समकालीन समाजकार्यक्षेत्र, पपलगरिम्स पब्लिशिंग, वाराणसी। 4. Bhattacharya, S.K. (2003): Social Defense: An Indian Perspective. New Delhi: Regency Publications. 5. Colin Pritchard (2006), Mental Health Social Work, USA: Routledge. 6. Desai, Arvind (1988): Psychiatric and Modern Life, New Delhi: Sterling Publishers Pvt. Ltd. 7. Dhooper, S.S. 1997. Social Work in Health Care in the 21st Century, Sage Publication: New Delhi. 8. Parveen, S. 2017 Social Work in Health Care Bharti Prakashan Varanasi 9. Park, K. 1995. Preventive and Social Medicine, Banarsidas Bhanot: Jabalpur. 10. Verma, R. 1991. Psychiatric Social Work in India, Sage Publication: New Delhi. 11. Parveen Shaila 2017. social work in health care Bharti Prakashan Varanasi India 12. Parveen Shaila 2017. Health Care Services in India Bharti Prakashan Varanasi India 13. Parveen Shaila 2010, HIV/AIDS: Problems and Attitude Manak Publications Pvt. Ltd. New Delhi India	

This course can be opted as an elective by the students of following subjects: Open for all

Suggested Continuous Evaluation Methods:

A) Semester End Examination : 75 marks

B). Internal Assessment: 25 marks (Sessionals-10, Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05)

Assignment / Test / Quiz (MCQ) / Seminar/ Presentations

Suggested equivalent online courses:

<http://mssw.in>

bswinfo@ignou.ac.in

B.A. 2nd Year (Semester 3) Paper 2 (Practical)

Programme/Class: Diploma/BA		Year: Second	Semester: Third
Subject: Social Work			
Course Code: A160302P		Course Title: Intervention of Social work in field approach	
Course outcomes: <ul style="list-style-type: none">• Capable to critically examine the agency's structure, functions, resources, services delivery system etc.• Able to integrate theoretical knowledge with field practice (i.e. principles, skills, techniques etc.)• To apply programme media skills in social work interventions			
Credits: 2		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical(in hours per week)P-2/w			
Unit	Topic		No. of Lectures
	Task/ Activities 1. To perform the assigned task during field work. 2. Work with volunteers, professionals and outreach workers in the agency and community. 3. Regular reporting to all concerned persons (both at agency and college level) during scheduled meetings and supervisory/individual conferences. 4. Prepare and submit learning plans 5. Complete and submit weekly records of field work. 6. Prepare group conference and focus group discussion 7. Continuous self-assessment of field work experiences.		
Course prerequisites: To study this course, a student must have had the all subject.....in class/12 th /			
Suggested Continuous Evaluation Methods: Note: The field work assessment will be done by both internal supervisor and external examiner. The students will be required to submit their weekly report to the respective supervisors. The students will be required to appear in viva-voce before the external examiner. The distribution of internal and external marking scheme will be 75 and 25 respectively. Field Work Evaluation: Observation/ Research Orientation of Students: Intervention in Field:			
Suggested equivalent online courses: bswinfo@ignou.ac.in			

B.A. 2nd Year (Semester 4) Paper 1 (Theory)

Programme/Class: Diploma		Year: Second	Semester: Fourth
Subject: Social Work			
Course Code: A160401T		Course Title: Methods of Social Work(Theory)	
Course outcomes:			
<ul style="list-style-type: none">• Able to understand the different areas of social work practice.• To develop skills to work in diverse areas of social work practice• To understand intervention of social work in various settings			
Credits: 4			Core Compulsory
Max. Marks: 25+75			Min. Passing Marks:40
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w			
Unit	Topic		No of Lectures
I	Social Case Work 1. Social Case Work: Concept, Definition, Objectives and Scope 2. Components of Social Case Work (Person, Problem, Place and Process) 3. Principles of Social Case Work		8
II	Tools, Techniques and Skills of Social Case Work 1. Client Worker relationship 2. Tools of Social Case Work (Interview, Recording, Home visit) 3. Skills of Social Case Work (listening, empathy, observation, questioning, resource mobilisation)		8
III	Social Group Work 1. Social group work: Definition and objectives 2. Basic Skills in group work 3. Programme planning and development in social group work		7
IV	Community Organization 1. Concept and definition of Community Organizatiom 2. Aims and objectives of Community Organization 3. Process of Community Organization		8
V	Social Welfare Administration 1. Social Welfare administration: Definition, functions, and areas 2. Process and principles of administration 3. Authority in administration		7
VI	Social Work Research 1. Social Research: Definition, Characteristics, and types 2. Social Work Research: concept and difference between Social Science Research and Social Work Research 3. Steps of Research		7
VII	Social Action 1. Social Action: Definition, aspects and characteristics 2. Objectives and Types of Social Action 3. Strategies of Social Action		8
VIII	Social Action (Movements) 1. Gandhian approaches: Sarvoday and Antyoday 2. Ambedkar’s approach: Mahad Satyagraha and Abolition of Caste System 3. Chipko, Narmada Bachao, BachpanBachaoandolan		7

	<p>Suggested Readings</p> <ol style="list-style-type: none"> 1. Gupta, S.C., (2012), Fundamentals of Statistics, 7th revised ed., Himalaya Publishing House, New Delhi. 2. Kerlinger, F. (1986). Foundations of Behavioral Research. New York: Holt, Rinehart and Winston. 3. Kothari, C. R. (2004), Research Methodology –Methods and Techniques, 2nd ed., 4. Kumar, R., (2006), Research Methodology, 2nd ed., Pearson Education, New Delhi 5. Bhattacharya, S. (2006). Social Work Administration and Development. Jaipur: Rawat Publications, India 6. Freiere.P. (2005) Pedagogy of the Oppressed.New York: Continuum,pp43-100 7. Siddiqui. H.Y. (1997) Community Organization in India. New Delhi:Harman 8. Siddiqui HY (2008) Group Work: Theories and Practices.Jaipur:Rawat Publications 9. Fook. J. 1993: Radical Case Work A Theory of Practice“, Australia, Allen & Unwin. Mathew. G. 1992: An Introduction to Social Case Work-TISS. Bombay. 10. Pearlman H.H. 1951: Social Case Work A Problem Solving Process, Chicago: The University of Chicago Press. 11. Hamilton G. 1954: Theory & Practice Social Case Work (2nd edition revised), New York, Columbia University Press. 12. Robert R.W& Nee-1970: „Theories of Social Case-Work Chicago“, The University of Chicago Press. 13. Timms N. 1964: „Social Case Work“, Principles and Practice, London Routledge & Kegan Paul. Hollis F. 1964: „Social Case Work A Psycho Social Therapy“, New York, Mc graw hill. 14. Richmond ME.-1917: „Social Diagnosis“, New York, Rusell Sage Foundation. 15. Werner A. Hertz -1956: „Concept and Principles underlying in Social Case-Work practice-Washington“, The office of Vocational Rehabilitation Mathew Grace (1991) An Introduction to Social Case Work,Tata Institute of Social Sciences ,Mumbai 16. Mishra P.D.(1994)Social Work Philosophy and Methods ;InterIndia Publications ,New Delhi 17. https://issuu.com/rengasamy/docs/social_case_work_-working_with_individuals retrived on 12 may 2020 18. Hamilton Gordon (1940) Theory and Practice of Social Case Work, Columbia University Press , New York 19. Johnson, l.c. Stephen J. Y.(2010) Social Work Practice:A Generalist Approach, Allyn & Bacon 20. Richmond Mary E. (1917) Social Diagnosis, Russel Sage Foundation;New York 21. Upadhay ,R.K.(2010) Social Case Work ,Rawat Publications ;Jaipur 22. https://www.yourarticlelibrary.com/sociology/social-casework-nature-values-principles-and-trends/36541 	
	This course can be opted as an elective by the students of following subjects: Open for all	
	<p>Suggested Continuous Evaluation Methods:</p> <p>A) Semester End Examination :75 marks</p> <p>B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05)</p> <p>Assignment / Test / Quiz(MCQ) / Seminar/ Presentations</p>	
	<p>Suggested equivalent online courses:</p> <p>http://mssw.inbswinfo@ignou.ac.in</p>	

B.A. 3rd Year (Semester 5) Paper 1 Theory

Programme/Class: Degree/BA	Year: Third	Semester: Fifth
Subject: Social Work		
Course Code: : A160501T	Course Title: Human Growth and Development	

Course outcomes:

- Understand the basic concepts and processes in psychology for social work practice
- Develop an understanding about the developmental characteristics and needs of individual at various stages of life span.
- Develop skills and knowledge of applying psychological information in assessing the psycho-social problems of different age groups.
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Credits: 4		Core Compulsory / Elective
Max. Marks: 25+75		Min. Passing Marks:40
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w		
Unit	Topics	No. of Lectures
I	Life-Span Development and Human Behaviour 1. Human Development: Definition and Life-Span perspective 2. Concept of growth and maturity Domains/Factors of Human Development	8
II	Prenatal Development and Birth 1. Prenatal Stages: germinal, embryonic, and fetal Stage 2. Prenatal Environment: general risk factors, and teratogens 3. Perinatal Environment: birth complication and possible hazard	7
III	Different Stages of Human Development-I* 1. Infancy 2. Early Childhood 3. Middle and Late Childhood *Note: Each developmental stage has to be covered in terms of its time span, developmental characteristics (physical, emotional, social and intellectual changes), needs, developmental tasks, stressful situations across the stages of development with special reference to Indian conditions.	8
IV	Different Stages of Human Development-II* 4. Adolescence 5. Early Adulthood 6. Middle Adulthood 7. Late Adulthood or Old Age *Note: Each developmental stage has to be covered in terms of its time span,	8

	developmental characteristics (physical, emotional, social and intellectual changes), needs, developmental tasks, stressful situations across the stages of development with special reference to Indian conditions.	
V	Emotion and Motivation <ol style="list-style-type: none"> 1. Emotion: definition, factor and types 2. Motivation: Concept and Factors affecting Motivation 	8
VI	Personality and Learning <ol style="list-style-type: none"> 1. Personality: Meaning, characteristics and determinants. 2. Learning: definition and types. 	7
VII	Theories of Human Development <ol style="list-style-type: none"> 1. Psychoanalytical Theory of Freud 2. Psychosocial Theory of Erikson 3. Cognitive Development Theory of Piaget 	7
VIII	Social Influence and Perception <ol style="list-style-type: none"> 1. Attitude: definition, component, and formation 2. Social Perception: definitions, features and factors 3. Attention, memory and thinking 	7
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Readings: <ol style="list-style-type: none"> 1. Dandapani, S. (2005). General Psychology. Hyderabad: Neel Kamal Publications 2. Kuppaswamy, B. (1972). Elements of Social Psychology. New York: Asian Publishing House. 3. Morgan, C.T., King, R.A. Weisz, J.R., Schopler, J. (2001). Introduction to Psychology. New Delhi: Tata McGraw and Hill. 4. Myers, D.G. (2005). Social Psychology (8th ed.). New Delhi: Tata McGraw Hill Pub. Co. Ltd. 5. Mishra Brij Kumar “Manovigyan” Publisher: Prentice-Hall of India Pvt.Ltd 6. Chowdhary, Richa (2010) “VikasatmakManovigyan” New Delhi, NamanPrakashan 		
Suggested Continuous Evaluation Methods <p>A) Semester End Examination :75 marks</p> <p>B). Internal Assessment:25marks (Sessionals-10,Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05)</p> <p>Assignment / Test / Quiz(MCQ) / Seminar/ Presentations</p>		
Suggested equivalent online courses: bswinfo@ignou.ac.in		

B.A. 3rd Year (Semester 5) Paper 2 Theory

Programme/Class: Degree/BA		Year: Third	Semester: Fifth
Subject: Social Work			
Course Code: A160502T		Course Title: Social Work Practice and Media Information (Theory)	
<u>Course outcomes:</u> <ul style="list-style-type: none">• Concept, Importance and relevance of media and information literacy• Able to understand social realities and issues from the lens of social media• Able to explore the roles of media and other information providers• Able to understand how knowledge of media and information literacy is helpful for social workers for critically attending social issues• Able to develop and sharpen skills for using media, information and digital communication			
Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-4/w			
Unit	Topics		No. of Lectures
I	Introduction to Communication <ul style="list-style-type: none">1. Communication: Concept, Meaning, Definition and Components2. Process of Communication3. Types of Communication		8
II	Media and Information Literacy <ul style="list-style-type: none">1. Media: Concept, Components and Importance2. Information and Digital Literacy: Concept, Components and Importance3. Forms of Media,		7
III	Communication Tools <ul style="list-style-type: none">1. Communication Tools in Prevention and Resolving Community Issues: Puppets, Songs, Folklore, Street Theatre, Posters, Logos and Exhibitions.2. Contemporary Communication Tools: Social Networking Sites, Video and Web Conferencing3. Group Meetings, Conferences and Focus Group Discussion.		8
IV	Communication and Social Work Practice <ul style="list-style-type: none">1. Communication System in Organization2. Ways to establish Effective Communication in Organization3. Communication in Social Work Practice		8

V	Programme Media <ol style="list-style-type: none"> 1. Programme Media: Concept, Meaning, Definition and Purpose 2. Characteristics of Programme Media 3. Role of Programme Media in Social Work 	7
VI	Types and Uses of Programme Media <ol style="list-style-type: none"> 1. Types of Programme Media: Play, games, Drama, Storytelling, Music, art and crafts 2. Application of Programme Media in Various Settings 3. Uses of Programme Media 	8
VII	Essentials of Programme Media <ol style="list-style-type: none"> 1. People-Centred Approach to Programme Media 2. People/Target Group Participation in Social Work Programme 	7
VIII	Skills of Workers for Effective Use of Programme Media <ol style="list-style-type: none"> 1. Creativity 2. Observation 3. Enthusiasm 4. Unconditional Positive Regard 5. Proper Communication 6. Assertiveness 7. Empathy 8. Conflict Management 9. Leadership 	7

This course can be opted as an elective by the students of following subjects: Open for all

Suggested Readings:

1. Menon, Mridula, Gandhi, Ved Prakash (1997) Media and Communications- Vol. I. (New Information Order): New Delhi: Kanishka Publishers/Distributor
2. Trecker, H.B. (1970). Social Group Work- Principles and Practices, New York: Association Press
3. Wholey, J. Hartry, S. Harry, P. Kathryn, E. (2004). Hand Book of Practical Programme Evaluation. (2nd ed.). Jossey- Bass: A Wiley Imprint

Suggested Continuous Evaluation Methods:

A) Semester End Examination :75 marks
 B). Internal Assessment:25marks (Sessionals-10, Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05)
 Assignment / Test / Quiz(MCQ) / Seminar/ Presentations

Suggested equivalent online courses:

bswinfo@ignou.ac.in

**B.A. 3rd Year (Semester 5)Paper 3
(Practical)**

Programme/Class: Degree/BA	Year: Third	Semester: Five
Subject: Social Work		
Course Code: A160503P	Course Title: Field Work Practicum	
<u>Course outcomes:</u> <ul style="list-style-type: none">• Able to understand the concept and place of field work in Social Work education• Able to understand and develop self-awareness and orientation to field work• Able to explore role of Social Worker in different settings• Able to develop skills in Field Work like report writing, observation and Analysis		
Credits: 2	Core Compulsory / Elective	
Max. Marks:25+75	Min. Passing Marks:40	
Total No. of Lectures--Tutorials-Practical(in hours per week)P-2/w		
Unit	Topic	No. of Lectures
	Field Work Task/Activities 1.Recording: Purpose and Importance 2.Lobbying and Networking 3. Use of Programme Media and Mass MediaPlacement in the communities 4. Village/ communities visitObserve agency functioning 5.Practice the methods of working with individuals and groups in the agency 6.Practice the Skills in observation, listening, group discussion and report writing.	

Suggested Readings:

1. Columbia University. (2015). Handbook for Student Social Work Recording, School of Social Work
2. Kadushin, Alfred Harkness, Daniel (2005) Supervision in Social Work, New Delhi :Rawat Publication
3. Kumar, S. (2002). Methods for Community Participation: A Complete Guide for Practitioners. London: ITDG Publishing.
4. Narayana Rao, S. (2002). Counselling and Guidance. Tata McGraw-Hill Publishing Company Ltd
5. O'Hagan, Kieran, et al (2003) Competence in Social Work Practice – A Practical Guide for

This course can be opted as an elective by the students of following subjects: Open for all

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Suggested Continuous Evaluation Methods:

Note: Concurrent Field Work To be decided by Departmental Committee

Workshops on Attitude Building, personality development

. Field Evaluation :50%

Viva Voce of Field work: 50%

Suggested equivalent online courses:

www.ignou.ac.in

B.A. 3rd Year (Semester 5) (Project)

Programme/Class: Degree/BA	Year: Third	Semester: Fifth
Subject: Social Work		
Course Code:A160504R	Course Title: Rural Educational Camp	
<p>Course outcomes: .</p> <ul style="list-style-type: none">• To orient students with social work lexicon and prepare the students with requisite value orientation• To understand Programmes and projects of governmental and nongovernmental organizations and critically appraise them• Able to understand role of professional Social Workers in different settings• Able to understand programme media Skills in planning Social Work interventions• Able to develop skills of writing record of the observation visits and engage in meaningful discussions during group interactions		
Credits: 3	Core Compulsory / Elective	
Max. Marks: 25+75	Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 3/w		
	Topics: Field Work Tasks /Activities	No of Lectures
	<ol style="list-style-type: none">1. Provide exposure of realities of life in rural and semi-rural areas2. Understand the rural social system, its culture, and livelihood patterns3. To know the geographical, economic and political features, needs and problems of rural Community4. Observe living conditions, housing, water supply and other amenities in rural areas5. Sharpen the Skills of rapport formation, situational analysis and awareness generation6. Group-living and develop attitudes conducive for effective team work7. Acquire Skills in planning, organizing, implementing the camp	
This course can be opted as an elective by the students of following subjects: Open for all		
<p>Suggested Continuous Evaluation Methods (75 marks) Rural camp and Participation (25 marks) Report Writing</p> <p>Note:Though it is proposed that camp will be organized in 5thsem, however, based on the local conditions, the camp can be organized during the period of the course.</p> <p>The 8-10-day camp will acquaint the students with rural and tribal scenario and their socio-economic aspects. They will in this manner get familiarized with group dynamics and power structures in a rural Community, learn rapport formation, situational analysis and awareness generation, and develop attitudes helpful for effective team</p> <p>Suggested equivalent online courses:</p> <p>www.ignou.ac.in</p>		

**B.A. 3rd Year (Semester 6) Paper 1
(Theory)**

Programme/Class: Degree/BA		Year: Three	Semester: Sixth
Subject: Social Work			
Course Code: A160601T		Course Title: Social Legislation and Policy(Theory)	
<u>Course outcomes:</u> <ul style="list-style-type: none">• Able to understand concept of social welfare and social welfare administration• Able to understand the Structure and components of social welfare administration			
Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 4/w			
Unit	Topic		No. of Lectures
I	Social Legislations 1. Social Legislations: Meaning and characteristics 2. Needs and Objectives of social legislations 3. Scope of social legislations		7
II	Source, Making and Functions of Social Legislations: 1. Source of Social Legislations – legal and social 2. Makers of Social Legislations at central, state and local level 3. Functions of Social Legislations		7
III	Some Social Legislations: 1. Salient Features of Dowry Prohibition Act, 1961 and its Amendments; 2. Salient Features of Protection of Women from Domestic Violence Act, 2005; 3. Salient Features of Right to Information Act, 2005 and its Amendments.		8
IV	Constitution of India: 1. Brief introduction to Drafting of Indian Constitution; 2. Preamble- Characteristics 3. Introduction to Fundamental Rights & Duties, and Directive Principles of State Policy.		8
V	Introduction to Social Policy 1. Social Policy: Concept, characteristics and objectives 2. Social Policy: Principles, models and scope 3. Sources of social policy: Ideology, public opinion and Indian constitution		8

VI	Understanding Social Planning <ol style="list-style-type: none"> 1. Social Planning: Concept and objectives 2. Social Planning: Principles, functions and content 3. Level of Social Planning in India: National, State and District 	8
VII	Review of Social Policies in India <ol style="list-style-type: none"> 1. Health 2. Education 3. Disability 	7
VIII	Review of Social Welfare Policies in India <ol style="list-style-type: none"> 1. Child Welfare 2. Women Welfare 3. Labour Welfare 	7

Suggested Readings:

1. Bakshi PM (2007), Constitution of India, Delhi: Universal Law Publishing House
2. Basu, D. D. (2015). Introduction to Constitution of India. 22nd Edition. Mumbai: LexisNexis.
3. Gangrade KD (1978), Social Legislation in India, New Delhi, Concept pub
4. Gaur K. D. (2004) A Text Book on the Indian Penal Code, Delhi: Universal Law Publication Co.
- Government of India. (1956), Social Legislation, New Delhi, Govt of India
5. Kulkarni, P. D. (1979). Social Policy and Social Development in India, Madras: Association of Schools of Social Working India
6. Agrawal. G K. Welfare and Social Legislation in India (Hindi)”, sbpd publishing house

This course can be opted as an elective by the students of following subjects: Open for all The eligibility for this paper is 10+2 with any subject

Suggested Continuous Evaluation Methods

A) Semester End Examination :75 marks
 B). Internal Assessment:25marks (Sessionals-10, Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05)
 Assignment / Test / Quiz(MCQ) / Seminar/ Presentation

Suggested equivalent online courses:

www.ignou.ac.in

B.A. 3rd Year (Semester 6) Paper 2 (Theory)

Programme/Class:Degree/BA		Year: Third	Semester: Sixth
Subject: Social Work			
Course Code: A160602T		Course Title: Counseling and Guidance(Theory)	
<u>Course outcomes:</u> <ul style="list-style-type: none">• To understand the basics of counseling and guidance• Able to understand the theories of counseling• Able to develop application of various counseling techniques with special groups• Able to understand linkages of counseling and guidance in Social Work			
Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 4/w			
Unit	Topic		No. Of Lectures
I	Introduction to Counseling and Guidance 1. Concept and Definitions of Counseling and Guidance 2. Principles of Counseling 3. Areas of counselling (educational, personal growth, vocational, trauma, mental health, child guidance, old age, rape victim, persons with special need)		8
II	Counseling Process 1. Relationship building and problem assessment 2. Goal setting and counselling intervention 3. Evaluation, Termination and follow up		7
III	Techniques and Procedures of Guidance 1. Cumulative records 2. Case study 3. Adjustment inventory		7
IV	Theories of Counseling 1. Behaviourism 2. Psychodynamic theory 3. Cognitive theory		8
V	Counseling with Special Groups 1. Characteristics and Needs of Special Groups: children, adolescent, elderly 2. Counseling and Guidance with Delinquents, School Drop-outs, HIV – AIDS Patients, Processes and Social Work Intervention 3. Role of Teachers, Parents, Counsellors/ Psychologists		8

VI	Individual <ol style="list-style-type: none"> 1. Understanding Individual 2. Skills in individual counselling (attending, silence, reflecting and paraphrasing, clarifying and the use of question, focusing). 3. Advantages of individual Counseling 	7
VII	Group Counseling and Guidance <ol style="list-style-type: none"> 1. Concept and nature of group counselling 2. Advantages of group counselling 3. Skills of Group Facilitation (including dealing with conflict, personal warmth, courage, flexibility and ability to confront) 	7
VIII	Ethics and values in counselling <ol style="list-style-type: none"> 1. Ethics of client autonomy 2. Ethical and legal issues in counselling 3. values in counselling (compassion, collaboration, confidentiality, respect for autonomy, integrity) 	8
	Suggested Reading <ol style="list-style-type: none"> 1. Nayak, A. K. (2007). Guidance and counselling. New Delhi: APH Publishing. 2. Nugent, F (1990) An introduction to the profession of counselling. Columbus, Ohio: Merrill Pub. co. 3. V.C. Pandey (2007) Educational Guidance and Counselling Paperback - 	
This course can be opted as an elective by the students of following subjects: Open for all		
Suggested Continuous Evaluation Methods: A) Semester End Examination :75 marks B). Internal Assessment:25marks (Sessionals-10, Assignment/ Research Orientation of Students: 05, Assignment Presentation: 05, Class Participation: 05) Assignment / Test / Quiz(MCQ) / Seminar/ Presentation		
Suggested equivalent online courses: https://sites.google.com/site/ignouhelpbooks22/ES-363%20Block-4%20Guiding%20Students%20with%20Special%20Problems%20-4.zip?attredirects=0&d=1		

B.A.3rd Year (Semester 6)**Paper 4 Practical**

Programme/Class: Degree/BA		Year: Third	Semester: Sixth
Subject: Social Work			
Course Code: A160604P		Course Title: Field Work Practicum in Specialty	
Course outcomes: 1 To understand the agency set up in relation to service delivery system 2 To understand the needs, problems and Programmes for different target groups 3 To network with other organizations 4 To develop Skills in report writing and use of supervision.			
Credits: 2		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks:40	
Total No. of Lectures-Tutorials-Practical (in hours per week): P- 2/w			
Unit	Topic		No. of Lectures
	Field Work Tasks /Activities 1 Familiarization with agency, its objectives and Programmes. 2 Familiarization with Community people and prepare Community profile. 3 Explore and analyze the needs, problems and re- sources of individuals, groups and communities. 4 Organize activities with groups of women, children, youth and other population groups. 5 Mobilize resources and develop network with other institutions/organizations working in the neighboring areas. 6 Understand power structure of surrounding area and of local Community leaders and stakeholder		
This course can be opted as an elective by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: Field Specialization Report :50% Viva Voce: 50%			

B.A. 3rd Year(Semester 6)
Paper 3
(Project)

Programme/Class	Year: Third	Semester: Sixth
Subject: Social Work		
Course Code: A160603R	Course Title: NGO and Project Formulation	
Course outcomes: <ul style="list-style-type: none">• To know the concept and basic features of NGO• Know various Acts and legal provisions concerning to societies, trusts and charitable endowments• To develop ability to manage N.G.Os• To know the how to formulate project• Able to do evaluation and report writing		
Credits: 3		Core Compulsory
Max. Marks: 25+75		Min. Passing Marks:40

Total No. of Lectures-Tutorials-Practical (in hours per week): P- 3/w		
Unit	Topic	No. Of Lectures
I	Introduction to NGO <ol style="list-style-type: none"> 1. N.G.O.: Meaning, Objectives and Characteristics 2. N.G.O.: Object of association, memorandum of association, By-Laws and process of registration. 3. N.G.O. and Public private partnership 	
II	Understanding Legal Provisions <ol style="list-style-type: none"> 1. The Societies Registration Act, 1860 2. The Charitable Endowments Act, 1890 3. The Indian Trust Act, 1882 4. Foreign Contribution and Regulation Bill 2020 	
III	Conceptual Framework of Project Formulation <ol style="list-style-type: none"> 1. Project: Concept, Meaning, characteristics and types 2. Project Formulation: Meaning, need and objectives 3. Requirements and Factors Affecting Project Formulation 	
IV	Project Evaluation <ol style="list-style-type: none"> 1. Project Evaluation: Meaning, definition and objectives 2. Participatory Evaluation: Types and steps 3. Project report: Objectives and characteristics 	

	<p>Suggested Readings:</p> <ol style="list-style-type: none"> 1. Batra, Promod and Mahendra, Deepak (1993) Management Ideas In Action Delhi: Think Line 2. Chowdhary, S. (1990) Project Management. Delhi: Tata McGraw-Hill. 3. Fernandes, W. (1989). Voluntary Action and Government Control, Indian Social Institute. 4. Fred Setterberg, Kary Schulman (1985), Beyond Profit: Complete Guide to Managing the Non Profit Organizations, New York: Harper & Row. 5. Frenda, M. (2005): Voluntary Actions and Local Development, Young India Foundation, New Delhi. Garain, S. (1998) : Organizational Effectiveness of NGOs, Jaipur : University Book House 6. Gregory Dees, Jed Emerson, Peter Economy (2002), Enterprising Non-Profits – A Toolkit for Social Entrepreneurs, New York: John Wiley and Sons. 	
	<p>Note: The format for preparing framework for synopsis of the project are:</p> <ul style="list-style-type: none"> • Identification of issue and development of proposal • Literature review • Objectives • Research methodology (Universe, Sampling, Tool Preparation) • Data collection • Analysis and interpretation of data • Report writing 	
This course can be opted as an elective by the students of following subjects: Open for all		
<p>Suggested Continuous Evaluation Methods:</p> <p>Formulation of Project of any Social Problem & Preparation of an education aid/kit.: 75 marks</p> <p>Viva voce: 25 marks</p>		
<p>Suggested equivalent online courses:</p> <p>http://ignou.ac.in/userfiles/Guidelines%20for%20SOSW-P(1).pdf</p>		