

Swami Vivekanand University, Sagar (M.P.)

**As per model syllabus of U.G.C. New Delhi, drafted by
Central Board of Studies and Approved by Higher
Education and the Governor of M.P.**



कला एवं समाज विज्ञान संकाय

**Faculty of Art & Social Science
Syllabus & Prescribed Books**

Subject-Social Work

**M.A. Semester Examination
2016-18**

I to IV Semester

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COURSEWISE SCHEME IST SEMESTER

- | | | | |
|-------------------------|--------------------|-------------------------------|-------|
| 1. Course Code | : MSW | 4. Total Marks | : 200 |
| 2. Course Name | : M.A. Social Work | 5. Minimum Passing Percentage | : 36 |
| 3. Total Theory Subject | : 4 | | |

Sub. Code	Subject Name	Theory										Practical		Total	
		Paper					CCE		Total Marks						
		1st	2nd	3rd	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	
Compulsory															
MSW 101	Introduction of Social Work Profession -I	42	0	0	42	15	8	3	50	18	0	0	50	18	
MSW 102	Man Society and Dynamics of Human Behavior-I	42	0	0	42	15	8	3	50	18	0	0	50	18	
MSW 103	Methods and Fields of Social Work -I	42	0	0	42	15	8	3	50	18	0	0	50	18	
MSW 104	Social Work, Research and Statistics -I	42	0	0	42	15	8	3	50	18	0	0	50	18	



M.A. SOCIAL WORK

SEMESTER – I

PAPER – I

Title – Introduction to Social Work Profession-I

Unit - I : Historical Development of Social work

- I Indian History and Ideologies for Social Change – Ancient Period, Medieval Period and Modern Period.
- II Development of Social work in India, UK and USA.

Unit - II : Social Work as profession

- I Attributes of a profession and Professionalisation of Social Work
- II Definition Principles, Goals, functions, Roles, Approaches and Process of Social work.

Unit - III : Social welfare Administration

- I Social Welfare Administration Concept, Need Objectives, Principles and Functions.
- II Social Welfare Administration in India – Central, State and District Level.
- III Ideology of Voluntary Organisation.



Unit - IV : Social Policy and Planning

- I. Fundamental Rights and Directive Principles of State Policy as Values Underlying social Policy.
- II. Concept, Objectives, Dimensions, Types and Stages of Social Policy ; Different Sectoral Policies in India.

Unit - V : Social Legislation and Human Rights

- I. Concept, Scope, Objectives and Need of Social Legislation in India and the problem of Implementation.
- II. Legal Aid. Public Interest litigation and Lok Adalats Role of Social Worker in Social Legislation.
- III. Human Rights and its role in the contemporary Society.



M.A. SOCIAL WORK

SEMESTER - I

PAPER - II

Title – Man, Society and Dynamics of Human Behaviour – I

Unit - I : Sociology as social science

- I Meaning, Scope and Significance of Sociology,
- II Relationship of Sociology with History. Economics, Politics, Psychology, Anthropology and Social Work.

Unit - II : Social Groups and Institutions

- I Meaning and types of Social Groups Primary and Secondary, In-Group and out-group & Reference Group.

Unit - III : Indian Society

- I Social Stratification in India : Meaning of Caste and Class.
- II Social Movement in India: Social reform movements, peasant movement, trade union movement.



Unit - IV : Human Behaviour

- I Determinants of human behaviour : Heredity and Environment.
- II Theories of Human Development : Freud's Psycho-Sexual theory. Erikson's Psychosocial theory, Piaget's theory of Cognitive Development.

Unit - V : Social Behaviour

- I Attitude : Nature, Types and Formation of Attitude.
- II Prejudice and Discrimination : Origins, Effects and Maintenance



M.A. SOCIAL WORK

SEMESTER – I

PAPER - III

Title – Methods and Fields of Social Work – I

**Unit - I : Working with Individuals/ families
(Social Case work approach)**

- I Introduction of Social Case Work as a Method of Social Work.
- II Components of Social Case Work.
- III Philosophical assumptions and case work Values.
- IV Case Work Process : Study Assessment, Intervention, Fermination and Evaluation

**Unit - II : Working with Groups – I
(Social Groups work)**

- I. Understanding of Groups
- II. Characteristics and significance of Groups
- III. Definition of Social Group Work
- IV. Characteristics of Social Groups Work
- V. Purpose of Social Group Work

Unit - III : Working with Communities

- I. Concept, Scope and importance of Community Organisation



- II. Community organization as a Method of Social Work
- III. Basic assumptions in Community Organisation
- IV. Concept of Empowerment
- V. Concept definition and principles of Community development
- VI. Concept of self-help

Unit - IV : Social Action and Management of Developmental Services

- I. Concept of Social Action
- II. Goals, Steps and procedures of social action
- III. Development and welfare organisation's response to societal needs role of state, voluntary and corporate sector
- IV. Establishments, registration different types of legislations, legal status, Rules and Procedure, Goals

Unit - V : Fields of social work

- I. Child Welfare
- II. Woman Welfare
- III. Youth Welfare
- IV. Family Welfare
- V. Labour Welfare
- VI. Welfare of the Aged
- VII. Welfare of the Disabled



M.A. SOCIAL WORK

SEMESTER - I

PAPER - IV

Title – Social Work Research and Statistics

Unit - I : Scientific Method

- I Nature of scientific method and its application to social phenomenon, nature, importance and scope of social research. Theory and facts, Interplay between pure and applied research.

Unit - II : Social Research Tools

- I. Social survey: Types, Social survey and research, social welfare survey.
- II. Hypothesis: Characteristics of usable hypothesis, types, source, formulation and utility.

Unit - III : Research Design

- I. Design of Research: Their types – exploratory, descriptive diagnostic and experimental.



Unit - IV : Research Methods, Research Methods case study. Statistical Method, Experiential method, experiment method & Historical Methods.

- I. Research Methods : Case study, Statistical method, Experimental method, Historical method

Unit - V : Quantitative analysis

- I. Measure of central tendency – mean, median, mode.
- II. Measures of dispersion – range quartile deviation, mean deviation, standard deviation, and coefficient of variation.



M.A. SOCIAL WORK

Semester – II

- | | | |
|-----------|---|--|
| Paper I | - | Introduction to Social Work Profession- II |
| Paper II | - | Man, Society and Dynamics of Human
Behaviour – II |
| Paper III | - | Methods and Fields of Social Work – II |
| Paper IV | - | Social Work Research and Statistics – II |
| Paper V | - | Project Work (Including Practicals) |



COURSEWISE SCHEME

IInd SEMESTER

- | | | | |
|-------------------------|--------------------|-------------------------------|-------|
| 1. Course Code | : MSW | 4. Total Marks | : 200 |
| 2. Course Name | : M.A. Social Work | 5. Minimum Passing Percentage | : 36 |
| 3. Total Theory Subject | : 4 | | |

Sub. Code	Subject Name	Theory									Practical		Total	
		Paper					CCE		Total Marks					
		1st	2nd	3rd	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.
Compulsory														
MSW 201	Introduction to Social Work Profession-II	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 202	Man Society and Dynamics of Human Behavior-II	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 203	Methods and Fields of Social Work-II	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 204	Social Work, Research and Statistics-II	42	0	0	42	15	8	3	50	18	0	0	50	18



M.A. SOCIAL WORK

SEMESTER - II

PAPER - I

Title - Introduction to Social Work Profession -II

Unit - I : Ideologies of Social Work

- I Western History and Ideologies for social Change -
Medieval Period : Judeo Christian Ideologies, Secular
Humanism, Utilitarianism and socialism, Liberalization and
Globalization, Humanitarianism and Charity.

Unit - II : Social Work as a practice

- I Values and Ethical Responsibilities in social Work,
Personal Attributes and Guidelines for a Social Worker.
- II Nature of Social Work Intervention, Process of Change
and the systems involved.

Unit - III : Social Welfare practice

- I Working in Professional Team, Supervision and
Reporting.
- II Communication in an organisation, Essential
components, Types, Barriers, Decision Making Levels and
Methods.



Unit - IV : Social policy and development

- I Concept and Approaches of Social and Developmental Planning. Planning for Social Welfare in India, Five Year Plans in India, Agencies of Social Planning.
- II Concept, Features, Indicators, Strategies and Perspectives of Social Development in India; Socio-Economic Development, Gandhian Concept of Development

Unit - V : Social Legislation and Constitution.

- I Objectives and Salient Features of
 - a. Hindu Marriage Act 1955
 - b. Special Marriage Act 1954
 - c. Prohibition of Dowry Act 1961
 - d. Child Marriage Restraint Act 1929
 - e. Hindu Adoption and Maintenance Act 1956
 - f. Consumer Protection Act 1986 (Amendment in 2002)
 - g. Child Labour (Prohibition and Regulation) Act 1986
 - h. Juvenile Justice Act 2000
 - i. Probation of Offenders Act 1958
 - j. Protection of Civil Right Act 1976
 - k. Prevention of Immoral Traffic Act
 - l. Equal Remuneration Act 1976
 - m. Minimum Wages Act
 - n. Bonded Labour (Abolition) Act 1976
 - o. Persons with Disabilities Act 1995
 - p. Legislation on Pregnancy termination and feticide
 - q. Reproductive and Sexual Health Issues



M.A. SOCIAL WORK

SEMESTER - II

PAPER - II

Title - Man, Society and Dynamics of Human Behaviour-II

Unit - I : Sociology concepts

- I Concept of Social Structure, Social Systems and Sub-Systems, Status and Roles.
- II Social Control : concept and Agencies.
- III Culture : meaning and contents – traditions, customs, values, norms, Folkways and mores.

Unit - II : Social organisation and reality

- I Type of Social Institutions: Marriage, Family, Religion State and Property.
- II Power and Authority : concept and type.
- III Problems of Family and Marriage : Divorce, Desertion, Dowry & Family conflicts.

Unit - III : Social Problems

- I Problems of Social Deviance : Crime, Juvenile Delinquency, Beggary, Drug Abuse and AIDS.
- II Problems of Structural Change : Casteism, Communalism, Youth Unrest and Regionalism.



- III Problems of Industrialisation and Urbanisation, Growth of Slums, Urban Growth in India and consequences.
- IV Problems of Social System : Illiteracy Unemployment, Malnutrition, Poverty, Backwardness and Destitution.

Unit - IV : Behavioural Management

- I Personality : Concept, Structure and factors influencing personality
- II Management of Stress
- III Concept of Emotional Quotient (EQ)

Unit - V : Social Dynamics

- I Aggression : Nature, Causes and Control
- II Groups : Nature and Function, Decision Making by Groups



M.A. SOCIAL WORK

SEMESTER - I

PAPER - III

Title – Methods and Fields of Social Work – II

**Unit - I : Working with Individuals/ families
(Social Case work techniques)**

- I Understanding the Client Systems : Theory and Approaches.
- II Case work tools : Interview, Home Visit, Observation, Listening, Communication Skills, and Rapport Building.
- III Recording in Social Work.
- IV Techniques of Social Case Work : Supportive, Recourse Enhancement and Counseling.

**Unit - II : Working with Groups – II
Applied Social Groups work**

- I. Scope and Historical Evolution of Social Group Work
- II. Values and Principles of Social Group Work
- III. Group work as a method of Social Work
- IV. Phases of Group Work Practice
- V. Group Work Recording



Unit - III : Community organization and Development

- I. Understanding Human Rights in community organization practice
- II. Concept and dimensions of power relevant to Community Organisation
- III. Social goals in Community Development
- IV. Components and strategy for development
- V. Decentralization and Panchayati-Raj

Unit - IV : Social Action and Management of welfare

- I. Financial Resources, Organisation budget, Sources of Finance, Fund Raising Records and Audit
- II. Formulation of Project Proposals, implementation. Monitoring and Evaluation
- III. Programme Management: Long-Term, Short-Term. Documentation

Unit - V : Social work services

- I. School Social Work
- II. Disaster Management
- III. Medical and Psychiatric Services
- IV. Correction and Services



M.A. SOCIAL WORK

SEMESTER - I

PAPER - IV

Title – Social Work Research and Statistics -II

Unit - I : Social Research

- I. Social Work Research: Nature, Goals and function, basic and operational research.

Unit - II : Social Research Techniques

- I. Mailed Questionnaire, case study, sociometry and projective techniques.

Unit - III : Sampling Techniques

- I. Basic ideas of sampling: Sampling Methods Random, Non Random Sampling.
- II. Types of sampling designs: Stratified, Purposive and Convenience.
- III. Determination of sample size, Limitations of Sampling.



Unit - IV : Methodology : Content Analysis, meaning definition, objective and scope of different methods

- I. Content analysis meaning definition. Objective and scope of different methods.

Unit - V : Quantitative techniques

- I. Association between attributes Yule's Q, chi-Square.
- II. Simple correlation: Ungrouped data.



COURSEWISE SCHEME IIIst SEMESTER

1. Course Code : MSW 4. Total Marks : 200
 2. Course Name : M.A. Social Work 5. Minimum Passing Percentage : 36
 3. Total Theory Subject : 4

Sub. Code	Subject Name	Theory									Practical		Total	
		Paper					CCE		Total Marks					
		1st	2nd	3rd	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.
Compulsory														
MSW 301	Computer Application & social work – I	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 302	Community Organization and Social Development-I	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 303	Urban Community Development – I	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 304	Rural community Development and Democratic Decentralization– I	42	0	0	42	15	8	3	50	18	0	0	50	18



M.A. (Social Work) Semester – III

Compulsory Paper-I – COMPUTER APPLICATIONS IN SOCIAL WORK-I

Introduction

Information Technology (IT) has emerged as an inseparable component of every profession. In the present scenario Social work cannot afford to distance itself from the beneficial application of information technology. Since the information technology has added beneficial application of information technology. Since the information technology has added efficiency and opened up windows of brighter possibilities in social work profession aspiring social work professionals need to have an orientation to the advancements of information technology.

Objectives

- a. To acquaint students about the basic concepts and functioning of computer.
- b. Help students appreciate the application and benefits of information technology.
- c. Help students to develop skills in office automation processes.
- d. Inform students about the latest supplementary applications of IT in social work profession.

Unit-I 1. Introduction to computers

2. Applications of Computer in Social Work

Unit-II 1. Introduction to Operating System, MS Windows 98 and Windows XP.

2. Word Processing through MS Word.

Unit-III 1. Internet : Concept, Functioning and Uses.

2. Web Basics : URL, HTML Protocols and Domains

Unit-IV 1. Data Base Management system (DBMS), Importance and Applications

2. Accounting Information System

Unit-V 1. Management Information System (MIS)

2. Flow Charts, Decision Trees and Data Flow Diagrams.



Practical

The students are required to conduct the practical works assignments given to them. These assignments will be valued internally.

Required Readings

- | | | |
|-----------------------|---|-------------------------------------|
| 1. Donald h. Saunders | : | Computer today |
| 2. Sinha P.K. | : | Computer fundamentals |
| 3. Awad E. | : | System Analysis & Design |
| 4. Data Cj | : | An Introduction of Database systems |
| 5. Lee | : | Systems Analysis and Design |
| 6. Lonnie E Moseley | : | MS Office |
| 7. David M. Boodey | : | MS Office |



M.A. (Social Work)

Semester – III

Paper – II

Community Organization and Social Development-I

Introduction

Community organization as a method of social work practice, is seen as a means to facilities communities towards self-directed change. Community organization is seen as a means as well as an end, where collective processes sustain the community's capacity to bring about change. This course provides a critical and analytical framework to understand key concepts, development processes and current issues.

Objective :

- a. Highlight the relevance of community organization as method of professional social work practice.
- b. Develop an attitude and skill for participatory processes.

Unit-I Community organization practice

1. Community Organization – concept, Aims, Methods, Types of Practice, Values and Principles.
2. Historical Development of Community Organization.

Unit-II Personnel Function

1. Role of community Organiser and Skills needed .
2. Skills of Community Organization Practitioner in Problem analysis resource mobilization, conflict resolution, organising meetings writing and documentation and networking training.
3. Recording in community organization.

Unit-III Social Development – The Concept

1. Defining Social Development.
2. Indicators, Approaches, Goals and Objectives of Social Development
3. Area Development, Regional Imbalances and Power Shifts.

Unit-IV Social Development in India

1. The historical and social context of Development in the Indian subcontinent in the Pre-Independence Phase.
2. The Post Independence Phase.

Unit-V Development Sectors and Understanding of nature of Intervention themes



1. Rural Development Organisation and land Reforms Green Revolution.
2. Industrialization and Urban Development
3. Labour Relations, Gender Issues

Method of Assessment

Theory 80% Practicals 20% Total 100%.

Reference:-

1. Bhattacharya, Sanjay-Social Work an Integrated Approach, Deep & Deep Publications, New Delhi.
2. Brager G. and Spectit H- community Organisation- New York, Columbia University, Press.
3. Desai V- Rural Development (Vol.-1) Mumbai, Himalaya Publishing University, Press.
4. Gangrade K.D. – community Organization in India, Bombay Popular Prakashan.
5. Government of India-Five-Year Plan Documents.
6. Jacob K.K.-social Development Perspectives.
7. Joshi P.C.-Land Reforms in India.
8. Mc Miller W-Community Organisation for Welfare- Chicoga, University of Chicago Press.
9. Rao D.B.- World Summit for Social Development.
10. Ross Hurry G.-Community Organization, Theory Principles and practice, new York, Harper and Road
11. Sachs W-Development Dictionary
12. Siddiqui H.Y-Working with communities : An Introduction to Community work, New Delhi, Hira Publications.
13. UNDP-Human Development Reports, Oxford University Press.
14. World Bank- World Development Reports (Annual).
15. Encyclopedia of Social Work.
16. Encyclopedia of social Work.
17. Journals recommended Kurukshetra, social Welfare Yojana, Social



M.A. (Social Work)
Semester – III
Paper – III Urban Community Development-I

Introduction

This course aims at helping trainees to develop skills of analysis of urban community, understand their socioeconomic status and programme available.

Objectives:

- a. Be equipped with a theoretical framework to analyse urban community development programmes.
- b. Gain information and overall understanding of the socio-economic situation of urban communities.
- c. Review the role of professional social workers in the development of urban **Unit - V** communities.

Unit-IAnalysing Communities

1. Community - Types of Communities. Main Features as a Social System.
2. Structural and functional aspects of community.
3. Cause of Rapid Urban Growth and its impact on wider community.

Unit II Urbanisation And Urban Planning

1. Urbanisation Concept, Causes, Process and Significance.
2. Urbanism and Urbanisation
3. Urbanisation in India, Analysis of Urban Problems

Unit - III Urban Community Development

1. Urban Community Development- Concept. Philosophy and Historical Development in India.
2. Urban Community in India - Nature, Characteristics, types and Major problems.

Unit –IV Urban Social Welfare

1. Concept of Social Education and its importance in Community Development
2. The importance of leadership and Power Structure in Community Work



3. Social Advocacy for Community Welfare

Unit-V Voluntary Action and Urban Development

1. Voluntarism in Urban Community Development - Role of Voluntary agencies. strategies and problems of civic awareness and people's participation.
2. Role of professional social workers in the development of Urban communities in India.

Method of Assessment :

Theory 80% Practicals 20% Total 100%/

References:

1. Bose A.B. - Urbanisation in India
2. Centre for Urban Studies - Urban Planning and Development Authorities.
3. Cilnard MB. - Slums and Community Development
4. Mishra R.R - Regional Planning and National Development s-i 3.
5. Nagpal Hans - Modernisation and Urbanisation in India
6. Reinfield E.C. - Urban Government . 5.
7. Reiss and Hatt - Cities and Society Unit - III
8. Roy. Turner - India's Urban Future
9. Woodbury C - Urban Development, Problems and Practice.



**M.A. (Social Work)
Semester - III**

Paper – IV Rural Community and Democratic Decentralization –I

Introduction

This course aims at helping trainees to develop skills to prepare themselves to mobilize resources for the sustainable rural community development. It also provides insight to the students regarding various problems. Needs and relevance of Rural Community Development in the field of social work and the techniques and tools for achieving the goals.

OBJECTIVES:

- a. Develop skills to analyze communities and their problems
- b. Critically evaluate the role of voluntary agencies in rural development and various strategies adopted for rural reconstruction
- c. Highlight the relevance of Panchayati Raj and Self-Help-Groups in Sustainable Development.
- d. Understand various aspects of rural life

Unit-I Analysing Rural Community

1. Nature and Characteristics of Rural Society.
2. Organization and Structure of Rural Society - Family, Caste, Class and Occupation.

Unit-II Concept of Rural Community Development

1. The Concept, Principles and Methods of Rural Community Development
2. Models of Community Development and Early experiments in Rural Community Development
3. Community Development Blocks

Unit-III Democratic Decentralization and Panchayati Raj

1. Meaning of Decentralization.
2. Origin, Philosophy and Pattern of Panchayati Raj Administration in India
3. Structure and functioning of Panchayati Raj Institutions in Various States With Special Reference to Madhya Pradesh

Unit-IV Strategy for Rural Development

1. Role of Voluntary Organisation in Sustainable Rural Development
Types, Approaches, Role and Effects of their intervention



2. Role of Science and Technology for Sustainable Development Planning for Rural Development

Unit-V Social Analysis and Resource Mobilisation

1. Analysis of Community Problems, Steps and Procedures
2. Identification of Major Characteristics of a Community, Identification, Resources and Problems.
3. Programmes for Rural Development, By Government and Non-Government Organisations

Method Of Assessment

Theory 80% Practicals **20%** **Total 100%**

References:

1. Abdul kalam APJ and Rajan Y.S. India 2020 - Vision for the new millennium Penguin Books, New Delhi (2002)
2. Barua, Jayanthi (2001) Social Mobilisation and Modern Society, Mittal Publication, New Delhi
3. Dahana OP.- Extension and Rural Welfare
4. Dayal R - 1960 - Community Development Programme in India - Allahabad Kitab Mahal Publications
5. Desai V - Rural Development (Vol. I to VI)
6. Encyclopedia of Social Work. (Vol. I to IV) government of India.
7. Gopal Iyer K, Sustainable Development, Ecological and Socio - Cultural Dimensions, Vikas Publishing House Pvt. Ltd. New Delhi (196)
8. Goyal S.L. and Jam R.K. - Social Welfare Administration Vol. I to 11(1998) Dee & Deep Publications, New Delhi.
9. Jam S.C. - Community Development and Panchayati Raj In India.
10. Jainendra Kumar Jha - Encyclopedia of Social Work.
11. Karl, Marilee, 1995 "Women and Empowerment participation and Decision Making, Zed Books Ltd. London and New Jersey
12. Mukherjee B - Community Development in India
13. Madan G. R. 1956 - Indian Social Problems Vol. II - Allied Publishers. Delhi
14. Sushma Sahay (1998) Women and Empowerment - Approaches and Strategies Discovery Publishing House, New Delhi
15. Singh K. - Indian Social System
16. Shalini Rajneesh - Rural Development through Democratic Decentralisation
17. Vidhya Bhushan & D.R. Sachdeva - An Introduction to Sociology
18. Journals recommended: Kurukshetra, Social Welfare, Yojana, Social Action;



COURSEWISE SCHEME IVST SEMESTER

1. Course Code	: MSW	4. Project Marks	: 50
2. Course Name	: M.A. Social Work	5. Total Marks	: 250
3. Total Theory Subject	: 4	6. Minimum Passing Percentage	: 36

Sub. Code	Subject Name	Theory									Practical		Total	
		Paper					CCE		Total Marks					
		1st	2nd	3rd	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.
Compulsory														
MSW 401	Computer Application & social work – II	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 402	Community Organization and Social Development-II	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 403	Urban Community Development – II	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 404	Rural community Development and Democratic Decentratisation– II	42	0	0	42	15	8	3	50	18	0	0	50	18
MSW 405	Project Work	0	0	0	0	0	0	0	50	18	0	0	50	18



**M.A. (Social Work)
Semester - IV
Compulsory Paper – I
COMPUTER APPLICATIONS IN SOCIAL WORK-II**

Introduction

Information Technology (IT) has emerged as an inseparable component of every profession. In the present scenario Social work cannot afford to distance itself from the beneficial application of information technology. Since the information technology has added beneficial application of information technology. Since the information technology has added efficiency and opened up windows of brighter possibilities in social work profession aspiring social work professionals need to have an orientation to the advancements of information technology.

Objectives

- a. To acquaint students about the basic concepts and functioning of computer.
- b. Help students appreciate the application and benefits of information technology.
- c. Help students to develop skills in office automation processes.
- d. Inform students about the latest supplementary applications of IT in social work profession.

- Unit-I**
1. Software and Hardware
 2. Capabilities and Limitations of Computer



- Unit-II**
1. Presentation with MS Power Point.
 2. Spreadsheet Applications with MS Excel.
- Unit-III**
1. Email and Search engines.
 2. Web Browsers.
- Unit-IV**
1. Office Automation
 2. File Handling
- Unit-V**
1. Types of Computer Networks: LAN, WAN and MAN.
 2. Computer Virus – concept and types.

Practical

The students are required to conduct the practical works assignments given to them. These assignments will be valued internally.

Required Readings

1. Donald h. Saunders : Computer today
2. Sinha P.K. : Computer fundamentals
3. Awad E. : System Analysis & Design
4. Data Cj : An Introduction of Database systems
5. Lee : Systems Analysis and Design
6. Lonnie E Moseley : MS Office
7. David M. Boodey : MS Office



M.A. (Social Work)

Semester – IV

Paper – II

Community Organization and Social Development-II

Introduction

Community organization as a method of social work practice, is seen as a means to facilities communities towards self-directed change. Community organization is seen as a means as well as an end, where collective processes sustain the community's capacity to bring about change. This course provides a critical and analytical framework to understand key concepts, development processes and current issues.

Objective :

- a. Highlight the relevance of community organization as method of professional social work practice.
- b. Develop an attitude and skill for participatory processes.
- c. Critically understand the concept and process of social development.
- d. Develop the capacity to identify linkage between social needs, problems development issues and policies.



Unit-I Community organization practice

1. Relevance of Community Organization as a Method of Social Work.
2. community Process and Community Organization.
3. Ethics of Community Organiser and Skills needed.

Unit-II Personnel Function

1. Participatory Rural Appraisal and Participatory learning Appraisal.
2. Social Mobilisation.

Unit-III Social Development – The Concept

1. Various Social Problems and their Impacts on social Development.
2. Sustainable Development

Unit-IV Social Development in India

1. Government Measures and the Five-year Plans.
2. Social Movements
3. Social Development as a Process of Social Change.

Unit-V Development Sectors and Understanding of nature of Intervention themes

1. Environmental issues (Land, Water, Forest)
2. Education, Health

Method of Assessment

Theory 80% Practicals 20% Total 100%.



Reference:-

1. Bhattacharya, Sanjay-Social Work an Integrated Approach, Deep & Deep Publications, New Delhi.
2. Brager G. and Spectit H- community Organisation- New York, Columbia University, Press.
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14. World Bank- World Development Reports (Annual).
15. Encyclopedia of Social Work.
16. Encyclopedia of social Work.
17. Journals recommended Kurukshetra, social Welfare Yojana, Social



M.A. (Social Work)

Semester – IV

Paper – III Urban Community Development-II

Introduction

This course aims at helping trainees to develop skills of analysis of urban community, understand their socioeconomic status and programme available.

Objectives:

- a. Be equipped with a theoretical framework to analyze urban community development programmes.
- b. Gain information and overall understanding of the socioeconomic situation of urban communities.
- c. Review the role of professional social workers in the development of urban Unit - V communities.

Unit-I Analysing Communities

1. Slums in India - Growth, Types, Major Characteristics problems, approaches and programmes for their improvement.
2. Structure and functions of Urban Local Self Government:-Municipal Corporations, Municipalities, Cantonment Boards etc.



Unit- II Urbanization And Urban Planning

1. Planning for Urban Community Development: Nature, Problems and Techniques. Concept of Regional Planning and Development.
2. Urban Community Development in Indias Five -Year Plans

Unit- III Urban Community Development

1. Urban Community Development - Need, objective and Approaches.
2. CD. in different settings with special reference to Urban C.D.
3. Urban Community Development - A Critical appraisal.

Unit -IV Urban Social Welfare

1. Significance of Pressure Groups in Community Welfare
2. Major Agencies of Urban Community Development in India - With Special Reference to Madhya Pradesh - Department of Town and Country Planning. Housing Board; City Development Authority etc.

Unit-V Voluntary Action and Urban Development

1. Principles of Urban Community by Development.
2. Importance of Social Analysis in problem solving process.

Method of Assessment :

Theory 80% Practicals 20% Total 100%/



M.A. (Social Work)
Semester – IV
Paper – IV Rural Community and Democratic
Decentralization-II

Introduction

This course aims at helping trainees to develop skills to prepare themselves to mobilize resources for the sustainable rural community development. It also provides insight to the students regarding various problems, needs and relevance of Rural Community Development in the field of social work and the techniques and tools for achieving the goals.

OBJECTIVES:

- a. Develop skills to analyze communities and their problems
- b. Critically evaluate the role of voluntary agencies in rural development and various strategies adopted for rural reconstruction
- c. Highlight the relevance of Panchayati Raj and Self-Help-Groups in Sustainable Development.
- d. Understand various aspects of rural life

Unit-I Analysing Rural Community

1. Characteristics of Rural Life.
2. Rural Social Institutions in India - Customs, Religion, Festivals, Marriage, Rural art
3. Special Problems of Scheduled Caste, Tribes and Other Backward Classes.



Unit-II Concept of Rural Community Development

1. Philosophy and Principles of Extension Education
2. Role of Community Development Worker in Rural Community Development

Unit-III Democratic Decentralization and Panchayati Raj

1. Concept of Self Help Groups and its Role in Rural Development
2. Concept and Frame Work of Women Empowerment.

Unit-IV Strategy for Rural Development

1. Planning machinery at Central Level. State Level and Local Level
2. Decentralization and Local Development
3. Watershed Management - Need, Advantages and Types

Unit-V Social Analysis and Resource Mobilisation

1. Challenges and Opportunities for Rural Reconstruction
2. Project Formulation, Planning, Implementation, Monitoring and Evaluation for Rural Community Development

Method Of Assessment

Theory 80% Practicals 20% Total 100%

References:

1. Abdul kalam APJ and Rajan Y.S. India 2020 - Vision for the new millennium Penguin Books, New Delhi (2002)
2. Barua, Jayanthi (2001) Social Mobilisation and Modern Society, Mittal Publication, New Delhi
3. Dahana OP.- Extension and Rural Welfare
4. Dayal R - 1960 - Community Development Programme in India - Allahabad Kitab Mahal Publications
5. Desai V - Rural Development (Vol. I to VI)



6. Encyclopedia of Social Work. (Vol. I to IV) government of India.
7. Gopal Iyer K, Sustainable Development, Ecological and Socio-Cultural Dimensions, Vikas Publishing House Pvt. Ltd. New Delhi (1996)
8. Goyal S.L. and Jam R.K. - Social Welfare Administration Vol. I to 11(1998) Dee & Deep Publications, New Delhi.
9. Jam S.C. - Community Development and Panchayati Raj In India.
10. Jainendra Kumar Jha - Encyclopedia of Social Work.
11. Karl, Marilee, 1995 "Women and Empowerment participation and Decisions Making, Zed Books Ltd. London and New Jersey
12. Mukherjee B - Community Development in India
13. Madan G. R. 1956 - Indian Social Problems Vol. II - Allied Publishers. Delhi
14. Sushma Sahay (1998) Women and Empowerment - Approaches and Strategies Discovery Publishing House, New Delhi
15. Singh K. - Indian Social System
16. Shalini Rajneesh - Rural Development through Democratic Decentralisation
17. Vidhya Bhushan & D.R. Sachdeva - An Introduction to Sociology
18. Journals recommended: Kurukshetra, Social Welfare, Yojana, Social Action;



Swami Vivekanand University, Sagar (M.P.)